

# CAP Pamphlet 60-33

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## CIVIL AIR PATROL DRILL AND CEREMONIES



This document prescribes drill and ceremonies procedures for Civil Air Patrol (CAP).

This document is a new CAP Pamphlet. CAP previously used AFMAN 36-2203 without further guidance from CAP. This pamphlet implements specific guidance for CAP regarding drill and ceremonies. It includes the content of and expands on Air Force Manual (AFMAN) 36-2203, *Drill and Ceremonies*, to provide further guidance and procedures for use by CAP Airmen in CAP venues. It describes the movements and procedures for saluting, drill, ceremonies, reviews, parades and color guards. This pamphlet is for general use throughout CAP and is a guide for CAP members teaching, learning, or participating in drill and ceremonies. It applies to all CAP units, members, and activities. Photos approximate the drill movement and are acknowledged not to be perfect. Direct questions concerning this document should be sent to CAP National Headquarters Cadet Programs, Maxwell AFB, AL.

## TABLE OF CONTENTS

<b>CHAPTER 1 - INTRODUCTION TO DRILL AND CEREMONIES .....</b>	<b>7</b>
1.1. Scope .....	7
1.2. Introduction to Drill.....	7
1.3. Introduction to Ceremonies .....	8
1.4. Key to Symbols.....	8
1.5. Drill Terms.....	8
1.6. Drill Instruction .....	10
<b>CHAPTER 2 - COMMANDS AND THE COMMAND VOICE.....</b>	<b>15</b>
<i>Section 2A - Commands.....</i>	<i>15</i>
2.1. Types of Commands .....	15
2.2. Parts of a command.....	15
2.3. General Rules for Commands.....	15
<i>Section 2B - The Command Voice .....</i>	<i>17</i>
2.4. Voice Characteristics .....	17
2.5. Pronunciation of Commands.....	19
2.6. Structure of Commands.....	20
2.7. Cadence .....	20
2.8. Counting Cadence.....	20
2.9. Mass Commands.....	21
<b>CHAPTER 3 - INDIVIDUAL DRILL AND DRILL OF THE ELEMENT.....</b>	<b>23</b>
3.1. Positions and Movements .....	23
3.2. Position of Attention .....	23
3.3. Rest Positions.....	23
3.4. Facings Movements .....	24
3.5. Hand Salute.....	25
3.6. Exchange of Salutes .....	25
Table 3.1 Saluting.....	28
3.7. Pledge of Allegiance to the Flag .....	30
3.8. Army, Navy, and Air Force Gun Salutes.....	31
3.9. Present Arms and Order Arms.....	31
3.10. Eyes Right (Left) and Ready Front .....	31
3.11. Steps and Marching .....	32
3.12. Forward March and Halt.....	33
3.13. Double Time.....	33
3.14. Mark Time.....	35
3.15. Half Step .....	35

3.16. Right (Left) Step .....	36
3.17. Change Step .....	36
3.18. To the Rear March .....	37
3.19. Flanking Movement .....	37
3.20. Face in Marching .....	37
3.21. Marching Other than at Attention .....	37
<b>CHAPTER 4 - DRILL OF THE FLIGHT .....</b>	<b>39</b>
<i>Section 4A - Formations .....</i>	39
4.1. The Flight as the Basic Drill Unit .....	39
4.2. Rules for the Guide .....	39
4.3. Formation of the Flight .....	40
4.4. Aligning the Flight .....	42
4.5. Open Ranks .....	44
4.6. Close Ranks .....	44
4.7. Individuals to Leave Ranks .....	45
4.8. Count Off .....	45
<i>Section 4B - Marching .....</i>	47
4.9. Flight Formation While Marching .....	47
4.10. Close or Extend March .....	47
4.11. Column Movements .....	48
4.12. Column Half Right (Left) .....	50
4.13. Forming a Single File or Multiple Files .....	51
4.14. Column of Twos to the Left (Right) .....	53
4.15. Forming a Column of Twos from a Column of Fours and Reforming .....	53
4.16. Counter March .....	54
<b>CHAPTER 5 - DRILL OF THE SQUADRON .....</b>	<b>57</b>
<i>Section 5A - Rules for Squadron Drill .....</i>	57
5.1. The Squadron as a Drill Unit .....	57
5.2. Commands .....	57
<i>Section 5B - Formations .....</i>	58
5.3. Forming the Squadron in Line .....	58
5.4. Aligning the Squadron .....	60
5.5. Inspecting the Squadron .....	61
5.6. The Squadron in Column .....	63
5.7. Massing the Squadron When in Column at Close Interval .....	63
5.8. Changing Direction When in Mass Formation .....	63
5.9. Column of Flights from Squadron Mass Formation .....	64
5.10. Extended Mass Formation .....	65

5.11. Dismissing the Squadron .....	65
5.12. Physical Training Formations.....	66
<i>Section 5C – The Guidon Bearer and Manual of the Guidon .....</i>	67
5.13. The Guidon .....	67
5.14. The Guidon Bearer.....	67
5.15. Order Guidon.....	67
5.16. Carry Guidon.....	68
5.17. Executing Order Guidon While at Carry Guidon .....	68
5.18. Executing Carry Guidon While at Order Guidon .....	68
5.19. Executing Parade Rest from Order Guidon .....	69
5.20. At double time .....	69
5.21. Executing Present Guidon When at Carry or Order Guidon .....	69
5.22. Executing Order Guidon or Carry Guidon When at Present Guidon.....	70
5.23. Individual Salute by Guidon Bearer when not in formation .....	70
<b>CHAPTER 6 - GROUP FORMATIONS AND CEREMONIES .....</b>	<b>71</b>
<i>Section 6A - Group Formations .....</i>	71
6.1. The Group in Formation .....	71
6.2. Composition of the Staff.....	72
6.3. Definition and Purpose of Ceremonies .....	72
<i>Section 6B – Forming the Group .....</i>	75
6.4. Forming the Group in Line With Squadrons in Line. ....	75
6.5. Forming the Group in Line With Squadrons in Mass Formation.....	76
6.6. Dismissing the Group.....	76
<i>Section 6C – Group and Squadron Parades .....</i>	77
6.7. Sequence of Parade Ceremony (Group in Line with Squadrons in Line) .....	77
6.8. Sequence of Parade Ceremony with Group and Squadrons in Mass or Extended Mass.....	87
6.9. Parade Ceremony for a Squadron in Line.....	95
<i>Section 6D - Raising and Lowering the Flag &amp; Change of Command.....</i>	96
6.10. Reveille .....	96
6.11. Events Accompanying Flag Raising at the Reveille Ceremony .....	96
6.12. Raising the Flag.....	97
6.13. Retreat Ceremony .....	97
6.14. Events Accompanying Retreat Ceremony at the Flagstaff.....	97
6.15. Lowering the Flag .....	98
6.16. Change of Command .....	99
<b>CHAPTER 7 – COLOR GUARD.....</b>	<b>101</b>
<i>Section 7A - Color Guard Overview .....</i>	101
7.1. The Color Guard.....	101

<i>Section 7B - Individual Color Guard Drill .....</i>	101
7.2. Manual of the Colors .....	101
7.3. Manual of Arms .....	104
<i>Section 7C – Color Guard Drill .....</i>	109
7.4 Stationary Movements .....	109
7.5. Marching.....	109
<i>Section 7D – Ceremonies .....</i>	110
7.6. Innovative Drill.....	110
7.7. Presenting the Colors .....	110
7.8. Posting and Retrieving the Colors .....	110
Attachment 1 - DRILL INSTRUCTION SCRIPT.....	112
Attachment 2 - DRILL MOVEMENTS .....	113
Attachment 3 FORMING AND DISMISSING THE SQUADRON.....	114
SUBJECT INDEX .....	115

## FIGURES

Figure 1.1 Symbols.....	8
Figure 1.2 Drill Instruction Script Sample .....	14
Figure 2.1 Diaphragm Exercise .....	18
Figure 2.2 Commands Portrayed Graphically.....	22
Figure 3.1 Position of Attention .....	23
Figure 3.2 Parade Rest.....	24
Figure 3.3 Right Face.....	24
Figure 3.4 About Face.....	25
Figure 3.5 Hand Salute.....	26
Figure 3.6 Examples of Salutes with Various Headgear .....	26
Figure 3.7 Eyes Right in Line .....	31
Figure 3.8 Eyes Right in Column .....	32
Figure 3.9 Forward March .....	33
Figure 3.10 Double Time.....	34
Figure 3.11 Mark Time.....	35
Figure 3.12 Half Step.....	35
Figure 3.13 Right/Left Step March .....	36
Figure 3.14 Change Step March.....	36
Figure 3.15 Face in Marching Left .....	38
Figure 3.16 Face in Marching Right .....	38
Figure 4.1 Flight in Line Formation .....	40
Figure 4.2 Dress Right Dress / Normal Interval .....	41
Figure 4.3 Flight in Column Formation.....	41
Figure 4.4 Fall In or Dress Right Dress: Close Interval .....	42
Figure 4.5 Dress Left Dress .....	43
Figure 4.6 Open Ranks March.....	45

Figure 4.7 Count Off in Line .....	46
Figure 4.8 Count Off in Column .....	46
Figure 4.9 Command for Column Left and Column Right Movements .....	48
Figure 4.10 Column Right March at Normal Interval .....	49
Figure 4.11 Column Right March at Close Interval.....	50
Figure 4.12 Forming a File From a Column of Twos .....	51
Figure 4.13 Forming a Column of Twos from a Single File .....	52
Figure 4.14 Forming a Column of Threes from a Single File.....	52
Figure 4.15 Column of Twos From a Column of Fours .....	53
Figure 4.16 Column of Fours from a Column of Twos.....	54
Figure 4.17 Counter March for a Four Element Flight, Marching & Halted .....	54
Figure 4.18 Counter March for a Three Element Flight, Marching & Halted.....	56
Figure 4.19 Counter March for a Two Element Flight, Marching & Halted .....	56
Figure 5.1 Forming the Squadron in Line .....	58
Figure 5.2 Squadron in Line .....	60
Figure 5.3 Inspection of the Squadron .....	60
Figure 5.4 Moving Between Individuals During Inspection.....	61
Figure 5.5 Squadron in Column .....	63
Figure 5.6 Squadron in Mass .....	64
Figure 5.7 Right Turn in Mass Formation .....	64
Figure 5.8 Squadron in Extended Mass Formation .....	65
Figure 5.9 Order Guidon .....	67
Figure 5.10 Carry Guidon.....	69
Figure 5.11 Carry Guidon, Alternate Method.....	69
Figure 5.12 Parade Rest with the Guidon.....	69
Figure 5.13 Double Time.....	69
Figure 5.14 Present Arms .....	70
Figure 5.15 Individual Salute by Guidon Bearer .....	70
Figure 6.1 Group in Line with Squadrons and Flights in Line .....	71
Figure 6.2. Group in Column with Squadrons in Column and Flights in Column .....	72
Figure 6.3. Preparation for a Parade .....	77
Figure 6.4 Group Parade with Squadrons and Flights in Line .....	86
Figure 6.5 Change of Command Ceremony.....	100
Figure 7.1 Flags at the Order .....	102
Figure 7.2 Flag at the Carry.....	102
Figure 7.3 Color Guard at Parade Rest .....	103
Figure 7.4 Color Guard at Present Arms.....	103
Figure 7.5 Order Arms .....	104
Figure 7.6 Parade Rest, At Ease Rest .....	105
Figure 7.7 Port Arms from Order Arms .....	105
Figure 7.8 Order Arms from Port Arms .....	106
Figure 7.9 Present Arms .....	106
Figure 7.10 Right Shoulder Arms from Order Arms .....	107
Figure 7.11 Left Should Arms from Port Arms.....	108
Figure 7.12 Eyes Right.....	109

## CHAPTER 1 - INTRODUCTION TO DRILL AND CEREMONIES

### 1.1. Scope.

1.1.1. This pamphlet covers most of the drill and ceremonies needs for Civil Air Patrol (CAP), but it does not cover every situation that may arise. For unusual situations, using good judgment and taking into account the purpose of the movement or procedure can often provide the solution. For additional guidance, contact the national cadet programs directorate at [cadets@capnhq.gov](mailto:cadets@capnhq.gov). Wing or Region cadet programs officers should be consulted prior to contacting National Headquarters directly.

1.1.2. References. This pamphlet is derived from Air Force Manual (AFMAN) 36-2203, *Drill and Ceremonies*, Air Force Instruction (AFI) 34-1201, *Protocol*, AFPAM 34-1202, *Guide to Protocol*, and for rifle manual of arms, Army Training Circular (TC) 3-21.5 *Drill and Ceremonies*. It is specific to the needs of CAP units and activities, and in some cases provides more detail than is found in AFMAN 36-2203. The pamphlet stays as close to U.S. Air Force (USAF) drill as described in AFMAN 36-2203. In cases where there is no USAF guidance CAP relies on tradition or the guidance found in other military components' drill manuals.

1.1.3. CAPR 52-16, Cadet Programs, allows cadets to use facsimile, replica, or demilitarized firearms only as part of an honor guard or color guard. A demilitarized firearm is one that will prevent the insertion of ammunition or the firing of a weapon. A facsimile or replica is a copy that is not capable of accepting ammunition. CAP members may not drill with bayonets, sabers, swords, etc. Units or organizations required to drill under arms will use the procedures in Army Training Circular (TC) 3-21.5 Drill and Ceremonies for all rifle movements.

### 1.2. Introduction to Drill.

1.2.1. The Value of Drill and Ceremonies: On the drill field, the individual learns to participate as a member of a team and to appreciate the need for discipline. That is, to respond to authority, to follow orders promptly and precisely, and to recognize the effects of their actions on the group as a whole. Learning to follow is the beginning of leadership.

1.2.1.1. CAP uses drill and ceremonies as a tool for leadership development. Drill is a skill that teaches all the elements of followership – immediate response to orders, attention to detail, complying with specific direction, and the importance of teamwork. Drill allows an individual to progress from the simple (e.g., individual drill movements) to the complex (e.g., flight or squadron drill). Drill allows an emerging leader the opportunity to lead by example, as an Element Leader or Guide might, and to coach and mentor subordinates. Leaders learn how to speak in front of a group, and how to teach. Leaders must take responsibility for their subordinates, ensuring they are not facing into the sun, they have enough water or personal breaks, etc. Drill is a skill that Airmen start to learn the day they join CAP, and continue learning and adding skills and knowledge throughout their CAP career.

1.2.1.2. Drill movements should be taught in a logical sequence, and integrated into the cadet leadership program. Each achievement in Phases I and II tests cadets on various drill movements,

per CAP Test 78-2. Units are encouraged to teach cadets practical drill as early as possible so they may integrate into cadet activities, formations, and ceremonies.

1.2.2. For the purpose of drill, Air Force organizations are divided into elements, flights, squadrons, groups, and wings. The wing does not drill by direct command. CAP units rarely drill in mass formations, or in formations above group level. For wing level ceremonies, refer to AFMAN 36-2203.

1.2.3. Drill consists of certain movements by which the flight or squadron is moved in an orderly manner from one formation to another or from one place to another. Standards such as the 24-inch step, cadence of 100 to 120 steps per minute, distance, and interval have been established to ensure movements are executed with order and precision. The task of each person is to learn these movements and execute each part exactly as described. Individuals also must learn to adapt their own movements to those of the group. Everyone in the formation must move together on command.

### **1.3. Introduction to Ceremonies.**

1.3.1. Ceremonies are special, formal, group activities conducted by the Armed Forces to honor distinguished persons or recognize special events. Ceremonies also demonstrate the proficiency and training state of the Airmen.

1.3.2. Ceremonies are an extension of drill activities. The precision marching, promptness in responding to commands, and teamwork developed on the drill field determine the appearance and performance of the group in ceremonies.

**1.4. Key to Symbols.** Symbols used in this pamphlet are shown in Figure 1.1.

**Figure 1.1 Symbols**

	Group Commander		Adjutant/XO		Colors		First Sergeant		Guidon Bearer		Element Leader
	Squadron Commander		Staff Officer/ Deputy Gp Cdr		Flight Commander		Flight Sergeant		Guide		Airman

### **1.5. Drill Terms**

1.5.1. Drill terms are the vocabulary of drill. It is important to use the right word to describe the details of drill, especially when making corrections while drilling.

**1.5.2. Adjutant** - A ceremonial position in reviews and parades and responsible to the troop or group commander. The adjutant forms the unit at the beginning of the review or parade. The adjutant's cadence is 140 steps per minute.

**1.5.3. Alignment** - Dress or cover.

**1.5.4. Base** - The element on which a movement is planned, regulated, or aligned.

**1.5.5. Cadence** - The uniform step and rhythm in marching; that is, the number of steps marched per minute.

**1.5.6 Center** - The middle point of a formation. On an odd-numbered front, the center is the center person or element. On an even-numbered front, the center is the right center person or element. All personnel in formation (including Guide and Flight Sergeant) are counted in determining the front in line.

**1.5.7. Cover** - Individuals aligning themselves directly behind the person to their immediate front while maintaining proper distance.

**1.5.8. Depth** - The total space from front to rear of any formation. An individual's depth is considered to be 12 inches.

**1.5.9. Distance** - The space from front to rear between units. The distance between individuals in formation is 40 inches as measured from their chests to the backs of individuals directly in front of them. Flight commanders, guides, and others whose positions in formation are 40 inches from a rank are themselves considered a rank.

**1.5.10. Double Time** - The rate of marching at 180 steps (30 inches in length) per minute.

**1.5.11. Dress** - Alignment of elements side by side or in line maintaining proper interval.

**1.5.12. Element** - The basic formation; that is, the smallest drill unit comprised of at least 3, but usually 8 to 12 individuals, one of whom is designated the element leader.

**1.5.13. File** - A single column of persons placed one behind the other.

**1.5.14. Final Line** - The line on which the adjutant forms the front rank of Airmen for a parade or review.

**1.5.15. Flank** - The extreme right or left (Airmen's right or left) side of a formation in line or in column.

**1.5.16. Flight** - At least two, but not more than four, elements.

**1.5.17. Formation** - An arrangement of units.

**1.5.18. Front** - The space occupied by a unit, measured from flank to flank. The front of an individual is considered to be 22 inches.

**1.5.19. Guide** - The Airman designated to regulate the direction and rate of march.

**1.5.20. Head** - The leading unit of a column.

**1.5.21. In Column** - A formation with guide and element leaders to the front of each unit.

**1.5.22. In Line** - A formation with the guide and element leaders to the extreme right flank of each unit.

**1.5.23. Interval** - The space between individuals placed side by side. Normal interval is an arm's length. Close interval is 4 inches.

**1.5.24. Inverted Column** – A formation with guide and element leaders to the rear of each unit.

**1.5.25. Inverted Line** - A formation with the guide and element leaders to the extreme left flank of each unit.

**1.5.26. Line of March** - A line followed by Airmen as they pass in review.

**1.5.27. Mark Time** - Marching in place at a rate of 100 to 120 steps per minute.

**1.5.28. Mass Formation** - The formation of a squadron or group in which the component units are in column, abreast of each other, and at close interval.

**1.5.29. Pace** - A step of 24 inches. This is the length of a full step in quick time.

**1.5.30. Post** - The correct place for an officer, noncommissioned officer (NCO), or Airman to stand while in formation.

**1.5.31. Quick Time** - The rate of marching at 100 to 120 steps (12 or 24 inches in length) per minute.

**1.5.32. Rank** - A single line of persons placed side by side.

**1.5.33. Ready Line** - A forming line 20 paces to the rear of the final line where Airmen are formed for a parade or review at an established time prior to Adjutant's Call.

**1.5.34. Reviewing Officer** - The senior officer participating in a parade or review.

**1.5.35. Slow Time** - The rate of marching at 60 steps per minute (used in funeral ceremonies).

**1.5.36. Step** - The distance measured from heel to heel between the feet of an individual marching.

**1.5.37. Unit** - Any portion of a given formation.

**1.6. Drill Instruction.** Drill is probably the first thing a CAP cadet will learn once they join the program, and they will never stop improving their expertise in drill and ceremonies. As

mentioned in previous paragraphs, CAP uses drill as a tool to develop leadership. We start at very simple positions and progress through increasingly complex movements until we have hundreds of cadets on a drill field in a ceremony or parade, with cadets in charge at every level. In planning a drill program, you should balance the need to progress from the simple to the complex with the desire to immediately allow the cadets to perform with more experienced cadets in squadron formations. A recommended sequence for teaching drill is shown in **Attachment 2**.

1.6.1. When teaching drill, always place the flight at ease so they can better pay attention to the instruction, see the demonstrations, etc. A flight should be at attention only when required to execute drill movements, and for short periods during formations. Never leave a flight standing at attention if they can be at ease or rest.

1.6.2. **Six-Step Method:** Use the following step-by-step procedures to teach drill movements:

1.6.2.1. State the name of the movement to be executed, and describe its purpose. State the preparatory command and the command of execution, or note if it's a combined command. Demonstrate what the command sounds like.

1.6.2.2. Demonstrate the movement to the formation, using the proper cadence and commands.

1.6.2.3. Explain and demonstrate the movement in detail.

1.6.2.4. Ask questions on the movement, then demonstrate the movement again as in paragraph 1.6.2.2 when further clarification is needed.

1.6.2.5. Have the formation perform the movement and make on-the-spot corrections.

1.6.2.6. Critique the performance of the movement and review important areas before moving on to the next exercise.

1.6.3. By the Numbers is the method in which precision movements of two or more counts are demonstrated, practiced, and learned - one count at a time. This method enables the student to learn a movement step by step and permits the instructor to make detailed corrections.

1.6.3.1. The instructor commands **BY THE NUMBERS** before giving commands for the movement; for example, **BY THE NUMBERS, About, FACE**. The first count of the movement is executed on the command **FACE**. The second count is executed on the command **Ready, TWO** (the pivot is the second count).

1.6.3.2. All subsequent movements are executed by the numbers until the command **WITHOUT THE NUMBERS** is given. For example, in teaching right and left face, the command **BY THE NUMBERS** is given at the beginning of the practice exercise. Each facing is repeated by the numbers until the instructor gives **WITHOUT THE NUMBERS**. Subsequent movements are executed in the cadence of quick time.

1.6.4. **In Cadence** is the method to enable Airmen to learn or maintain cadence and develop rhythm. This method allows the student to learn to execute a movement at the correct cadence and permits the instructor to assess the flight's performance as a team.

1.6.4.1. For stationary movements of two or more counts, the instructor commands, for example, **IN CADENCE, Right, FACE**. The Airman simultaneously executes the first count of the movement on the command of execution and sounds off, **ONE**; as he executes the second count he sounds off, **TWO**. Note that the movements are executed at normal cadence. Airmen simply sound off while they are performing each step of the movement.

1.6.4.2. All subsequent movements are executed in cadence until the instructor commands **WITHOUT CADENCE**. For example, in teaching right and left face, the command **IN CADENCE** is given at the beginning of the practice exercise. Each movement is repeated in cadence until the instructor gives **WITHOUT CADENCE**.

1.6.4.3. In Cadence may be used with By the Numbers to have cadets sound off while practicing steps one at a time.

#### 1.6.5. Use of a Demonstrator in Training

1.6.5.1. Whenever possible, use a demonstrator other than the drill instructor. It allows the instructor to teach the movement and pay attention to his students.

1.6.5.2. Rehearse the entire demonstration sequence beforehand, and determine the important aspects of the movement(s).

1.6.5.3. Give your demonstrator commands, which helps your students know exactly how to react when you give the command to them.

1.6.5.4. Have your demonstrator do the movement at a regular cadence, then step by step.

1.6.5.5. Point out what details your students should notice in the demonstration. Cover all the important aspects of the movement (you outlined them in the research phase of the planning process).

1.6.5.6. Make sure every student can see the demonstrator. Have the demonstrator post off center of the formation. You may want to have front elements take a knee, etc.

1.6.5.7. Have your demonstrator present for the demonstration only. He will be a distraction to the flight if he remains in front with you.

#### 1.6.5.8. Example

To the flight: “We are going to learn the movement Parade, REST. This is the most restrictive of all of the rest positions in that you cannot move or look around. It is more comfortable than the position of Attention because your weight is distributed across both feet, which are spread apart. The command is ‘Parade, REST’. The preparatory command is PARADE, the command of execution is REST. Here is what it looks like:”

To the demonstrator: **Demonstrator, Post** - He faces the flight at Attention. **Parade, REST.**  
**Demonstrator, ATTENTION. About, FACE. Parade, REST.**

To the flight: “This is what the execution of the command Parade Rest should look like. Now we’ll look at it in detail. You must be at the position of Attention before going to Parade Rest. At the command of execution, move your left foot 12 inches to the left of your right foot, and at the same time clasp your hands behind you.”

To the demonstrator: **Demonstrator, ATTENTION. Parade, REST**

To the flight: “Notice the distance between his heels is 12 inches. He still maintains a 22 1/2 degree angle with each foot maintaining the 45 degree angle when the feet are together at Attention. His knees are not locked, and weight rests equally on both feet. His arms are fully extended, with the left hand clasping the right hand. Fingers are extended and joined. Arms hang naturally, not up in the small of the back. He stands erect, chest out, shoulders back, stomach in.”

To the demonstrator: **Demonstrator, ATTENTION, About, FACE, Parade, REST**

To the flight: “Notice he doesn’t move or look around. His eyes are looking forward. He is silent and immobile. What questions do you have on this movement and demonstration?” Instructor should use the demonstrator as a training aid in answering questions. Ask specific questions about the movement to ensure students remember the important details.

To the demonstrator: **Demonstrator, ATTENTION. DISMISSED**

#### 1.6.5.9. Continue with the last two steps of the 6-Step Drill Instruction Method.

**1.6.6. Scripting.** Scripting refers to the development by a drill instructor of a script to use in teaching drill movements using the 6-Step Method described in paragraph 1.6.1. It helps the instructor fill in the details of a movement within the six steps. Using a script to teach drill keeps instructors consistent, and ensures they cover all aspects of the drill movement in a way that ensures the students learn the movement correctly the first time. A blank Drill Instruction Script is presented in Attachment 1. A sample Drill Instruction Script is shown in **Figure 1.2.**

**1.6.7. Feedback.** Feedback refers to information about a student’s performance provided by the drill instructor to the student. Feedback about an incorrectly performed maneuver will be most effective when it is focused on performance, not the individual, and communicates a specific corrective action required to improve. This requires the instructor to closely observe the students’

performance. For example, "I see cadets dragging their right foot across the ground. That is incorrect and makes the whole flight look sloppy. This time, raise your right foot off the ground and place it down at the position of attention!" Positive feedback can be very effective in cementing the desired behavior. For example, "Flight, that time everyone raised their right foot off the ground and placed it at the position of attention just like I instructed. That looked sharp, well done!"

**1.6.8. Intensity.** Intensity describes the relative level of task focus provided by immediate supervisors in our Cadet Program (see CAPP 52-23). Drill instructors should be especially familiar with CAPP 52-23 chapters 6-10 and employ the "Intensity Toolbox" to ensure that they establish an optimal intensity level for drill training. A louder voice and insistence on precision when directed at an entire group can sharpen the group's focus, while a more moderate tone of voice would normally be more appropriate when providing individual feedback.

**Figure 1.2 Drill Instruction Script Sample**

**DRILL INSTRUCTION SCRIPT**

- 1. The drill movement we will now learn is Left Face. This is used to turn an individual or flight 90 degrees to the left. The command for this movement is Left, FACE. It sounds like this: [Left, FACE. Left, FACE [give the command in a normal command voice, twice]. The preparatory command is Left, the command of execution is Face.**
- 2. I will now demonstrate this command at normal cadence. Pay particular attention to my feet, arms, and head. [demonstrate as many times as needed for the flight to see all parts of the movement]**
- 3. I will now break down this command into its parts and demonstrate it step by step. What you need to know about the movement is as follows: On the command of execution, you raise the left toe and right heel slightly and pivot 90 degrees to the left on the ball of the left foot and the heel of the right foot, assisted by slight pressure on the ball of the right foot. Keep legs straight but not stiff. The upper portion of the body remains at attention. This completes count one of the movement. Next, bring the right foot smartly forward, ensuring heels are together and on line. Don't drag your foot across the ground. Feet should form a 45-degree angle, at the position of attention. This completes count two of the movement. Pin your arms to your side during the pivot.**
- 4. What are your questions regarding Left Face? [After answering questions from the flight, quiz them on the key points of the movement.] *Cadet Jones – do you pivot on your left heel or right heel? Cadet Smith – what do you do with your arms. Cadet Gonzalez – What angle do your feet form when completed?***
- 5. We will now practice this movement. Flight, ATTENTION. Left, FACE. Left, FACE. By the Numbers, Left, FACE. Ready, TWO. Left, FACE. *This time, raise your right foot off the ground and put it down at the position of Attention – don't drag it across the ground!* Ready, TWO. Without the Numbers, Left, FACE. Left, FACE. [make corrections][if useful, break the movement down, and practice By the Numbers]**
- 6. After practicing, summarize the key points the flight should remember, critique their performance as individuals and as a flight. *That wasn't bad. We'll continue to practice until we're completely together as a flight, arms are pinned, and no one is dragging their trail foot.***

## CHAPTER 2 - COMMANDS AND THE COMMAND VOICE

### ***Section 2A - Commands***

#### **2.1. Types of Commands.**

2.1.1. A drill command is an oral order. A normal command has two parts (see 2.2.), and is called a **two part command**. Most commands are two part commands (i.e. **Right FACE; Forward, MARCH**).

2.1.2. In **combined commands**, the preparatory command and the command of execution are combined into one command, for example: **FALL IN, AT EASE**, and **REST**. These commands are given at a uniformly high pitch and a louder volume than that of a normal command of execution. There is no preparatory command or command of execution.

2.1.3. **Supplementary commands** are given by subordinate leaders when one unit of the element must execute a movement different from the other units, or must execute the same movement at a different time, or to echo the preparatory command given by a higher level commander. Examples are **CONTINUE THE MARCH, STAND FAST, or Squadron (Flight), ATTENTION**, where “Flight” is the supplementary command.

2.1.4. **Informational commands** have no preparatory command or command of execution, and they are not supplementary. They are used by a senior commander to give direction to junior commanders. Two examples are **PREPARE FOR INSPECTION**, and **DISMISS THE SQUADRON**.

2.1.5. **Mass commands** combine an informational command with a command of execution for use in a training environment. See 2.6.

**2.2. Parts of a command.** Most drill commands have two parts, the **preparatory command** and the **command of execution**. In this pamphlet, the first letter of preparatory command is capitalized and printed in boldface (**Squadron**), and the command of execution is printed in all caps and boldface (**ATTENTION**).

2.2.1. The preparatory command explains what the movement will be. When calling a unit to attention or halting a unit’s march, the preparatory command includes the unit’s designation. In the command **Flight, HALT**, the word **Flight** is the preparatory command. At the same time, it designates the unit. In other preparatory commands, the command tells the unit what they will do next, as in **Left, FACE**.

2.2.2. The command of execution follows the preparatory command. The command of execution designates when the movement will be carried out. In **Forward, MARCH**, the command of execution is **MARCH**. Upon hearing the command of execution, cadets start marching forward.

#### **2.3. General Rules for Commands.**

2.3.1. When giving commands, the leader is at the position of attention. Good military bearing is necessary for good leadership. While marching, the leader must be in step with the formation at all

times. When the unit is in a rest position, present arms, or executing other positions other than the position of attention, the leader returns to the position of attention to give the next command. In these cases, they don't execute the command with the unit. In other cases, the leader executes the command with the flight. Examples are Forward, MARCH, where the leader steps off at the same time the flight does; Right Step, MARCH, where the leader executes side steps along with the flight, actually executing Left Step to mirror the flight. When teaching drill, a leader need not execute commands with the flight if it detracts from his instruction.

2.3.2. The commander faces the formation when giving commands except when the element is part of a larger drill element or when the commander is relaying or echoing commands in a ceremony. When the leader is facing the flight, he/she will mirror the movement of the flight (going to his/her left while the flight goes to their right). When the commander is a member of a staff or detail and is required to perform a movement at the same time as the formation, he/she maintains the same position as the staff or detail while giving commands and executes the movement with them (i.e. command **Staff, Order, ARMS** from the position of present arms, and execute with the staff).

2.3.3. Generally, when facing away from the unit, a leader gives commands over his/her right shoulder. When part of a larger movement that begins to the left of the unit, such as **Column of Files from the Left, Forward, MARCH**, the head is turned to the left. When a flight commander is posted in front of the first element leader in column, commands are given over the right shoulder. When posted in front of the guide or element leaders during an inspection, the head is turned to the left (facing toward the flight).

2.3.4. When a command requires a unit to execute a movement different from other units (or the same movement at a different time), the subordinate commander gives a supplementary command. Supplementary commands are given between the element commander's preparatory command and command of execution. When the squadron commander's preparatory command is **Squadron**, the flight commander's preparatory command is **Flight**.

2.3.5. When flights of a squadron are to execute a movement in order, such as a column movement, the flight commander of A Flight repeats the squadron commander's preparatory command. The commanders of the other flights give a supplementary command, such as **CONTINUE THE MARCH**. When the squadron commander gives the command of execution, A Flight executes the movement; and, at the command of the appropriate flight commander, each of the following flights executes the movement at approximately the same location and in the same manner as A Flight.

2.3.6. Use the command **AS YOU WERE** to revoke a preparatory command. After the command of execution has been given and the movement has begun, give other appropriate commands to bring the element to the desired position. If a command is improperly given, the individuals execute the movement to the best of their ability.

2.3.7. When giving commands, flight commanders may add the letter of their flight to the command, such as **A Flight, HALT** or **B Flight, Forward, MARCH**. This is usually only done when many flights are in the same area and could be confused hearing other commanders. When commands

are given to a squadron in which one flight stands fast or continues to march, the flight commander commands **STAND FAST** or **CONTINUE THE MARCH**, as appropriate.

2.3.8. The preparatory command and the command of execution are given as the heel of the foot corresponding to the direction of the movement strikes the ground. In commands containing two or more words, place the point of emphasis on the last word. For example, in **Right Flank, MARCH**, give the command **Flank** as the right foot hits the ground.

## Section 2B - The Command Voice

**2.4. Voice Characteristics.** The way a command is given affects the way the movement is executed. A correctly delivered command is loud and distinct enough for everyone in the element to hear. It is given in a tone, cadence, and snap that demand a willing, correct, and immediate response. A voice with the right qualities of loudness, projection, distinctness, inflection, and snap enables a commander to obtain effective results as shown below.

**2.4.1. Loudness.** This is the volume used in giving a command. It should be adjusted to the distance and number of individuals in the formation. The commander takes a position in front of, and centered on, the unit and facing the unit so his or her voice reaches all individuals. Speak loudly enough for all to hear, but do not strain the vocal cords.

2.4.1.1. The most important muscle used in breathing is the diaphragm, the large, powerful muscle that separates the chest cavity from the abdominal cavity. The diaphragm automatically controls the breath when giving commands.

2.4.1.2. Deep breathing exercises develop the diaphragm and refresh the entire body. The following exercise will develop improved breathing techniques for giving commands. Take a deep breath through the mouth and hold the air in the lungs. With relaxed throat muscles, say huh and ha in as short a time as possible. Make the sounds entirely by expelling short puffs of air from the lungs. Use only the diaphragm and muscles around the waist. When you do this properly, you can feel a distinct movement of the abdominal muscles. Practice this exercise often. As a result, you can increase effort and volume until they are natural. Another excellent exercise for developing and strengthening the muscular walls of the diaphragm is shown in **Figure 2.1**.

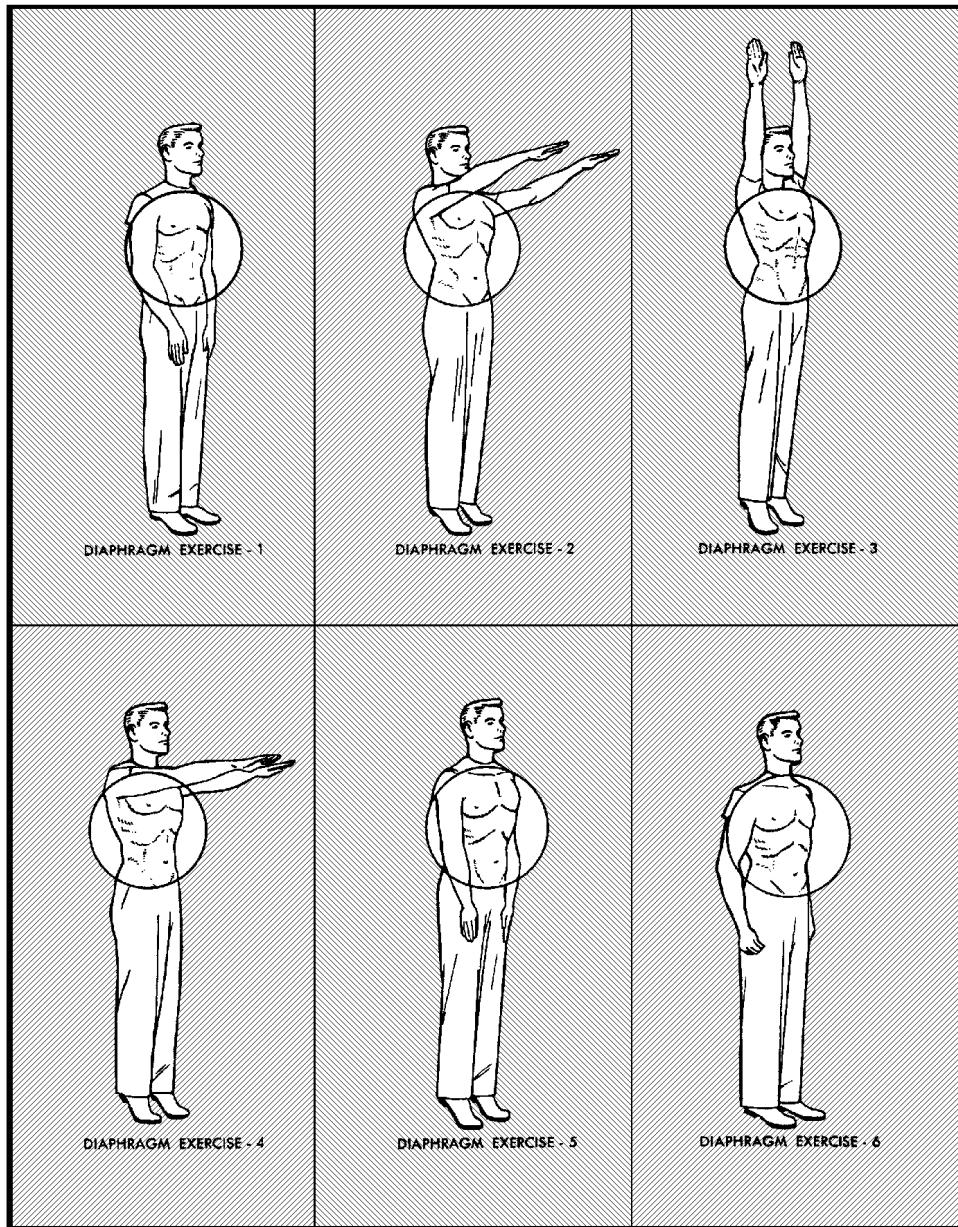
2.4.1.3. The cavities of the throat, mouth, and nose act as amplifiers and help give fullness (resonance) and projection to the voice.

2.4.1.4. To obtain resonance, keep your throat relaxed, loosen your lower jaw, and open your mouth. You can then prolong the vowel sounds.

**2.4.2. Projection.** This is the ability of your voice to reach whatever distance is desired without undue strain. To project the command, focus your voice on the person farthest away. Counting in a full, firm voice and giving commands at a uniform cadence while prolonging the syllables are good exercises. Erect posture, proper breathing, a relaxed throat, and an open mouth help project the voice.

**2.4.3. Distinctness.** This depends on the correct use of the tongue, lips, and teeth to form the separate sounds of a word and to group those sounds to force words. Distinct commands are effective; indistinct commands cause confusion. Emphasize clear enunciation.

**Figure 2.1 Diaphragm Exercise**



**2.4.4. Inflection.** This is the change in pitch of the voice. Pronounce the preparatory command - the command that announces the movement - with a rising inflection near or at the end of its completion, usually the last syllable. When beginning a preparatory command, the most desirable pitch of voice is near the level of the natural speaking voice. A common fault is to start the preparatory command so high that, after employing a rising inflection, the passage to a higher pitch for the command of execution is impossible without undue strain. A properly delivered command of execution has no inflection. However, it should be given at a higher pitch than the preparatory command. Some commands are portrayed graphically in **Figure 2.2**.

2.4.4.1. In Fig. 2.2, the preparatory commands are written on a slope to indicate that their pitch rises. In other words, the leader's voice gets higher as the command is called. The sound is very similar to the "get set" when people say "Ready, Get set, GO!"

2.4.4.2. The command of execution is pronounced at a higher pitch than the preparatory command because a human's normal reaction to higher pitched sounds is to act immediately. Leaders should take care to begin their preparatory command at a low register so that they are not squeaking when they get to the command of execution.

2.4.4.3. It should be noted that the word **Flight** when used before **Tench HUT** (Attention) is said at a higher pitch than **Tench**. This is because the word **Flight** is designed to catch the attention of Airmen who may not be paying attention since they are at a position of rest. Once their attention has been gained, the rest of the command is given with the normal pitch rules.

**2.4.5. Snap.** This is that extra quality in a command that demands immediate response. It expresses confidence and decisiveness. It indicates complete control of yourself and the situation. To achieve this quality, you must have knowledge of commands and the ability to voice them effectively. Give the command of execution at the precise instant the heel of the proper foot strikes the ground while marching. Achieve snap in giving commands by standing erect, breathing without effort, and speaking clearly.

**2.5. Pronunciation of Commands.** Figure 2.2 displays commands phonetically so that Airmen may learn how they are pronounced when drilling. These commands often sound very different from how the words would normally be said.

2.5.1. **HARCH.** The command of execution **MARCH** is always pronounced **HARCH** in order to allow the leader to project their voice without damaging their vocal cords. To pronounce the M sound, the mouth must be closed, which does not allow air to escape the mouth as the vocal cords vibrate to create the sound. When combined with the sudden burst of air from the diaphragm that is necessary for loudness and projection, a back pressure develops in the throat that can damage the vibrating vocal cords. This often leads to a hoarseness that makes it difficult to give commands properly later on. After prolonged use over a couple of days, the leader may even lose their voice altogether. By replacing the M sound with an H, the mouth is now open when the sudden burst of air exits the throat, and the vocal cords are not vibrating (which is when damage is most likely). This allows the air to leave naturally without doing damage. The resulting command of execution will also be louder and projected further.

2.5.2. **HARMS.** By placing an H sound at the beginning of **ARMS**, the leader can protect their vocal cords and project the command safely. If you begin with the A sound, the vocal cords are tightened and vibrating at the very moment the sudden burst of air comes up from the leader's diaphragm. This can cause the leader to lose their voice gradually or in some cases immediately. By adding an H sound at the beginning, the sudden burst of air necessary for snap, projection and loudness is already past the throat by the time the A sound occurs, thus protecting the leader's voice.

**2.5.3. Hawlt/Stehp.** Pronouncing **HALT** with a W sound in the middle forces the leader to open their mouth wider than natural, which allows them to project their voice further without damage. Although not part of a command of execution, pronouncing Step as **Stehp** does the same thing.

**2.5.4. Tench HUT.** Attention is pronounced **Tench HUT**, with **Tench** acting as a sort of unofficial preparatory command and **HUT** being the actual command of execution. This avoids using the A sound at the beginning, which may damage the vocal cords when trying to project. By saying **HUT** instead of **SHUN**, the leader avoids the longer hissing sound that lacks the proper snap for a command of execution. With the proper burst of air from the diaphragm, **HUT** becomes almost a cough, and everyone knows exactly when to move.

**2.6. Structure of Commands.** In military drill, each command has a specific number of syllables, a certain cadence, and certain vowels. The combination of these three aspects makes each command sound completely different even in less than optimum conditions. When an Airman cannot hear the command clearly, they can often guess the right command because of its distinctive rhythm. Theoretically, a leader could mumble the commands and the Airmen would be able to figure out what they wanted anyway.

## **2.7. Cadence.**

**2.7.1.** Cadence is the measure or beat of movement. Commanders must match the rhythm of their commands with the cadence of their unit. The interval that produces the best effect in a movement is the one that allows one step between the preparatory command and the command of execution. In some instances, you should lengthen the interval enough to permit proper understanding of the movement to be executed and allow for supplementary commands when necessary. Measure the interval exactly in the beat of the drill cadence.

**2.7.2.** When marching, give commands for executing movements to the right when the right foot strikes the ground; give commands for executing movements to the left when the left foot strikes the ground. In commands containing two or more words, place the point of emphasis on the last word. For example, in **Column Right, MARCH**, start the command **Column** slightly before the right foot hits the ground, so the word **Right** is given when the right foot hits the ground. This also aids significantly to ensuring the inflection of the preparatory command is rising.

**2.7.3.** For a squadron or larger unit, the interval between the squadron or group commander's preparatory command and the command of execution should be long enough to allow the marching elements to take three steps between commands.

## **2.8. Counting Cadence.**

**2.8.1.** The instructor counts cadence to keep a unit in step. When cadets get out of step, the instructor either corrects them individually, counts cadence, or halts the unit and then moves them off in step. Counting cadence helps teach coordination and rhythm. Cadence is given in sets of two as follows: **HUT, TOOP, THREEP, FOURP; HUT, TOOP, THREEP, FOURP**, without singing or altering tone. To help keep in step, unit members should keep their heads up and watch the head and shoulders of the person directly in front of them. When units are untrained and inexperienced, cadence counting

should be clear and simple. More experienced units are able to stay in step without constant reminder, and leaders should encourage the use of marching songs or jodies.

2.8.2. The command for the element to count cadence is **Count Cadence, COUNT**. Give the command of execution as the left foot strikes the ground. The next time the left foot strikes the ground, the group counts cadence for eight steps, as follows: **ONE, TWO, THREE, FOUR; ONE, TWO, THREE, FOUR**. Do not shout the counts. Give them sharply and clearly, and separate each number distinctly using conversational volume.

2.8.3. In counting cadence in the movement Right Step, the count of ONE is given on the right foot because the right foot is moved first.

## 2.9. Mass Commands.

2.9.1. The use of mass commands is a training technique that helps develop confidence, self-reliance, assertiveness, and enthusiasm by making the individual recall, give, and execute the proper commands. This is an excellent exercise to use with cadets who are learning to lead, before putting them in front of a formation to give commands on their own. Mass commands are usually confined to simple movements with short preparatory commands and commands of execution executed simultaneously by all elements of a unit.

2.9.2. Each person in the flight is required to give commands in unison with others as if that person alone were giving commands to the entire element. The volume of the combined voices encourages every person to perform the movement with snap and precision.

2.9.3. When the instructor wants to conduct drill by mass commands, the command is **AT YOUR COMMAND**. For each exercise and cadence drill, the instructor announces the movement to be executed and commands the element **COMMAND**. Personnel then give the commands and execute them in unison.

2.9.4. The following are examples of mass commands:

Instructor: **AT YOUR COMMAND, Face the Flight to the Right, COMMAND**

Mass: **Right, FACE** (*the flight faces right*)

Instructor: **Have the Flight Stand at Parade Rest, COMMAND**

Mass: **Parade, REST** (*the flight executes parade rest*)

Instructor: **Bring the flight to Attention, COMMAND**

Mass: (*the flight comes to Attention to give the command*) **Flight, Attention**

Instructor: **March the flight forward, COMMAND**

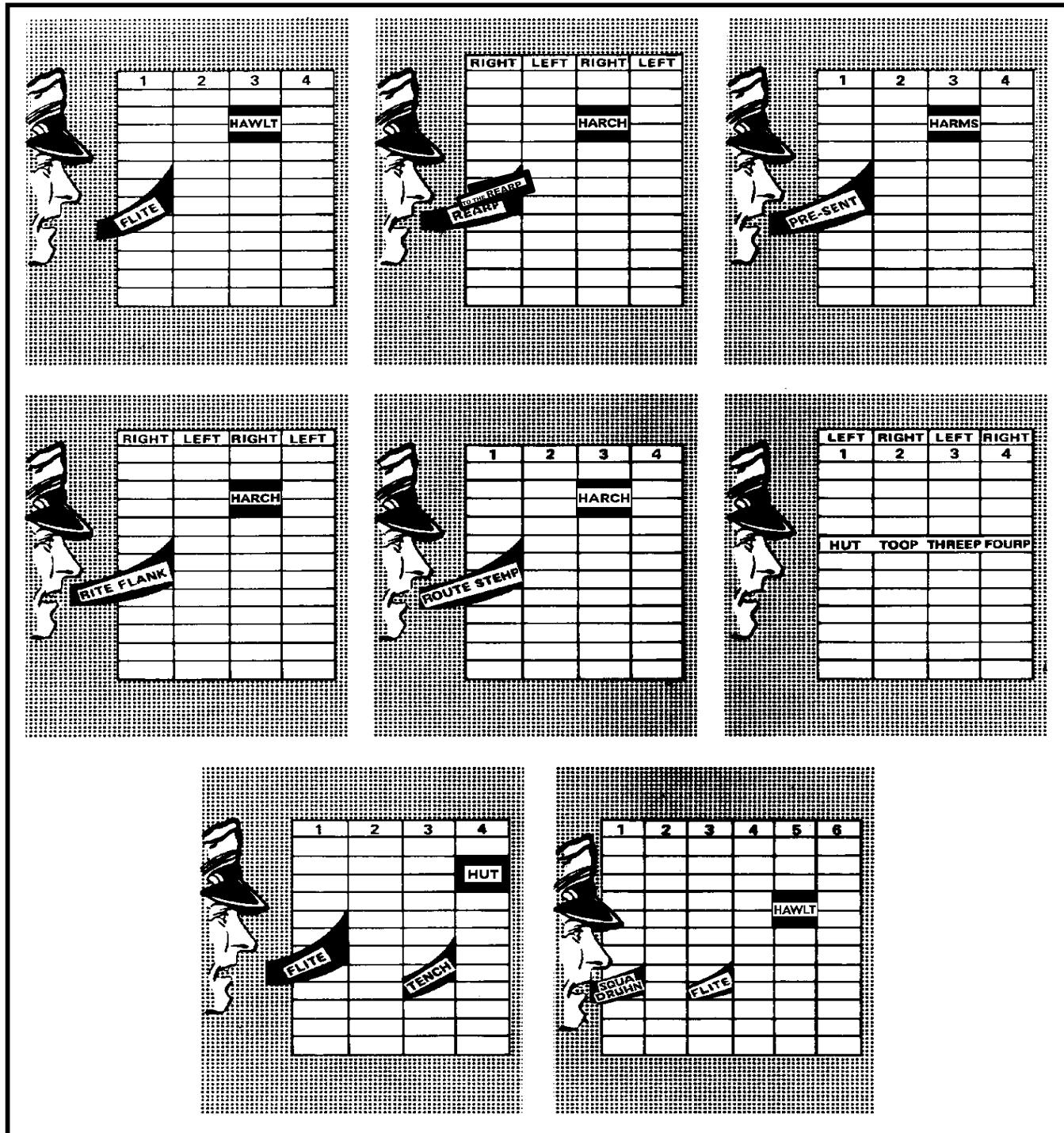
Mass: **Forward, MARCH** (*the flight marches forward*)

Instructor: Halt the Flight, COMMAND

Mass: Flight, HALT (*the flight halts*)

2.9.5. To end mass commands, the instructor commands AT MY COMMAND

**Figure 2.2 Commands Portrayed Graphically**



## CHAPTER 3 - INDIVIDUAL DRILL AND DRILL OF THE ELEMENT

**3.1. Positions and Movements.** This chapter explains, by word and picture, individual and element level positions and movements.

**3.2. Position of Attention.** *PURPOSE: The basic position from which all other commands are initiated.* To come to attention, bring the heels together smartly and on line. Place the heels as near each other as physiologically possible, and ensure the feet are turned out equally, forming a 45-degree angle. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level, chest lifted, back arched, and shoulders square and even. Arms hang straight down alongside the body without stiffness, and the wrists are straight with the forearms. Place thumbs, which are resting along the first joint of the forefinger, along the seams of the trousers or sides of the skirt. Hands are cupped (but not clenched as a fist) with palms facing the leg (**Figure 3.1**). The head is kept erect and held straight to the front with the chin drawn in slightly so the axis of the head and neck is vertical; eyes are to the front, with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are required.

### 3.3. Rest Positions.

3.3.1. There are four rest positions (parade rest, at ease, rest, and fall out). Execute rests from a halt and only from the position of attention as follows:

#### 3.3.1.1. Parade Rest. *PURPOSE: A modified position of attention for prolonged standing.*

The command is **Parade, REST**. On the command **REST**, the cadet will raise the left foot from the hip just enough to clear the ground and move it smartly to the left so the heels are 12 inches apart, as measured from the inside of the heels. Keep the legs straight, but not stiff, and the heels on line. As the left foot moves, bring the arms, fully extended, to the back of the body, uncapping the hands in the process; and extend and join the fingers, pointing them toward the ground. The palms will face outwards. Place the right hand in the palm of the left, right thumb over the left to form an "X" (**Figure 3.2**). No space will show between the arms and body. Keep head and eyes straight ahead, and remain silent and immobile.

#### 3.3.1.2. At Ease. *PURPOSE: A rest position allowing Airmen to relax in place without talking.*

The command is **AT EASE**. On the command **AT EASE**, cadets may relax in a standing position, but they must keep the right foot in place. Their position in the formation will not change, and silence will be maintained.

**Figure 3.1 Position of Attention**



**3.3.1.3. Rest.** **PURPOSE:** *A rest position that allows Airmen to relax and talk.* The command is **REST**. On the command **REST**, the same requirements for at ease apply, but moderate speech is permitted.

**3.3.1.4. Fall Out.** **PURPOSE:** *To allow Airmen to relax without remaining in formation, but in the area so they may be reassembled quickly.* The command is **FALL OUT**. On the command **FALL OUT**, individuals may relax in a standing position or break ranks. They must remain in the immediate area, and no specific method of dispersal is required. Moderate speech is permitted.

**3.3.2.** To resume the position of attention from any of the rests (except fall out), the command is (for example) **Flight, ATTENTION**. On the command **Flight**, the cadets assume the position of parade rest; and at the command **ATTENTION**, they assume the position of attention.

**3.4. Facings Movements.** Execute facing movements from a halt, at the position of attention, and in the cadence of quick time. Perform facing movements in two counts.

**3.4.1. Right (Left) Face.** **PURPOSE:** *To turn 90 degrees to the right or left.* The commands are **Right (Left), FACE**. On the command **FACE**, raise the right (left) toe and left (right) heel slightly and pivot 90 degrees to the right (left) on the ball of the left (right) foot and the heel of the right (left) foot, assisted by slight pressure on the ball of the left (right) foot. Keep legs straight, but not stiff. The upper portion of the body remains at attention. This completes count one of the movement. Next, bring the left (right) foot smartly forward, ensuring heels are together and on line. Feet should now be forming a 45-degree angle, which means the position of attention has been resumed (**Figure 3.3**). This completes count two of the movement.

**Figure 3.2 Parade Rest**



**Figure 3.3 Right Face**



### 3.4.2. About Face. **PURPOSE:** To turn 180 degrees.

The command is About, FACE. On the command **FACE**, lift the right foot from the hip just enough to clear the ground. Without bending the knees, place the ball of the right foot approximately half a shoe length behind and slightly to the left of the left heel. Distribute the weight of the body on the ball of the right foot and the heel of the left foot. Keep both legs straight, but not stiff. The position of the foot has not changed. This completes count one of the movement. Keeping the upper portion of the body at the position of attention, pivot 180 degrees to the right on the ball of the right foot and heel of the left foot, with a twisting motion from the hips. Suspend arm swing during the movement, and remain as though at attention. On completion of the pivot, heels should be together and on line and feet should form a 45-degree angle. The entire body is now at the position of attention (**Figure 3.4**). This completes count two of the movement.

**Figure 3.4 About Face**



### 3.4.3. Half Right (Left) Face. **PURPOSE:** To turn 45 degrees to the right or left.

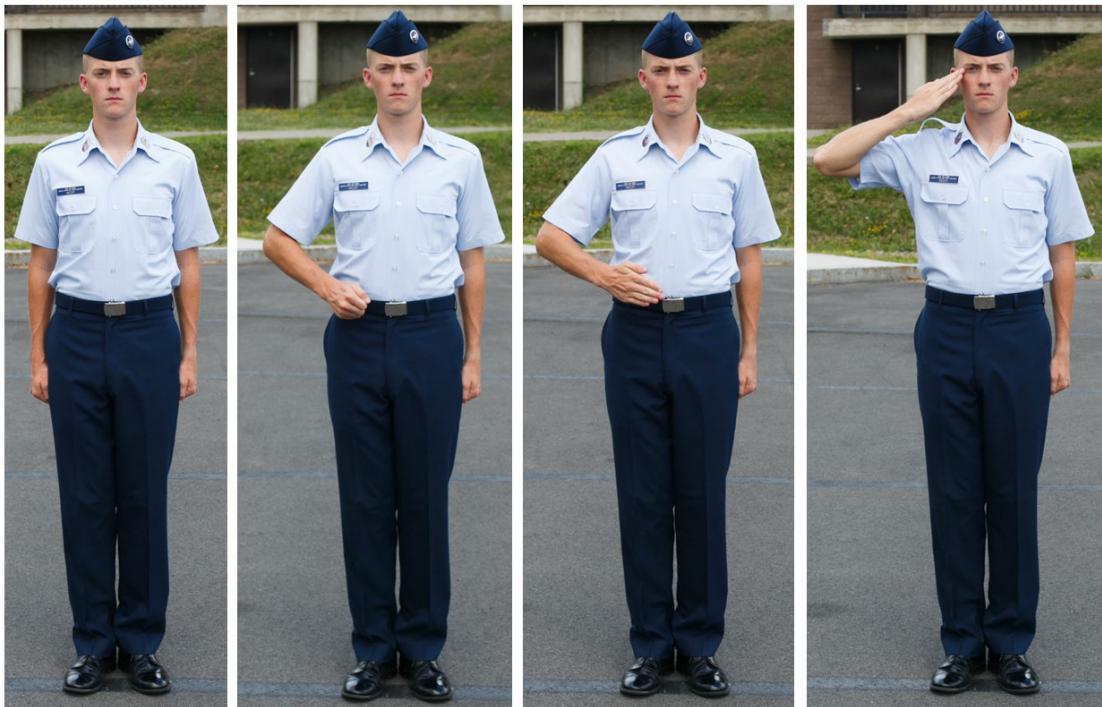
When instructions are given for 45-degree movements, the command **Half Right (Left), FACE** may be used. The procedures described in **paragraph 3.4.1** are used except each person executes the movement by facing 45 degrees to the right or left.

**3.5. Hand Salute.** **PURPOSE:** *To learn and practice the salute.* This is used for training purposes only. The command is **Hand, SALUTE**, and it is performed in two counts. On the command **SALUTE**, the individual raises the right hand smartly in the most direct manner while at the same time extending and joining the fingers. Keep the palm flat and facing the body. Place the thumb along the forefingers, keeping the palm flat and forming a straight line between the fingertips and elbows (**Figure 3.5**). Tilt the palm slightly toward the face. Hold the upper arm horizontal, slightly forward of the body and parallel to the ground. Ensure the tip of the middle finger touches the right front corner of the headdress. If wearing a non-billed hat, ensure the middle finger touches the outside corner of the right eyebrow or the front corner of glasses (**Figure 3.6**). The rest of the body will remain at the position of attention. This is count one of the movement. To complete count two of the movement, bring the arm smoothly and smartly downward, retracing the path used to raise the arm. Cup the hand as it passes the waist, and return to the position of attention. The guide executes Hand Salute as described in **paragraph 5.23**.

**3.6. Exchange of Salutes.** The salute is a courteous exchange of greetings, with the junior member always saluting first. When returning or rendering an individual salute, the head and eyes are turned toward the Colors or person saluted. When in ranks, the position of attention is maintained unless otherwise directed. All CAP members in uniform are required to salute when they encounter any person or situation entitled to the salute (**Table 3.1**). Members of the CAP in uniform exchange salutes under the following conditions:

3.6.1. Outdoors, salutes are exchanged upon recognition between officers and enlisted members and between cadet officers and lower ranking cadets. Saluting **outdoors** means salutes are exchanged when the persons involved are outside of a building. For example, if a person is on a porch, a covered sidewalk, a bus stop, a covered or open entryway, or a reviewing stand, the salute will be exchanged with a person on the sidewalk outside of the structure or with a person approaching or in the same structure. This applies both on and off military installations. The junior member should initiate the salute in time to allow the senior officer to return it. To prescribe an exact distance for all circumstances is not practical, but good judgment indicates when salutes should be exchanged. A superior who is carrying articles in both hands need not return the salute, but he or she should nod in return or verbally acknowledge the salute. If the junior member is carrying articles in both hands, verbal greetings should be exchanged. Also, use these procedures when greeting an officer of a friendly foreign nation.

**Figure 3.5 Hand Salute**



3.6.2. When overtaking a senior officer from behind, slow to a normal pace and overtake the officer on his/her left. Approach within three paces, extend a verbal greeting (no salute) and resume your previous pace.

**Figure 3.6 Examples of Salutes with Various Headgear**



3.6.3. Indoors, except for formal reporting, salutes are not rendered. If an officer of flag or general rank, the commanding officer, or an officer senior to the commanding officer, or an officer making an official inspection enters the room or space, all personnel stand to show respect.

3.6.4. In large enclosed spaces used for drilling and formations, such as closed hangars, armories or drill halls, the commander may designate whether hats will be worn. When hats are worn, personnel should observe saluting rules as if they were outside.

3.6.5. Color Guard or Honor Guard members wearing hats indoors, or anyone else wearing a hat indoors because they are “under arms,” will follow the saluting protocol for the area they’re in. Generally, if the area is declared a hat/saluting area for all personnel, then personnel under arms salute. If personnel other than the personnel “under arms” are not directed to salute, then personnel under arms don’t salute either.

3.6.6. In areas where saluting would be highly repetitious or otherwise infeasible, commanders may designate the specific area(s) as a no salute or no hat/no salute area. Examples are flight lines, the area immediately outside dining facilities, or outside eating areas.

3.6.7. In formation, members do not salute or return a salute unless given the command to do so. Normally the person in charge salutes and acknowledges salutes for the whole formation. If at ease in a formation, come to attention when addressed by an officer.

3.6.8. In groups, but not in formation, when a senior officer approaches, the first individual noticing the officer calls the group to attention (**Group, ATTENTION**). All members face the officer and salute. If the officer addresses an individual or the group, all remain at attention (unless otherwise ordered) until the end of the conversation, at which time they salute the officer.

3.6.9. All junior personnel will salute an officer senior to them.

3.6.9.1. When in the company of a senior officer and a more senior officer approaches, tactfully ensure the first officer is aware of the senior’s approach. When the first officer salutes, salute at the same time.

3.6.9.2. If in the company of a senior officer and a junior officer approaches, salute at the same time as the senior. If you outrank the approaching officer, hold your salute until the senior officer drops his or her salute. If the approaching officer is of higher rank than you are, drop your salute after the approaching officer drops his or her salute.

3.6.9.3. If in the company of a senior officer who is unaware of a junior’s salute, do not interrupt by rendering a salute to the junior.

3.6.10. When in uniform at public gatherings, such as sporting events, meetings, or when a salute would be inappropriate or impractical, salutes between individuals need not be rendered. If you can’t salute, you should still attempt to render a respectful verbal greeting.

3.6.11. Exchange of salutes between military/CAP pedestrians (including gate sentries) and officers in moving military/CAP vehicles is not mandatory. However, when officer passengers are readily identifiable (for example, officers in appropriately marked vehicles), the salute must be rendered, and will be returned when possible.

**Table 3.1 Saluting.** Cadet or Senior Member not in formation but in military style uniform salutes as follows:

Who	Where	Salute When
All Military officers, CAP Senior and Cadet Officers Senior in Rank	Outdoors	When recognized by Junior member
	Indoors	When reporting in
	In a Military Vehicle	When distinguished by vehicle plates and/or flags
	In a Private or Corporate Vehicle	Optional
President and Vice President	Outdoors	When recognized by Junior member
	In a Vehicle	When distinguished by vehicle plates and/or flags
Secretary of Defense	Outdoors	When recognized by Junior member
	In a Vehicle	When distinguished by vehicle plates and/or flags
Service Secretaries	Outdoors	When recognized by Junior member
	In a Vehicle	When distinguished by vehicle plates and/or flags
Officers of Friendly Foreign Nations	Outdoors	When recognized by Junior member
<b>Note:</b> Rendering a salute is not required when arms are encumbered. However, one should always extend a verbal greeting or respond to one in such a circumstance. (Note: You should always salute a senior officer if he/she is encumbered and you are not, even though the salute cannot be returned.)		

3.6.12. CAP members wearing any military-style uniform should salute higher ranking CAP officers upon recognition even if that person is not wearing a military-style uniform. The polo shirt and blazer are not considered a military-style uniforms. However, Senior Members wearing those uniform combinations are encouraged, but not required, to take part in something larger than themselves by participating in these rich traditions.

3.6.13. When outdoors in Mess Dress, Semi-Formal, or PT gear, saluting is not required. However, if outside at Reveille or Retreat in PT gear, render the appropriate salute.

3.6.14. In a work detail, individual workers do not salute. The person in charge salutes for the entire detail.

3.6.15. CAP members should salute fellow CAP members wearing the various types of corporate uniform, especially if the rank is apparent.

3.6.16. CAP cadets salute higher ranking cadet officers, Senior Member officers, and US military officers in uniform. CAP senior members salute military officers whose rank is greater than their CAP rank. Military members are not required to salute CAP members. If a military member salutes a CAP officer, the officer should return the salute. A CAP member should never correct a military member of any service for not saluting a CAP officer. But it is discourteous to not return a rendered salute.

3.6.17. Personnel in uniform passing an uncased US flag salute approximately six paces before reaching the flag and hold the salute until they have passed approximately six paces beyond it. Likewise, when an uncased US flag passes by, uniformed personnel salute approximately six paces before the flag is even with them and hold the salute until the flag has passed approximately six paces beyond them.

3.6.18. Flags flown on stationery flagstaffs are saluted only at reveille, retreat, and special occasions. Small flags and flags on half-staff are not saluted. Cased and folded flags are not saluted.

3.6.19. When carrying a guidon and not in formation, the individual executes the hand salute as described in **paragraph 5.23**.

3.6.20. Any cadet, NCO, or officer recognizing a need to salute or a need to return one may do so anywhere at any time. When in doubt, salute!

3.6.21. Saluting When the National Anthem or “To the Color” is Played.

3.6.21.1. The US flag is symbolic of the United States and the principles for which it stands. The national anthem is a declaration of reverence and loyalty to the United States with the flag as an emblem.

3.6.21.2. On certain occasions, such as during inclement weather or when a band is not present for a retreat ceremony, “To the Color” is played instead of the national anthem. “To the Color” is a bugle call sounded as a salute to the flag and it symbolizes respect to the nation and the flag the same as the national anthem does. The proper courtesies in paragraphs 3.6.21.2.1 through 3.6.21.2.5 must be rendered.

3.6.21.2.1. When in uniform in formation, but not a part of a ceremony, the unit commander commands present arms when the national anthem or To The Color is played. The unit should be faced toward the flag before being given present arms.

3.6.21.2.2. When in uniform, but not in formation:

3.6.21.2.2.1. Outdoors, at any ceremony where the US flag is present, come to attention, face the flag in the ceremony, and salute. At sporting events, if the flag is

visible, face the flag and salute. If the flag is not visible, face the band and salute in its direction. If the music is recorded, face the front and salute. At all other outdoor occasions, follow the same general principle, come to attention, salute, and face the flag, if visible, or the music.

3.6.21.2.2. Indoors, when the national anthem or "To the Color" is played, face the flag (if present) and assume the position of attention. If no flag is present, assume the position of attention facing the music. Do not salute unless under arms.

3.6.21.2.3. When in civilian clothing outdoors, members of the Armed Forces and veterans who are present, but not in uniform, may render the military salute.

3.6.21.2.4. When in civilian clothing indoors, render the civilian salute by standing at attention and placing the right hand over the heart.

3.6.21.2.5. In vehicles during an Air Force flag ceremony, the driver brings the moving vehicle to a stop at the first note of the national anthem or "To the Color". Personnel in vehicles, including the driver, remain seated at attention.

3.6.21.3. CAP photographers and camera operators render appropriate honors outlined in paragraph 3621.2.2 except when they are specifically assigned to photograph others rendering honors.

3.6.21.4. Flags and national anthems of friendly foreign countries are shown the same marks of respect.

**3.7. Pledge of Allegiance to the Flag.** "I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation, under God, indivisible, with liberty and justice for all."

3.7.1. In military formations and ceremonies, the Pledge of Allegiance is not recited.

3.7.2. At protocol functions and social and sporting events that include civilian participants, military personnel should:

3.7.2.1. When in uniform outdoors, stand at attention, remain silent, face the flag, and render the hand salute.

3.7.2.2. When in uniform indoors, stand at attention, remain silent, and face the flag. Do not render the hand salute. Where the participants are primarily civilians or in civilian attire, reciting the Pledge of Allegiance is optional for those in uniform.

3.7.2.3. When in civilian attire, recite the Pledge of Allegiance standing at attention, facing the flag with the right hand over the heart. Men should remove their headdress with the right hand and hold it over their left shoulder, hand over the heart.

### 3.8. Army, Navy, and Air Force Gun Salutes.

3.8.1. When gun salutes are fired at Army or Navy installations to honor a living person, all individuals in the ceremonial party salute and spectators stand at attention. When gun salutes are fired on Independence Day and Memorial Day, all individuals face the flag, if visible, or the site of the saluting guns, if the flag is not visible, and salute.

3.8.2. In the Air Force, gun salutes are not fired during any parade, reveille, or retreat ceremony.

**3.9. Present Arms and Order Arms.** *PURPOSE: To have a formation render a salute.* The commands are **Present, ARMS** and **Order ARMS**. On the command Present, ARMS, the cadet executes the first count of hand salute. Count two of hand salute is performed when given the command Order, ARMS.

**3.10. Eyes Right (Left) and Ready Front.** *PURPOSE: To render honors as a unit, usually in ceremonies, similar to an individual salute.* The commands are **Eyes, RIGHT (LEFT)** and **Ready, FRONT**. These commands may be given at a halt or while marching. The preparatory command and command of execution are given on the right (left) foot while marching. On the command **RIGHT (LEFT)**, all persons, except those on the right (left) flank, turn their heads and eyes smartly 45 degrees to the right (left) (**Figures 3.7, 3.8**). To return their heads and eyes to the front, the command **Ready, FRONT** is given as the left (right) foot strikes the ground. On the command **FRONT**, heads and eyes are turned smartly to the front as the right (left) foot next hits the ground. During the Inspection by a Reviewing Officer in a ceremony or parade, squadrons or flights execute Eyes Right differently. At the command, ALL members of the unit turn their head and eyes 45 degrees to the right. As soon as the reviewing party comes into their line of vision, they follow with their eyes, turning their heads, until the reviewing party reaches their front. At this point, the head and eyes of each person remain fixed to the front. Officers execute a hand salute while turning their head. When in mass, Guidon Bearers and Guides do not present guidon. When in line, Guides present guidon.

**Figure 3.7 Eyes Right in Line Formation**



**3.11. Steps and Marching:** The following general rules apply to marching in CAP, unless specifically countered in a paragraph describing a drill movement.

3.11.1. When executed from a halt, all steps and marching begin with the left foot, except right step and close march.

3.11.2. Both the preparatory command and the command of execution are given as the heel of the foot in the direction of movement strikes the ground. For units no larger than a flight, the preparatory command is normally given as the heel of the left (right) foot strikes the ground, and the command of execution is given when the heel of the left (right) foot next strikes the ground. In movements where the preparatory command has more than one word, the appropriate foot strikes the ground when the last word of the preparatory command (i.e. "rear" of To the Rear, March or "flank" of Left Flank, March) is given.

**Figure 3.8 Eyes Right in Column Formation**



3.11.3. For units larger than a flight, time is allowed for the subordinate commanders to give appropriate supplementary commands. The pause between commands is three paces.

3.11.4. If a unit approaches an obstacle before the commander has an opportunity to halt or turn them to avoid it, the guide should, without command, start marking time before the obstacle.

3.11.5. When instructions call for an individual to proceed by the most direct route, the individual marches directly to the new post or position, without pivots, and halts in the designated position.

3.11.6. In general, arm swing is suspended when pivoting in most marching movements. The exception is for pivots of less than 90 degrees. The description of each marching movement addresses whether or not to suspend arm swing (“pin your arms when you pivot!”). In pivots of less than 90 degrees, whether it’s the whole flight or just some elements, arm swing is NOT suspended.

**3.12. Forward March and Halt.** *PURPOSE: To move together as a unit from one position to another at quick time.*

3.12.1. To march forward in quick time from a halt, the command is **Forward, MARCH**. On the command **MARCH**, the cadet smartly steps off straight ahead with the left foot, taking a 24-inch step (measured from heel to heel), and places the heel on the ground first. When stepping off and while marching, the cadet will use coordinated arm swing; that is, right arm forward with the left leg and left arm forward with the right leg. The hands will be cupped with the thumbs pointed down, and the arms will hang straight, but not stiff, and will swing naturally. The swing of the arms will measure 6 inches to the front (measured from the rear of the hand to the front of the thigh) and 3 inches to the rear (measured from the front of the hand to the back of the thigh) (**Figure 3.9**). If applicable, proper dress, cover, interval, and distance will be maintained; and cadence will be adhered to. Count cadence as follows: counts one and three are given as the heel of the left foot strikes the ground and counts two and four are given as the heel of the right foot strikes the ground. While marching, heels are brought down evenly; emphasizing one foot or the other as a way to stay in step is not authorized.

**Figure 3.9 Forward March**



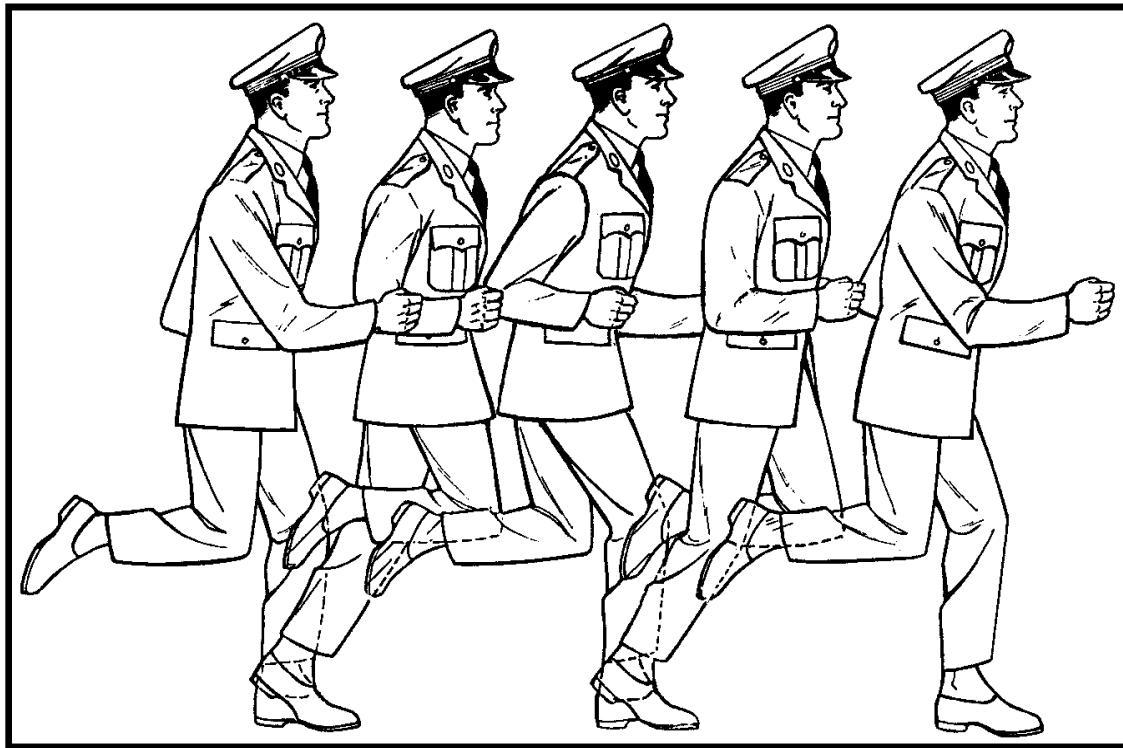
3.12.2. To halt from quick time, the command is **Flight, HALT**, given as **either** foot strikes the ground. On the command **HALT**, the cadet will take one more 24-inch step. Next, the trailing foot will be brought smartly alongside the front foot. The heels will be together, on line, and form a 45-degree angle. Coordinated arm swing will cease as the weight of the body shifts to the leading foot when halting.

**3.13. Double Time.** *PURPOSE: To move units at a faster pace than normal marching. Also used for physical training.*

3.13.1. To march in double time from a halt or when marching in quick time, the command is **Double Time, MARCH**.

3.13.2. When halted and on the command **MARCH**, the cadet begins with the left foot, raises the forearms to a horizontal position along the waistline, cups the hands with the knuckles out, and begins an easy run of 180 steps per minute with 30-inch steps, measured from heel to heel. Coordinated motion of the arms is maintained throughout (**Figure 3.10**).

Figure 3.10 Double Time



3.13.3. When marching in quick time and on the command **MARCH** (given as either foot strikes the ground), the cadet takes one more step in quick time and then steps off in double time.

3.13.4. To resume quick time from double time, the command is **Quick Time, MARCH**, with four steps between commands. **PURPOSE: To reduce the pace from double time back to quick time.** On the command **MARCH** (given as either foot strikes the ground), the cadet advances two more steps in double time, resumes quick time, lowers the arms to the sides, and resumes coordinated arm swing.

3.13.5. To halt from double time, the command **Flight, HALT** is given as either foot strikes the ground, with four steps between commands. **PURPOSE: To come to a direct halt from double time without slowing to quick time first.** The cadet will take two more steps in double time and halt in two counts at quick time, lowering the arms to the sides, coming to a halt at the position of attention.

3.13.6. The only commands that can be given while in double time are **Incline To the Right (Left); Quick Time, MARCH; and Flight, HALT.**

### 3.14. Mark Time.

3.14.1. The command is **Mark Time, MARCH**. **PURPOSE:** *To march in place at quick time.* When marching, the command **MARCH** is given as either foot strikes the ground. The cadet takes one more 24-inch step with the right (left) foot. He or she then brings the trailing foot to a position so both heels are on line. The cadence is continued by alternately raising and lowering each foot. The feet are raised 4 inches above the ground, measured from the ball of the foot. Normal arm swing is maintained. Take care to maintain the cadence of quick time while mark timing. Tendency is to speed up. (**Figure 3.11**)

3.14.2. At a halt, on the command **MARCH**, the cadet raises and lowers first the left foot and then the right. Mark time is executed in quick time only. The halt executed from mark time is similar to the halt from quick time.

3.14.3. To resume marching, the command **Forward, MARCH** is given as the heel of the **left** foot strikes the ground. **PURPOSE:** *To march forward from mark time.* The cadet takes one more step in place and then steps off in a full 24-inch step with the left foot. Other commands, such as flanking movements, column movements, To the Rear March may also be given from Mark Time as appropriate.

### 3.15. Half Step.

3.15.1. The command **Half Step, MARCH** is given as either foot strikes the ground. **PURPOSE:** *To march using a 12-inch step.* On the command **MARCH**, the cadet takes one more 24-inch steps followed by a 12-inch step (measured from heel to heel) in quick time, setting the heel down first without scraping the ground. The cadet maintains coordinated arm swing and continues the half step until marched forward or halted (**Figure 3.12**).

3.15.2. To resume a full 24-inch step, the command **Forward, MARCH** is given as the heel of the **left** foot strikes the ground. On the command **MARCH**, the cadet takes one more 12-inch step with the right foot and then steps out with a full 24-inch step with the left foot.

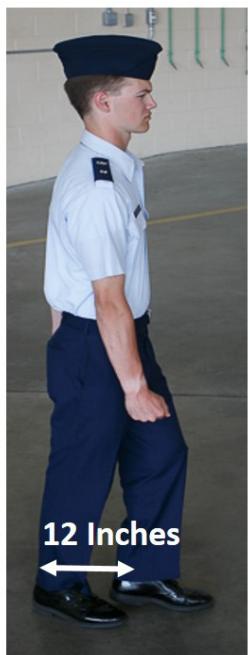
3.15.3. The halt executed from half step is similar to the halt executed from a 24-inch step. The half step is not executed from the halt nor is change of direction made from the half step. It is executed only in quick time, and normal arm swing is maintained.

**Figure 3.11** Mark Time



4 Inches

**Figure 3.12** Half Step



12 Inches

### 3.16. Right (Left) Step.

3.16.1. The command is Right (**Left**) Step, MARCH, given only from a halt and for moving short distances. **PURPOSE:** *To move the unit short distances to the right or left.* On the command MARCH, the cadet raises the right (left) leg from the hip just high enough to clear the ground. The leg will be kept straight, but not stiff, throughout the movement. The individual places the right (left) foot 12 inches, as measured from the inside of the heels, to the right (left) of the left (right) foot. Transfer the weight of the body to the right (left) foot, then bring the left (right) foot (without scraping the ground) smartly to a position alongside the right (left) foot as in the position of attention. This movement is continued in quick time; the upper portion of the body remains at attention and arms remain at the sides throughout (Figure 3.13).

3.16.2. Cadence may be counted during this movement. Counts one and three are given as the right (left) foot strikes the ground. Counts two and four are given as the heels come together.

3.16.3. To halt from the right (left) step, the preparatory command and command of execution are given as the heels come together. The halt from the right (left) step is executed in two counts. On the command HALT, one more step is taken with the right (left) foot and the left (right) foot is placed smartly alongside the right (left) foot as in the position of attention.

**3.17. Change Step.** **PURPOSE:** *To change from the left to right or right to left foot within quick time cadence.* The command is Change Step, MARCH. On the command MARCH, given as the right foot strikes the ground, the cadet takes one more 24-inch step with the left foot. Then in one count, place the ball of the right foot alongside the heel of the left foot, suspend arm swing, and shift the weight of the body to the right foot. Step off with the left foot in a 24- inch step, resuming coordinated arm swing. The upper portion of the body remains at the position of attention throughout. Cadets should take care not to skip – the natural tendency to bob up and back down should be absorbed by flexing the right knee (Figure 3.14).

Figure 3.13 Right (Left) Step March



Figure 3.14 Change Step March



**3.18. To the Rear March.** *PURPOSE: To turn the unit 180 degrees to the rear while marching.*

The command is **To the Rear, MARCH**, given as the heel of the **right** foot strikes the ground. On the command **MARCH**, the cadet takes a 12-inch step with the left foot, placing it in front of and in line with the right foot and distributes the weight of the body on the balls of both feet. Then pivot on the balls of both feet, turning 180 degrees to the right, and take a 12-inch step with the left foot in the new direction, with coordinated arm swing, before taking a full 24-inch step with the right foot. While pivoting, do not force the body up or lean forward. The pivot takes a full count and the arm swing is suspended to the sides as the weight of the body comes forward while executing the pivot, as if at the position of attention.

**3.19. Flanking Movement.** *PURPOSE: To turn the unit 90 degrees for short distances while marching.*

The command is **Right (Left) Flank, MARCH**, given as the heel of the **right (left)** foot strikes the ground. On the command **MARCH**, the cadet takes one more 24-inch step, pivots 90 degrees to the right (left) on the ball of the left (right) foot, keeping the upper portion of the body at the position of attention. Then step off with the right (left) foot in the new direction of march with a full 24-inch step and coordinated arm swing. Arm swing is suspended to the sides as the weight of the body comes forward on the pivot foot. The pivot and step off are executed in one count. This movement is used for a quick movement to the right or left for short distances only. Throughout the movement, maintain proper dress, cover, interval, and distance.

**3.20. Face in Marching.** *PURPOSE: To execute a left or right flank or column left from the halt.*

The command is **Right (Left) Flank, MARCH**. On the command **MARCH**, the Airman executes a 90-degree pivot on the ball of the right foot and, at the same time, steps off with the left foot in the new direction with coordinated arm swing. When moving to the right, this means the left foot crosses over the right foot. The pivot and step are executed in one count, and proper dress, cover, interval, and distance are maintained (**Figures 3.15/16**).

**3.21. Marching Other than at Attention.** *PURPOSE: To allow less rigidity or more flexibility while marching.*

Route Step March and At Ease March may be given as the heel of **either** foot strikes the ground as long as both the preparatory command and command of execution are given on the same foot and only from quick time. The only commands that can be given when marching at other than attention are **Attention** or **Incline to the Right (Left)**. Specific instructions may be given to maintain control of the flight. **Example: Guide, incline 90 degrees to the Right; Guide and Elements Leaders, follow the curve of the road.** Otherwise, the flight must be called to attention before other commands may be given. The latter is accomplished by giving the command **Flight, Attention** (while marching), then calling cadence until all cadets have changed to the appropriate step.

**3.21.1. Route Step March.** *PURPOSE: To march in a relaxed manner, often over rough or uneven ground.* The command is **Route Step, MARCH**. On the command **MARCH**, the cadet takes one more 24-inch step and assumes route step. Neither silence nor cadence is required, and movement is permitted as long as dress, cover, interval, and distance are maintained.

**Figure 3.15 Face in Marching Left****Figure 3.16 Face in Marching Right**

3.21.2. At Ease March. **PURPOSE:** *To march in a relaxed manner, often over rough or uneven ground, silently.* The command is **At Ease, MARCH.** On the command **MARCH**, the cadet takes one more 24-inch step and assumes at ease. Cadence is not given, and movement is permitted as long as silence, dress, cover, interval, and distance are maintained.

## CHAPTER 4 - DRILL OF THE FLIGHT

### Section 4A - Formations

**4.1. The Flight as the Basic Drill Unit.** The first phase of drill involves teaching the Airman basic movements, facings, and positions, either as an individual or as a member of an element. The second phase of drill merges the individual with others to form a flight in which base formations and marching are learned. The flight is composed of at least two, but not more than four, elements. The flight is the most practical drill group. In flight drill, the flight commander, flight sergeant, element leaders and guide are key leaders. For the purpose of instruction, the drill instructor may assume any of these titles and positions. When in column, the flight is sized according to height, with the tallest individuals to the front and right.

### 4.2. Rules for the Guide.

4.2.1. The guide sets the direction and cadence of the march. The guide of the leading flight of a squadron marching in column sets the direction and cadence of march for the squadron.

4.2.2. When a flight in line is commanded to face to the right, the guide executes right face with the flight. The guide then performs a face in marching to the right, marches to a position in front of the right file, halts, and executes a left face.

4.2.3. When a flight marching in column is commanded to flank to the left or right or march to the rear, the guide executes the movement. The relative position of the guide does not change within the flight except when the flight is halted in line in such a manner that the guide is not abreast of the front rank. The guide then moves to a position in line with the front rank.

4.2.4. Unless otherwise announced, the position of the guide within a flight, in line or in column, marching or halted, is right. The position of the guide within a flight in inverted line is to the left, next to the element leader of the base file. The position of the guide in inverted column is behind the element leader of the base file. When it is desired to change the base for a movement, the new position of the guide is assigned preceding the preparatory command for the movement. The dress is always to the base element.

4.2.5. When the flight is in column and it is desired to position the guide to the left, the command **GUIDE LEFT** is given. **PURPOSE: To cause the guide to switch positions with the flight commander in column formation, causing the first element to become the base element.** On this command, the guide and flight commander exchange positions by passing right shoulder to right shoulder. To return the guide to the normal position, **GUIDE RIGHT** is given. The guide and flight commander return to their normal positions by again passing right shoulder to right shoulder. The movement can be made either at a halt or while marching.

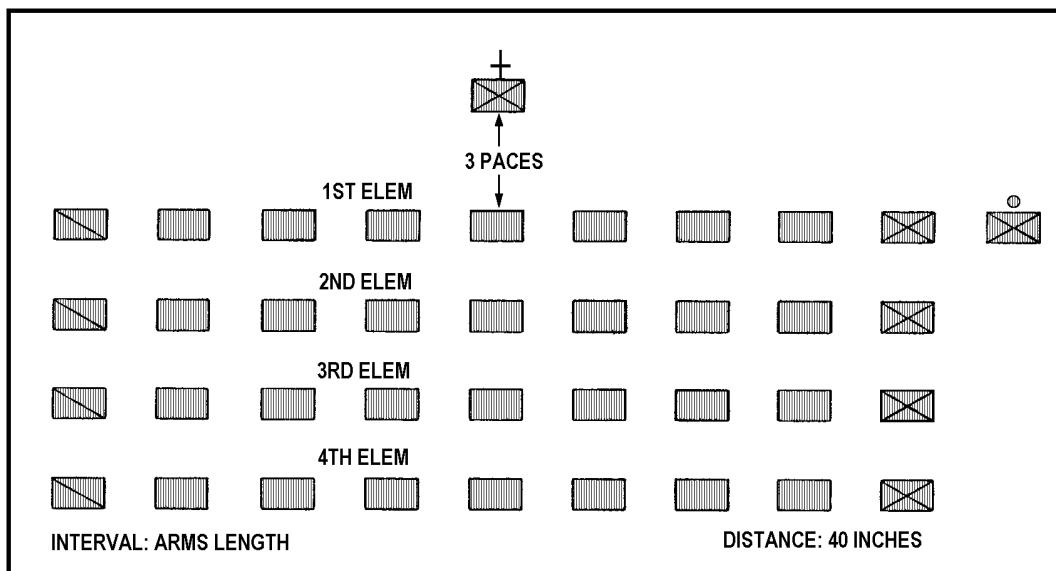
4.2.6. Normally, the flight is marched with the element leaders and the guide at the head of the column.

### 4.3. Formation of the Flight.

4.3.1. A flight forms in at least two, but not more than four, elements in line formation (**Figure 4.1**). The command is **FALL IN**. **PURPOSE:** *To form a unit in line formation.*

4.3.1.1. On this command, the guide takes a position facing the flight sergeant and to the flight sergeant's left so the first element will fall in centered on and three paces from the flight sergeant. Once in place at the position of attention, the guide performs an automatic dress right dress. When the guide feels the presence of the first element leader on his or her fingertips, the guide executes an automatic ready front. Once positioned, the guide does not move. Note: unless the guide is still learning, the guide does not pace off the three paces – they estimate it!

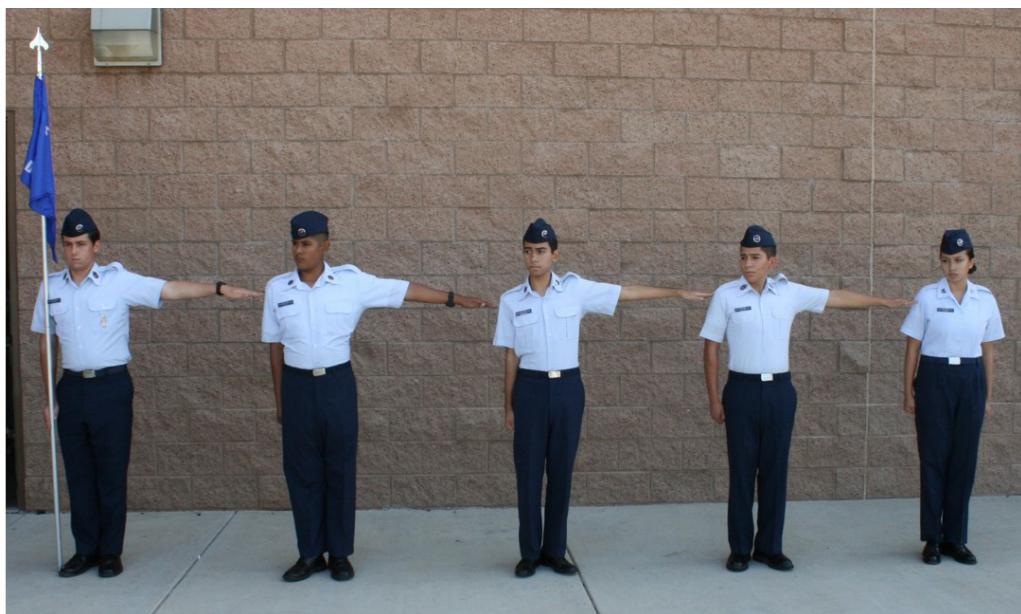
**Figure 4.1** Flight in Line Formation.



4.3.1.2. The first element leader falls in directly to the left of the guide and, once in position, executes an automatic dress right dress. The remaining element leaders fall in behind the first element leader, execute an automatic dress right dress, visually establish a 40-inch distance, and align themselves directly behind the individual in front of them. The remaining Airmen fall into any open position to the left of the element leaders and execute an automatic dress right dress to establish dress and cover.

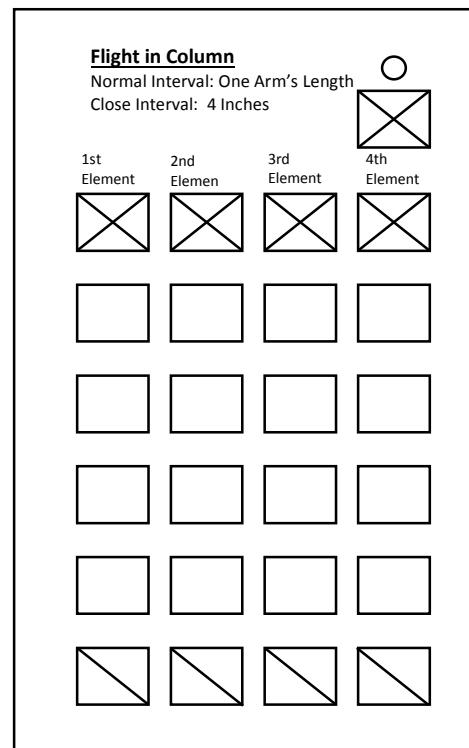
4.3.1.3. To establish interval, the leading individual in each file obtains exact shoulder- to-fingertip contact with the individual to his or her immediate right (**Figure 4.2**). As soon as dress, cover, interval, and distance are established, each Airman executes an automatic ready front and remains at the position of attention.

4.3.1.4. Once it is formed, the flight will be squared off prior to sizing. The left flank of the formation will be squared off with extra Airmen filling in from the last to the first element. For example, if there is one extra Airman, he or she will be positioned in the fourth element; if there are two extra Airmen, one will be positioned in the third element and one will be positioned in the fourth element; and so forth. The flight sergeant will occupy the last position in the last element.

**Figure 4.2 Dress Right Dress / Normal Interval**

**4.3.2. Sizing the Flight.** *PURPOSE: To arrange Airmen from shortest to tallest within the flight.* To size the flight, the flight commander faces the flight to the right (from line to column formation) (**Figure 4.3**) and has taller personnel (except the guide, element leaders, and flight sergeant) move to the front of the flight according to height. The flight commander then faces the flight to the right (from column to inverted line formation) and again has taller personnel (except the flight sergeant) move to the front of the flight according to height. The flight commander faces the flight back to the left (column formation) and continues this procedure until all members are properly sized.

**4.3.3.** Each member of the flight has a number except the guide. Numbering of individual members of a flight is from right to left (when in line formation) and from front to rear (when in column formation). The element leader is always number one.

**Figure 4.3 Flight in Column Formation.**

4.3.4. To form at close interval, the command is **At Close Interval, FALL IN**. **PURPOSE: To form a unit in line formation at close interval.** On the command **FALL IN**, the movement is executed as prescribed in **paragraph 4.3.3** above except close interval is attained by placing the left palm on the hip, bending the elbow so that it is approximately four inches out (**Figure 4.4**). The only commands that may be given while the flight is in this formation are those that don't move from a line formation. Rests, Present Arms, Eyes Right, Count Off, At Close Interval Dress Right Dress & Ready Front are fine. You can't do facing movements or marching.

4.3.5. The flight is usually formed and dismissed by the drill instructor or flight sergeant. On the command **DISMISSED**, members break ranks and leave the area. **PURPOSE: To release Airmen from the requirement to remain in the area.**

#### **4.4. Aligning the Flight.**

##### **4.4.1. Dress Right (Left) Dress (Line/Inverted Line Formation):**

4.4.1.1. Normal Interval. The commands are **Dress Right, DRESS and Ready, FRONT**.

**PURPOSE: To attain alignment in a line formation.** On the command **DRESS**, everyone except the last Airman in each element raises and extends the left arm laterally from the shoulder with snap so the arm is parallel with the ground. As the arm is raised, un-cup the hand at approximately waist level, keeping the palm down. Extend and join the fingers and place the thumb along the forefinger. At the same time as the left arm is raised, each individual (except the individuals on the right flank) turns head and eyes 45 degrees to the right with snap. The leading individual of each file establishes normal interval (by taking small choppy steps and aligning with the base file) and establishes exact shoulder-to-fingertip contact with the individual to the immediate right. The second, third, and fourth element leaders align themselves directly behind the person in front of them (using small choppy steps) and visually establish a 40-inch distance. As the remaining members align themselves behind the individual in front of or to the right of them, their shoulders may or may not touch the fingertips of the individual to their right. If the arm is too long, place the extended hand behind the shoulder of the individual to the left. If the arm is too short, leave it extended toward the individual to the left and parallel to the ground (**Figure 4.2**). Once dress, cover, interval, and distance have been established, the command **Ready, FRONT** will be given. On this command, Airmen whose arms are up will lower their arms with snap to their sides (without slapping their sides) and re-cup their hands when their arm is at approximately waist level. As the arm is lowered, Airmen whose heads are turned will return their heads to the front with snap. The body is now back to the position of attention.

**Figure 4.4 Fall In or Dress Right Dress: Close Interval**



4.4.1.2. Close Interval. The command is **At Close Interval, Dress Right, DRESS**.

**PURPOSE:** *To attain alignment in a line formation at close interval.* On this command, all Airmen except the last one in each element will raise their left hand so the heel of the hand rests on the left hip, fingers are extended and joined, thumb is along the forefinger, fingertips point toward the ground, and the elbow in line with the body (**Figure 4.4**). At the same time the left hand is raised, all Airmen except the guide and second, third, and fourth element leaders will turn their head and eyes 45 degrees to the right. First element Airmen establish the interval by ensuring their upper right arm touches the extended elbow of the individual to their right. The same procedures used to establish dress, cover, interval, and distance for normal interval will be used for close interval. **At Close Interval, Dress Right (Left), DRESS** is not given to a flight at normal interval, and **Dress Right (Left), DRESS** is not given to a flight at close interval.

4.4.1.3. Dress Left Dress. **PURPOSE:** *To attain alignment in an inverted line formation.*

When giving the command **Dress Left, DRESS** or **At Close Interval, Dress Left, DRESS**, use the procedures for dress right dress except the flight must be in inverted line formation, the right arm/hand raised, and the head turned left (**Figure 4.5**).

**Figure 4.5 Dress Left Dress**



4.4.1.4. Alignment Procedures. Moving by the most direct route, the flight commander takes the position on the right flank of the flight, one pace from and in prolongation of the front rank, halts and faces right down the line. From this position, the flight commander verifies the alignment of the front rank. If necessary, individuals are called to move forward or backward by name or number. Military bearing is maintained and, instead of weaving from side to side, short sidesteps are taken to verify alignment. The flight commander then faces to the left in marching, halts next to each succeeding rank, executes right face, and aligns the rank. After verifying the alignment of the ranks, the flight commander faces to the right in marching, moves three paces beyond the front rank, faces to the left, and commands **Ready, FRONT**. Executing a minimum of movements, the flight commander takes the normal position by the most direct route in front of the flight.

4.4.1.4.1. The only time the flight commander will check alignment on the left flank of the flight is during large formations or ceremonies when the flight needs to be aligned against the right flight of the squadron or group. In that situation, the flight commander of all flights to the left of the base flight checks alignment from the left flank, using the same basic movements described in paragraph 4.4.1.4. It is not recommended that the flight alignment ever be checked in inverted line at Dress Left, Dress.

#### **4.4.2. Cover. PURPOSE: To attain alignment in a column formation.**

4.4.2.1. Column Formation. To align the flight in column, the command is **COVER**. On this command, everyone except the guide adjusts by taking small choppy steps if needed and establishes dress, cover, interval, and distance. The element leaders establish the proper interval (normal or close). The base file establishes and maintains a 40-inch distance. All others align themselves beside the individual to their right and behind the individual in front of them.

4.4.2.2. Inverted Column Formation. The same command and procedures used to reestablish dress, cover, interval, and distance while in column formation are used in inverted column. The exception to this is that the leading individual of the base element does not move and everyone else establishes dress, cover, interval, and distance based on this individual.

### **4.5. Open Ranks.**

4.5.1. The command is **Open Ranks, MARCH**. **PURPOSE: To lengthen the distance between elements, usually for inspection purposes.** It is only given to a formation when in line at normal interval. On the command MARCH, the first rank takes three paces, which positions them three paces from the flight commander (a flight sergeant giving this command needs to take backward steps as the elements move forward). The second rank takes two paces, and the third rank (if you have one) takes one pace. The fourth rank (if you have one) stands fast. After taking the required number of paces, each rank immediately executes dress right dress at normal interval. Once halted, the distance between ranks will be 64 inches (**Figure 4.6**).

4.5.2. After Open Ranks March is executed, the flight commander aligns the flight as described in paragraph 4.4.1.4. Once the flight is aligned, the flight commander commands **Ready, FRONT**. If the flight is to be inspected, the flight commander takes one step forward and faces to the right in a position in front of the guide.

### **4.6. Close Ranks. PURPOSE: To return the flight to normal line formation when at open ranks.**

To close ranks when at open ranks, the command is **Close Ranks, MARCH**. On the command **MARCH**, the first rank stands fast. The second rank takes one pace forward with coordinated arm swing and halts at the position of attention. The third and fourth ranks take two and three paces forward, respectively, and halt at attention.

**Figure 4.6 Open Ranks March**

**4.7. Individuals to Leave Ranks.** *PURPOSE: To have an individual Airman leave the formation.*

4.7.1. In line formation, when calling individuals out of ranks, the command is **(Rank and Last Name), (pause) FRONT AND CENTER**. Upon hearing his or her name, the individual assumes the position of attention. On the command **FRONT AND CENTER**, the individual takes one step backward starting with the left foot, with coordinated arm swing, faces to the left or right, proceeds to the closest flank, and then proceeds to the front of the formation by the most direct route. Next, he or she halts one pace in front of and facing the person in command, salutes, and reports as directed.

4.7.2. To direct the individuals return, the command is **RETURN TO RANKS**. *PURPOSE: To have an Airman return to his/her place in the formation.* The individual salutes, faces about, and returns by the same route to the same position in the ranks.

**4.8. Count Off.** For drill purposes, count off is executed only from right to left in line and from front to rear in column or mass. Flight commanders and guides do not count off in line, column, or mass.

4.8.1. **In Line.** *PURPOSE: To determine the number of files in a line formation.* The command is **Count, OFF**. On the command **OFF**, all Airmen, except the guide and element leaders, turn their head and eyes 45 degrees to the right, and the element leaders call out **ONE** in a normal tone of voice. After the element leaders call out **ONE**, Airmen in the next file turn their heads and eyes in unison to the front and call out **TWO**. This procedure continues in quick time until all files, full or partial, are numbered. All movements are made in a precise manner with snap (**Figure 4.7**).

**Figure 4.7 Count Off in Line**

**4.8.2. In Column or Mass.** **PURPOSE:** *To determine the number of ranks in a column formation.* The command is **Count, OFF.** On the command **OFF**, the element leaders turn their heads 45 degrees to the right and in unison call out **ONE** over their right shoulder in a normal tone of voice. Once the number is sounded, the element leaders turn their heads back to the front as shown in **Figure 4.8**. Once the heads of the individuals of the previous rank are turned back to the front, individuals in the next rank turn their heads 45 degrees to the right and call out the subsequent number. This procedure continues in quick time until all ranks (full or partial) have been numbered. Except when calling out their number, individuals remain at the position of attention. The last Airman in the element does turn his/her head while counting.

**Figure 4.8 Count Off in Column**

## **Section 4B - Marching**

### **4.9. Flight Formation While Marching.**

4.9.1. The normal formation for marching is a column of at least two, but not more than four, elements abreast. The element leaders march at the head of their elements.

4.9.2. The flight marches in line only for minor changes of position.

4.9.3. When commands are given involving movements in which all elements in the flight do not execute the same movement simultaneously, the element leaders give supplementary commands for the movement of their elements.

### **4.10. Close or Extend March. *PURPOSE: To attain close interval from normal interval in column formation.***

To obtain close interval between files when in column at normal interval at a halt or while marching at quick time, the command is **Close, MARCH**. To obtain normal interval from close interval, the command is **Extend, MARCH**. *PURPOSE: To attain normal interval from close interval in column formation.*

4.10.1. Close March (Halted). On the command **MARCH**, the last element stands fast. The remaining elements take the required number of right steps, simultaneously, and halt together. The element next to the last element takes two steps, the next element to the left takes four steps, and the next element to the left (first element in a 4-element flight) takes six steps.

4.10.2. Close March (Marching). On the command **MARCH**, which is given on the right foot, the last (base) element takes up the half step (beginning with the left foot) following the command of execution. The element next to them obtains close interval by pivoting 45 degrees to the right on the ball of the left foot, taking one 24-inch step (with coordinated arm swing) toward the last element, and then pivoting 45 degrees back to the left on the ball of the right foot. The next element to the left takes three steps between pivots, and the first (in a four-element flight) element takes five steps between pivots. The original direction of march is resumed; the half step is taken up once close interval is obtained; and dress, cover, interval, and distance are reestablished. On the command **Forward, MARCH**, all elements resume a 24- inch step.

4.10.3. A flight at close interval in column may perform movements that don't change the flight into a line or inverted line formation. Columns, To the Rear March, Eyes Right, Halt, Column of Files, etc. are fine. You can't do flanks, facing movements, or counter march from a column formation at close interval.

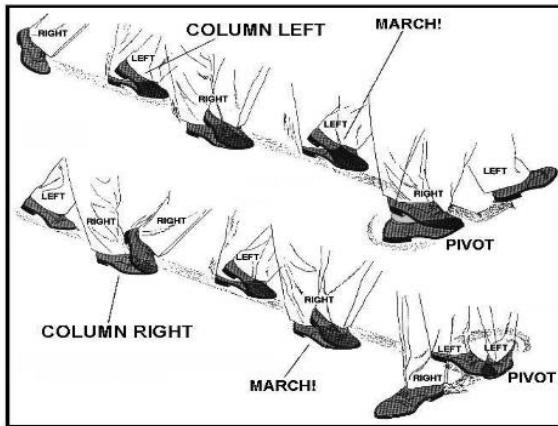
4.10.4. Extend March (Halted). At the command **Extend, MARCH** reverse the procedures used to obtain close interval to obtain normal interval.

4.10.5. Extend March (Marching). The same procedures and steps used to obtain close interval are used except the command is given on the left foot and the pivots are made on the right foot.

**4.11. Column Movements. PURPOSE: To turn the unit 90 degrees to the right or left while marching in column formation.**

4.11.1. Column Right (Left) at Normal Interval (Marching). The commands are **Column Right (Left)**, **MARCH** and **Forward, MARCH** (**Figure 4.9**). This movement is described for a flight of four elements (**Figure 4.10**). For flights with two or three elements, determine which the base element is and adjust the directions. For a two-element flight doing a Column Right, use paragraphs 4.11.1.1 for Second Element and 4.11.1.2 for First Element. For a three-element flight doing a Column Left, use paragraphs 4.11.1.1 for First Element, 4.11.1.2 for Second Element, and 4.11.1.3 for Third Element. When a single element executes a column left or right, it is not necessary to go to half step. 24-inch steps are maintained.

**Figure 4.9 Command for Column Left and Column Right Movements**



4.11.1.1. Base element: On the command **Column Right (Left), MARCH**, the fourth (first) element leader takes one more 24-inch step, pivots 90 degrees to the right (left) on the ball of the left (right) foot, and suspends arm swing during the pivot. Following the pivot, step off in a 24-inch step and resume coordinated arm swing. Beginning with the second step after the pivot, take up the half step. Each succeeding member of the fourth (first) element marches to the approximate pivot point established by the person in front of him or her and performs the same procedures as the element leader.

4.11.1.2. The third (second) element leader takes one 24-inch step, (maintaining coordinated arm swing throughout) pivots 45 degrees to the right (left) on the ball of the left (right) foot, and takes two 24-inch steps prior to pivoting 45 degrees to the right (left) on the ball of the left (right) foot. Continue marching in 24-inch steps until even with the person who marches on the right (left). Then begin half stepping and establish interval and dress. Each succeeding member of the third (second) element marches to the approximate pivot point established by the person in front of him or her and performs the same procedures as the element leader.

4.11.1.3. The second (third) element leader takes one more 24-inch step, (maintaining coordinated arm swing throughout) pivots 45 degrees to the right (left) on the ball of the left (right) foot, and takes four 24-inch steps prior to pivoting 45 degrees to the right (left) on the ball of the left (right) foot. Continue marching in 24-inch steps until even with the person who marches on the right (left). Then begin half stepping, and establish interval and dress. Each succeeding member of the second (third) element marches to the approximate pivot point established by the person in front of him or her and performs the same procedures as the element leader.

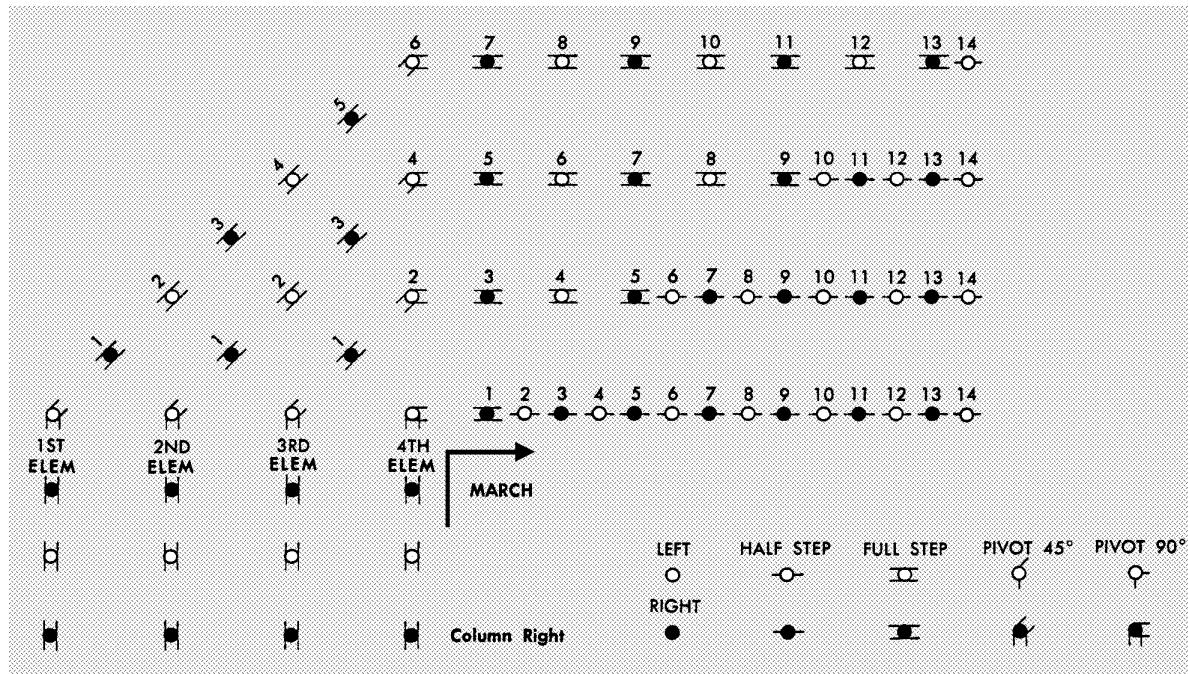
4.11.1.4. The first (fourth) element leader takes one more 24-inch step, (maintaining coordinated arm swing throughout) pivots 45 degrees to the right (left) on the ball of the left

(right) foot, and takes six 24-inch steps prior to pivoting 45 degrees to the right (left) on the ball of the left (right) foot. Continue marching in 24-inch steps until even with the person who marches on the right (left). Then begin half stepping, and establish interval and dress.

Each succeeding member of the first (fourth) element marches to the approximate point established by the person in front of him or her and performs the same procedures as the element leader.

4.11.1.5. The guide performs the pivots and steps exactly as the last element leader. Following completion of the pivots, the guide continues in a 24-inch step until he or she is ahead of the last element leader. The guide pivots 45 degrees to a position in front of the last element leader; then he or she pivots 45 degrees again toward the front and begins half stepping.

**Figure 4.10 Column Right March at Normal Interval**



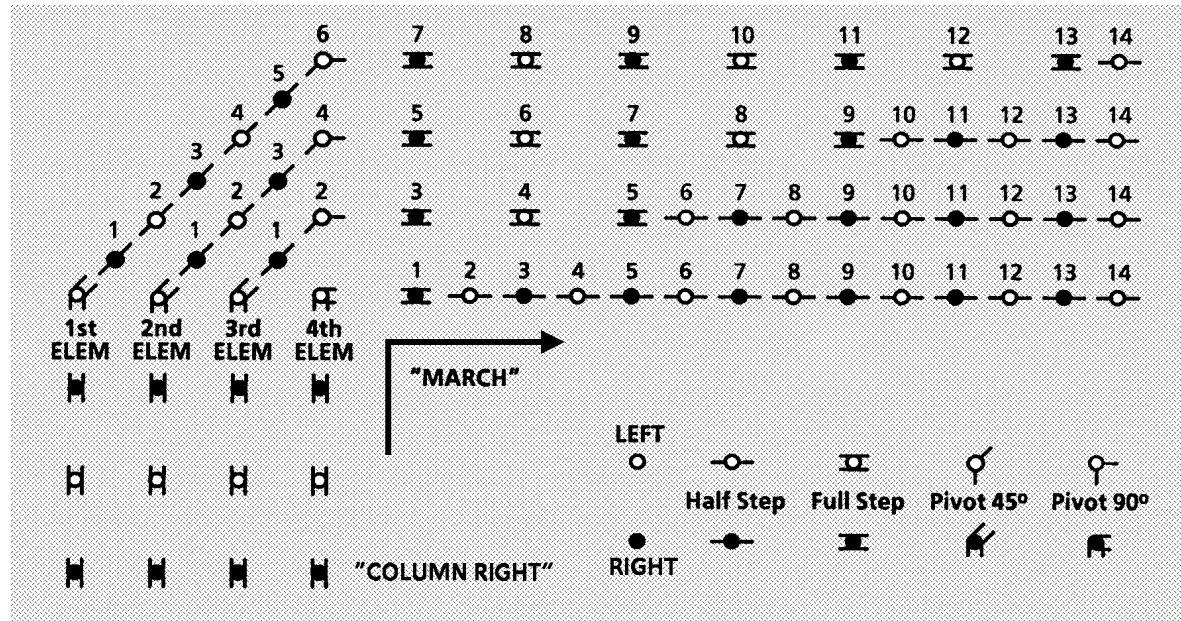
4.11.1.6. Once the entire formation has changed direction and dress, cover, interval, and distance are reestablished, **Forward, MARCH** will be given. On the command **MARCH**, take one more 12-inch step with the right foot, and then step off with a full 24-inch step with the left foot. When performing column left, the responsibility of dress reverts to the left flank on the preparatory command **Column Left**. The responsibility remains with the left flank until the command **Forward, MARCH** is given; then it reverts to the right flank.

4.11.2. Column Right (Left) at Close Interval. **PURPOSE: To turn the unit 90 degrees to the right or left while marching at close interval in a column formation.** These movements are performed in the same manner as at normal interval except the element closest to the base file takes two 12-inch steps between pivots, the next element takes four 12- inch steps between pivots, and the last element takes six 12-inch steps between pivots (**Figure 4.11**).

4.11.3. Column Movements from a Halt (Normal or Close Interval). **PURPOSE:** *To turn the unit 90 degrees to the right or left from a halt at normal or close interval in column formation.*

When column movements are executed from a halt, procedures are similar to those in **paragraph 4.11.1** and **paragraph 4.11.2**. On the command **MARCH**, element leaders begin the movement by executing a face in marching for a column left. For a column right, element leaders take one 24- inch step forward, then execute the movement.

**Figure 4.11 Column Right March at Close Interval.**



**4.12. Column Half Right (Left).**

4.12.1. To change the direction of a column by 45 degrees, the command is **Column Half Right (Left), MARCH**. **PURPOSE:** *To change the direction of a column 45 degrees to the right or left while marching or halted.* On the command **MARCH**, the leading Airman of the right (left) flank advances one full 24-inch step, pivots 45 degrees to the right (left) on the ball of the left (right) foot, and advances another full 24-inch step, maintaining coordinated arm swing. The Airman then takes up the half step and continues in a half step until each member in his or her rank is abreast of each other. Then all members of that rank resume a full 24-inch step. In the meantime, the remaining individuals of the leading rank pivot 45 degrees to the right (left), with coordinated arm swing and without changing the interval, and continue marching in full 24-inch steps until they are abreast of the base file. At this point, they conform to the step of the individual in the right (left) flank and establish the proper interval. The remaining Airmen in each file march to the approximate pivot point established by the element leader and perform the movement in the same manner. They then dress to their right and cover directly behind the person in front of them.

4.12.2. The flight commander and guide pivot 45 degrees in the direction of the movement. Then they pivot 45 degrees back to their original positions in front of the column.

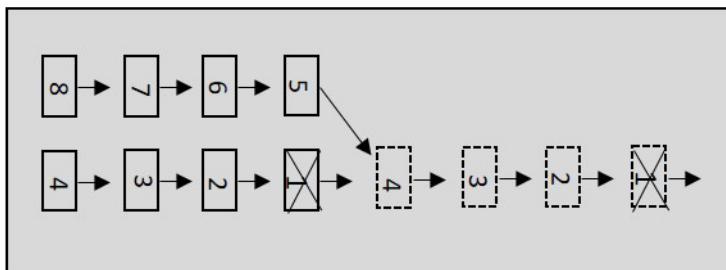
4.12.3. When column half left is executed from a halt, the procedures are the same as described in **paragraph 4.12.1** and **paragraph 4.12.2** above except, on the command of execution, the element leaders begin the movement by executing a face in marching to the indicated direction.

**4.12.4. INCLINE TO THE RIGHT (LEFT).** *PURPOSE: To execute a slight change of direction (less than 45 degrees) while marching in column.* The guide or base element leader moves in the indicated direction, and the rest of the element follows. There is no pivot in this movement.

**4.13. Forming a Single File or Multiple Files.** These are not precise movements, but they are practiced in drill so, when necessary, the movements can be executed smoothly and without delay. These movements are executed only from the halt.

**4.13.1. Column of Files.** *PURPOSE: To form a single file when in a column of two or more elements.* The command is **Column of Files from the Right (Left), Forward, MARCH**. If the movement is from the left, the guide takes a position in front of the file that will move first upon hearing the informational command, and remains at carry guidon. On the preparatory command, the element leader of the right (left) element turns his or her head 45 degrees to the right (left) and commands **Forward**. At the same time, the remaining element leaders turn their heads 45 degrees to the right (left) and command **STAND FAST**. Their heads are kept to the right (left) until they step off. On the command **MARCH**, the extreme right (left) element steps off. The element leader of each remaining element commands **Forward, MARCH** as the last Airman in each element passes, ensuring the leaders element is in step with the preceding element (command is given as the previous element's right foot strikes the ground). All elements then incline to the right (left), following the leading elements in successive order to form one file behind the guide or leading element leader(**Figure 4.12**), marching in step.

**Figure 4.12 Forming a File From a Column of Twos**



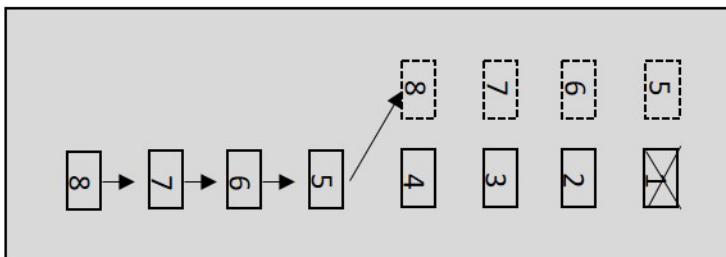
**4.13.2. Column of Files, Column Right (Left).** In conjunction with forming single files, column movements may be executed at the same time. The command is **Column of Files from the Right (Left), Column Right (Left), March.** *PURPOSE: To form a single file from a column of two or more elements, and immediately go to the right or left.* On the informational command, the guide executing a face in marching takes a position in front of the file that will move first. On the preparatory command, the element leader of the right (left) element commands **Column Right (Left)**. The remaining element leaders command **STAND FAST**. On the command **MARCH**, the element leader and guide execute a face in marching to the right (left), and the element leader continues marching in the new direction with 24-inch steps. The guide marches to a

position ahead of the element leader, then pivots 45 degrees to a position 40 inches in front of the element leader. The remaining individuals in the base file march forward on the command of execution, pivot in approximately the same location as their element leader, and maintain a 40-inch distance. The element leaders of the remaining elements command **Column Right (Left)**, **MARCH** (as the right foot strikes the ground), at which time all Airmen perform the movement in the same manner as the base element. The element leaders follow the leading elements in successive order, forming one file behind the guide or leading element leader.

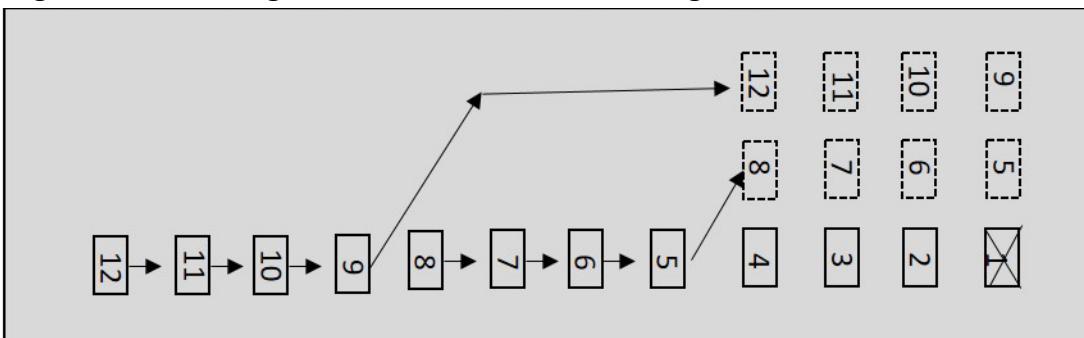
#### 4.13.3. Column of Twos (Threes/Fours) From a Single File (Multiple Elements).

**PURPOSE:** *To form a column of two or more files when in a single file of more than one element.* The command is **Column of Twos (Threes/Fours) to the Left (Right), March**. On the preparatory command, the leading element leader turns his or her head 45 degrees to the right (left) and commands **STAND FAST**. At the same time, the remaining element leaders turn their heads 45 degrees to the right (left) and command **Column Half Left (Right)**. On the command **MARCH**, the leading element stands fast, and the element leader returns his or her head back to the front. The remaining element leaders turn their heads back to the front and step off, executing a column half left (right) simultaneously, and incline and form to the left (right) of the leading element. The remaining members of each element march to the approximate pivot point established by the element leaders and perform the movement in the same manner as the element leaders. As the element leader comes abreast of the base element leader, he/she automatically goes to Mark Time. The remaining members of each element start marking time as they draw abreast of the Airman to their left/right. Each element is halted by its element leader turning his or her head 45 degrees to the left (right) and commanding the element to halt so his or her element is abreast of, and even with, the leading element (**Figure 4.13, 4.14.**) with proper dress, cover, interval, and distance.

**Figure 4.13 Forming a Column of Twos from a Single File**



**Figure 4.14 Forming a Column of Threes from a Single File**



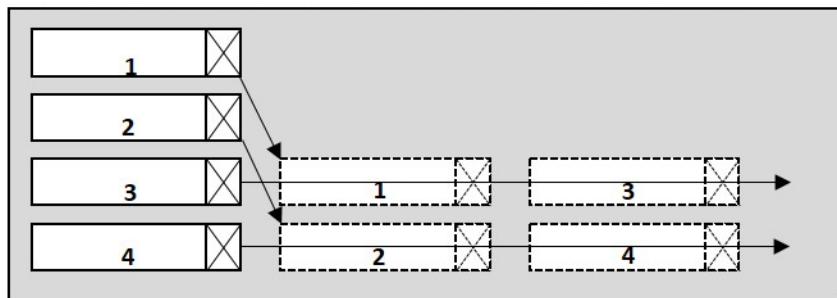
**4.14. Column of Twos to the Left (Right).** *PURPOSE: To form a column of twos from a single file consisting of just one element.* When at a halt and in column, the command is **Column of Twos to the Left (Right), MARCH**. On the command **MARCH**, the leader stands fast. The Airman who is the center of the element (when in line) performs a half left (right) face in marching, takes one 24-inch step, performs a column half right (left), and moves up until abreast of, and at normal interval from, the leading individual of the original element. Upon drawing abreast of the original element leader, the leading individual of the new element automatically begins to mark time, followed by the remaining members of the element, and establish dress, cover, interval, and distance. To halt, he/she turns his or her head 45 degrees to the left (right) and commands the element to halt. All Airmen execute the pivot in approximately the same location, and all individuals who are required to move do so at the same time (**Figure 4.13**).

**4.15. Forming a Column of Twos from a Column of Fours and Reforming.** *PURPOSE: To form a column of twos from a column of fours, and to reform into a column of fours.*

4.15.1. This is not a precise movement, but it is practiced in drill so, when necessary, the movement can be executed smoothly and without delay. These movements are executed only from a halt.

4.15.2. To form a column of twos when in a column of fours at a halt, the command is **Column of Twos from the Right (Left), Forward, March**. On the preparatory command, the fourth (second) element leader turns his or her head 45 degrees to the right (left) and commands **Forward**; the second (fourth) element leader turns his or her head 45 degrees right (left) and commands **STAND FAST**. Each keeps his or her head to the right (left) until his or her element steps off. On the command **MARCH**, the designated elements step off immediately. As the last Airmen in the designated lead elements pass the remaining element leaders, the second (fourth) element leader commands **Forward, MARCH** as the right foot of the preceding elements strikes the ground; the two remaining elements step off in step and incline in behind the two leading elements. (**Figure 4.15**). The distance between elements is three paces. When performing this movement from the left, the guide will immediately post in front of the second element on the preparatory command.

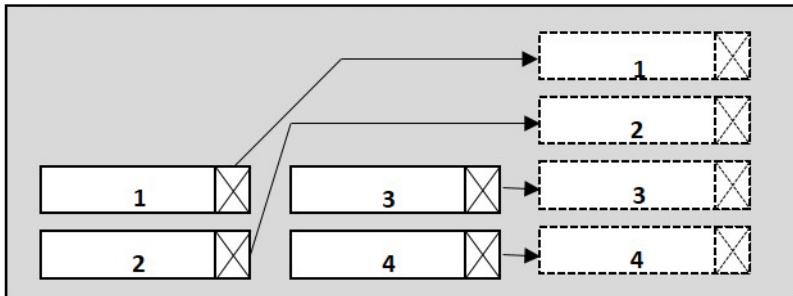
**Figure 4.15 Column of Twos From a Column of Fours**



4.15.3. To form a column of fours when in a column of twos at a halt, the command is **Column of Fours to the Left (Right), March**. On the preparatory command, the fourth (second) element leader turns his or her head 45 degrees to the left (right) and commands **STAND FAST**; the second (fourth) element leader turns his or her head 45 degrees to the left (right) and

commands **Column Half Left (Right)**. On the command **MARCH**, the element leaders return their heads to the front, the leading elements stand fast, and the remaining elements step off, execute a column half left (right), and incline to form to the left (right) of the leading elements (**Figure 4.16**). As the trailing elements approach the head of the leading elements, they automatically go into mark time, and obtain proper dress, cover, interval, and distance. The second (fourth) element leader turns his or her head 45 degrees to the left (right) and commands **Elements, HALT**. Once the elements halt, each element leader returns his or her head to the front. The flight commander should command **Cover**.

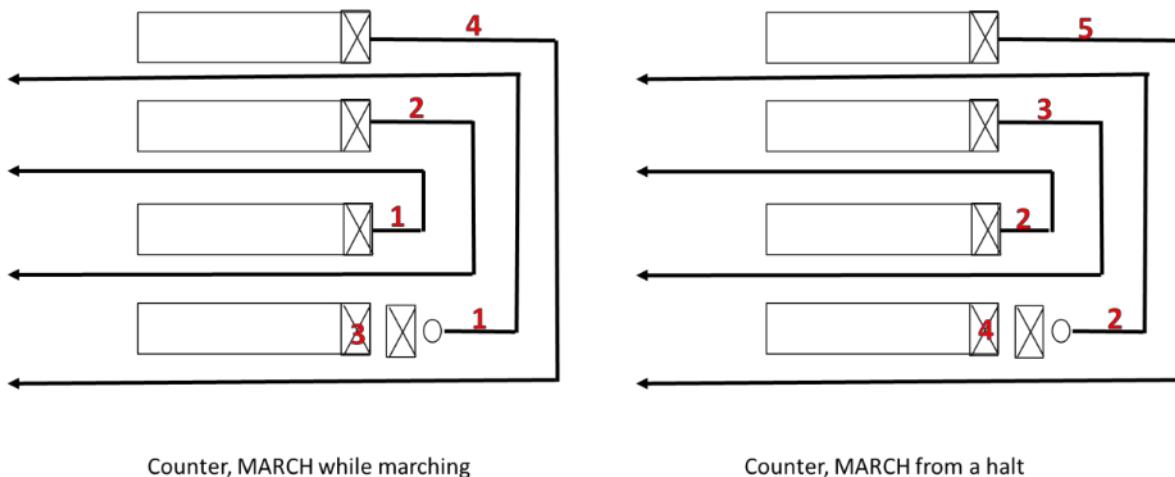
**Figure 4.16 Column of Fours from a Column of Twos**



**4.16. Counter March.** *PURPOSE: To turn the flight in column around 180 degrees with the guide and element leaders remaining at the front.* This is not a precise movement, but it is used to permit flexibility in the movement of units where space is limited. The command is **Counter, MARCH**. AFMAN 36-2203 sets how this movement is performed by a flight of four elements, but not three or two. This paragraph shows a way that works well. Since this is not a precise movement, you may also use other combinations that work.

4.16.1. Marching for a flight of four elements. (**Figure 4.17**) On the command **MARCH** (given on the left foot), execute the following:

**Figure 4.17 Counter March for a Four Element Flight, Marching & Halted**



Counter, MARCH while marching

Counter, MARCH from a halt

4.16.1.1. The first element leader takes four 24-inch steps forward and executes a 90-degree pivot to the right (suspending arm swing during the pivot), marches across the front of the flight just beyond the fourth element, and executes another 90-degree pivot to the right (again suspending arm swing). Each succeeding member marches to the approximate

pivot points established by the person in front of him or her and performs the same procedures as the first element leader.

4.16.1.2. The second element leader takes two 24-inch steps forward and executes a 90-degree pivot to the right with suspended arm swing. He or she continues to march and executes another 90-degree pivot to the right (with suspended arm swing) between the third and fourth elements. Each succeeding member marches to the pivot points established by the person in front of him or her and performs the same procedures as the second element leader.

4.16.1.3. The third element leader takes one 24-inch step forward, executes two 90-degree pivots to the left (with suspended arm swing during the pivots), and marches between the remainder of the third and second elements. Each succeeding member marches to the approximate pivot points established by the person in front of him or her and performs the same procedures as the third element leader.

4.16.1.4. The fourth element leader takes three 24-inch steps forward and executes a 90-degree pivot to the left with suspended arm swing. The element leader then marches across the front of the flight and executes another 90-degree pivot to the left between the first and second elements, suspending arm swing during the pivot. If the flight has a guide, the fourth element leader follows the guide through the movement. Each succeeding member marches to the approximate pivot points established by the person in front of him or her and performs the same procedures as the fourth element leader.

4.16.1.5. The guide takes one 24-inch step forward and executes a 90-degree pivot to the left with suspended arm swing. The guide then marches across the front of the flight and executes another 90-degree pivot to the left between the first and second elements, suspending arm swing during the pivot.

4.16.1.6. As the guide and element leaders emerge past the last Airmen in each of the elements, they take up the half step, and establish proper dress and interval. **Forward MARCH** will be given once all Airmen have completed the movement and proper dress, cover, interval, and distance have been established.

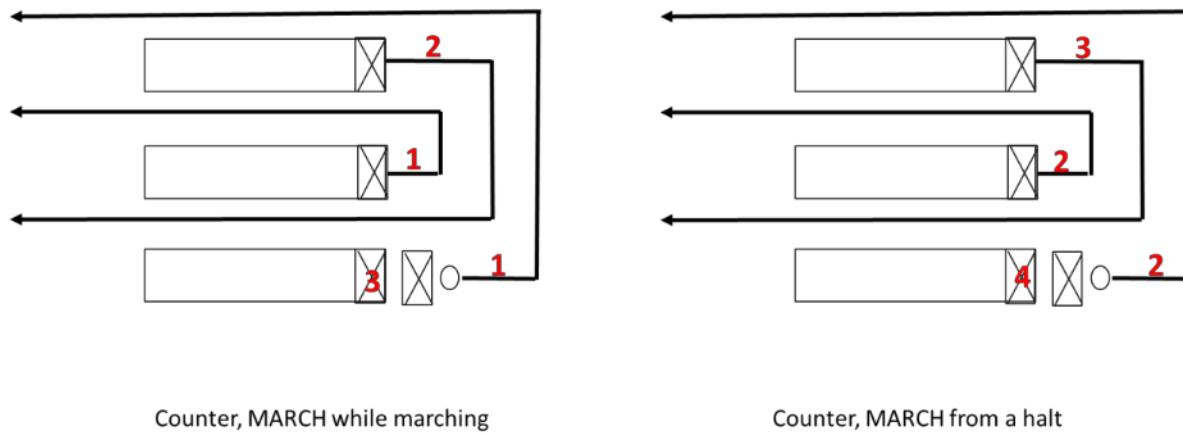
4.16.2. Halted for a flight of four elements. This movement is performed in the same manner as if marching, but with the following exceptions: prior to executing the movement, the first element leader takes five paces forward, the second element leader takes three paces forward, the third element leader takes two paces forward, and the fourth element leader takes four paces forward and follows the guide. The guide takes two paces forward and pivots.

4.16.3. In a flight consisting of three elements (**Figure 4.18**). In order to properly execute Counter March with fewer than four elements, it's best to remove the first, not fourth element. The three remaining elements (now 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>), take the same number of steps that 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> elements took when there were four elements in the flight.

4.16.3.1. Marching: The first element leader takes two paces forward, the second element leader takes one pace forward, the third element leader takes three paces forward, and the guide takes one pace forward.

4.16.3.2. Halted: The first element leader takes three paces forward, the second element leader takes two paces forward, the third element leader takes four paces forward, and the guide takes two paces forward.

**Figure 4.18 Counter March for a Three Element Flight, Marching & Halted.**

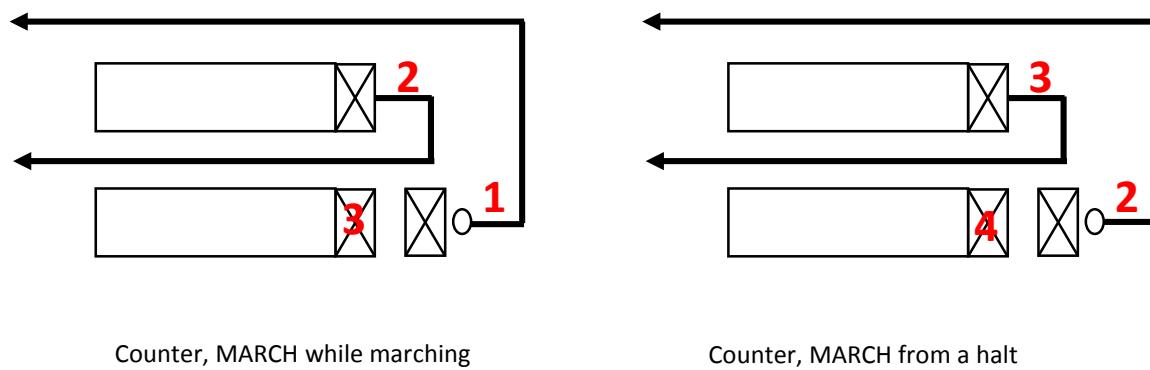


**4.16.4. In a flight consisting of two elements (Figure 4.19):**

4.16.4.1. Marching: The first element leader takes two paces forward, the second element leader takes three paces forward, and the guide takes one pace forward.

4.16.4.2. Halted: The first element leader takes three paces forward, the second element leader takes four paces forward, and the guide takes two paces forward.

**Figure 4.19 Counter March for a Two Element Flight, Marching & Halted.**



## CHAPTER 5 - DRILL OF THE SQUADRON

### *Section 5A - Rules for Squadron Drill*

#### **5.1. The Squadron as a Drill Unit.**

5.1.1. A squadron consists of two or more flights. The squadron forms in line with flights in line. The squadron normally marches in column. In ceremonies, the squadron can be in line or in mass. When in mass formation, the squadron is sized according to height, the tallest individuals to the front and right.

5.1.2. The squadron does not march in line except for minor changes in position.

5.1.3. When changes of formation involve changes of post (for example, the first sergeant), the new post is taken by the most direct route and as soon as possible after the command of execution.

#### **5.2. Commands.**

5.2.1. In squadron drill (except mass formation) when the individuals in the unit are to execute a movement together, the flight commanders repeat the preparatory commands of the squadron commander for facing, steps, and marching except when the preparatory command of the squadron commander is **Squadron**. In this case, the flight commanders give the preparatory command **Flight**. When flights of the squadron are to execute a movement in successive order, such as a column movement while marching, the commander of Flight A repeats the squadron commander's preparatory command, and the commanders of the other flights give a supplementary command, such as **CONTINUE THE MARCH**. The flight commanders of the other flights repeat the squadron commander's preparatory command and command of execution so their flights execute the movement in approximately the same location as the first flight.

5.2.2. If the squadron in column is at the halt when the squadron commander commands **Column Right**, the leading flight commander will supplement the command with **COLUMN RIGHT**. At the same time, the remaining flight commanders command **Forward**. When the squadron commander commands **MARCH**, the leading flight executes column right, and the remaining flights march forward and execute the column movement on the command of their appropriate flight commanders. Each flight executes the movement at approximately the same location and in the manner as the first flight. The squadron commander gives the command **Forward, MARCH** once the leading flight has completed the column movement. The leading flight commander commands **Forward**, the remaining flight commanders command **CONTINUE THE MARCH**, and give the command **Forward, MARCH** when their flight has completed the column movement.

5.2.3. To open ranks, the squadron commander faces the units and commands **PREPARE FOR INSPECTION**. The flight commanders, in successive order from the squadron commanders left to right, command their flights **Open Ranks, MARCH**. They align their flights and give the command **Ready, FRONT**.

5.2.4. When the squadron is in column and it is desired to obtain the correct distance between flights, the informational command is **CLOSE ON LEADING FLIGHT**. On this command, the leading flight commander commands the flight to take up the half step. As soon as the correct distance has been obtained, each succeeding flight takes up the half step at its commander's command. When all flights have obtained the correct distance, the squadron commander gives **Forward, MARCH**, and all flights step off with a 24-inch step.

5.2.5. When commands are given in which one flight is to stand fast or continue to march while other flights do not, the appropriate flight commander commands **STAND FAST** or **CONTINUE THE MARCH**.

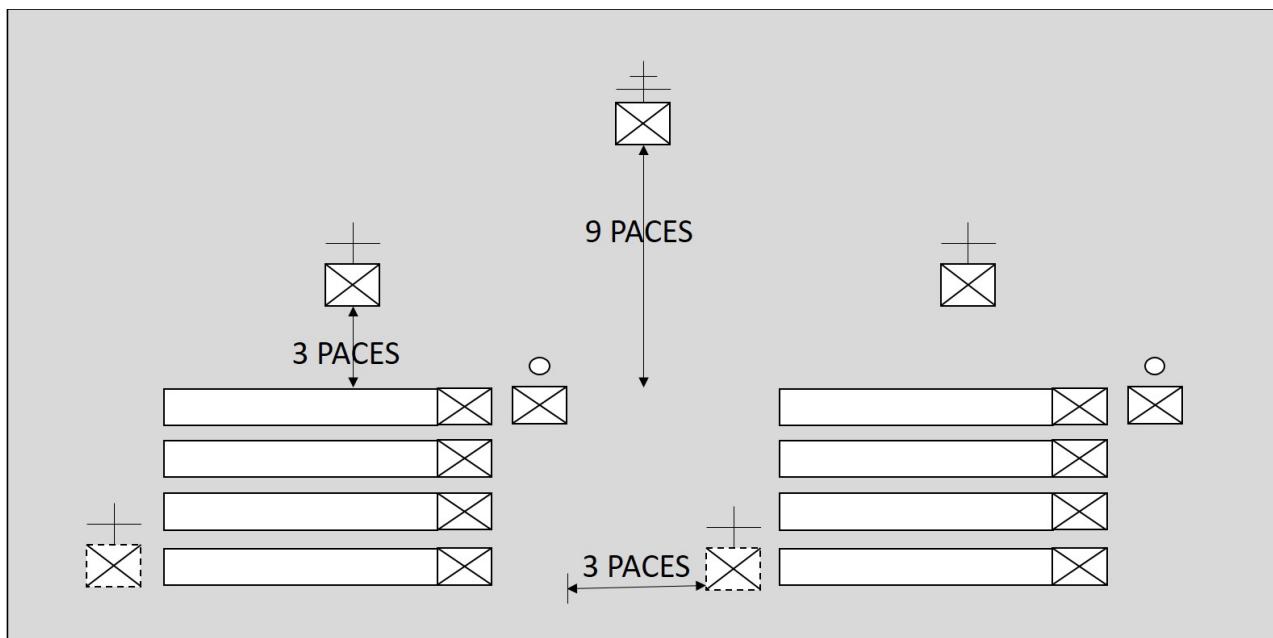
5.2.6. In giving commands, flight commanders may include the letter of their flights; for example, **A Flight, HALT** or **B Flight, Forward**. Flight commanders do not repeat the squadron commander's combined commands.

### **Section 5B - Formations**

#### **5.3. Forming the Squadron in Line.**

5.3.1. The squadron is formed in line with flights in line by the first sergeant, who takes an initial post nine paces in front of the point where the center of the squadron is to be, faces that point, and commands **FALL IN**. On the command **FALL IN**, the squadron forms in two or more flights with normal interval between individuals (unless close interval is directed) and a three-pace interval between flights. **Figure 5.1** indicates key positions. A quick reference for forming and dismissing the squadron is contained in **Attachment 3**.

**Figure 5.1 Forming the Squadron in Line**



5.3.2. While positioning units in an area, the command is \_\_\_\_ Paces Forward, **MARCH** or Steps Backward, **MARCH**. (In backward march, the Airman takes 12-inch steps backward)

(starting with the left foot) with coordinated arm swing). These commands are used for short distances only of four paces (steps) or less.

5.3.3. Each flight sergeant takes a post three paces in front of and centered on the flight. The flights then form as prescribed under the supervision of the flight sergeants.

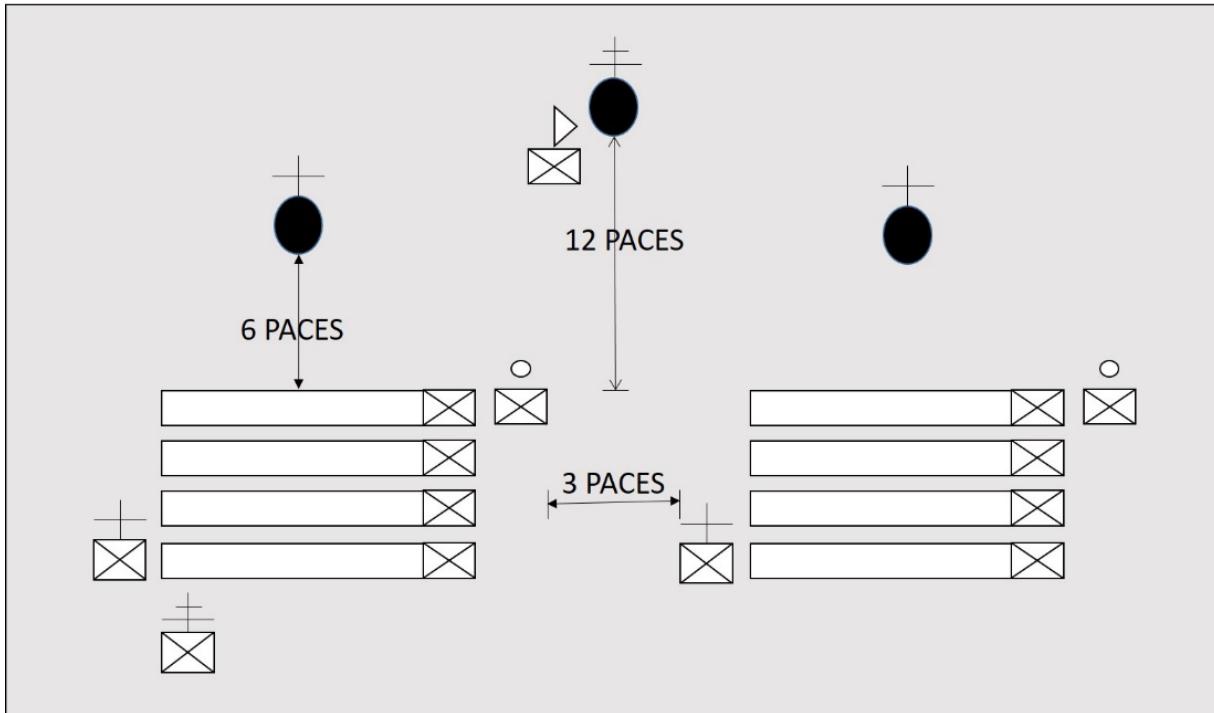
5.3.4. The flight sergeants, in sequence from right to left, then command **REPORT**. Remaining in position (element leaders do not turn their head when executing this report), the element leaders in succession from front to rear of each flight salute and report Element, all present or Element, (number) persons absent. The flight sergeants then face about.

5.3.5. Upon receiving the command **REPORT** given by the first sergeant, the flight sergeants, beginning with the right flight, successively turn their head to face the first sergeant, salute and report Flight, all present or accounted for or Flight, (number) persons absent. After all flights have reported, the first sergeant commands **POST**. The flight sergeants face about and move by the most direct route to their positions in the ranks. The squadron commander takes a position 12 paces in front of, centered on, and facing the squadron to receive the report of the first sergeant. The guidon bearer assumes a position with the commander. The first sergeant faces the squadron commander, salutes, and reports **Sir (Ma'am), all present or accounted for** or **(number) persons absent**. Once the squadron commander has returned the salute, and without a command, the first sergeant faces about and moves by the most direct route to the appropriate position (behind the last file/Airman in the last flight).

5.3.6. Flight commanders immediately take their posts after the first sergeant has reported (**Figure 5.2**). They position themselves to the rear or side of the flight, and march forward by the most direct route as soon as the first sergeant drops his/her salute. All flight commanders dress off the right flight commander.

5.3.7. In forming the squadron, any individual required to make a report salutes while reporting and holds the salute until it is returned. The individual receiving the report does not return the salute until the report is completed. Individuals not in ranks (flight sergeants and above) render individual salutes when giving or receiving a report. If the two individuals are not standing in front of each other, individuals turn their head and eyes toward the person they are saluting.

**Figure 5.2 Squadron in Line**

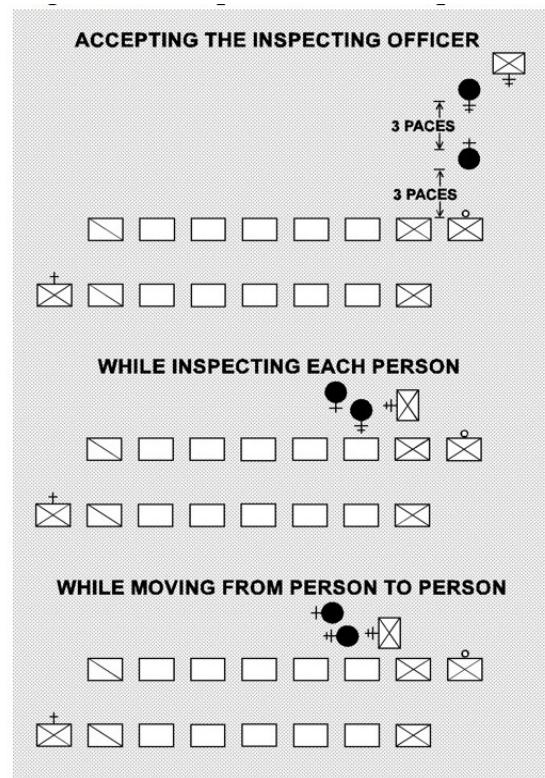


#### 5.4. Aligning the Squadron.

5.4.1. To align the squadron formed in line at a halt, the squadron commander orders **DRESS FLIGHTS TO THE RIGHT**. On this command, the flight commanders face about and, beginning with the base flight, dress the flight immediately with the command **Dress Right, DRESS**. The base flight is dressed as described in flight drill (paragraph 4.3), then given **Ready, FRONT**. Each subsequent flight commander's flight is dressed to the right as soon as the preceding flight commander halts and faces down line of the first element. When not adjacent to the base flight, the flight commander's flight is dressed on the next flight toward the base flight; flight commanders verify alignment on the base flight from the left flank of the flight.

5.4.2. To align the squadron when in mass at a halt, the command is **At Close Interval, Dress Right, DRESS**. On the command **DRESS**, the squadron dresses at close interval. The base flight commander promptly verifies the alignment of ranks. When the flight commander resumes the post, the squadron commander commands **Ready, FRONT**.

**Figure 5.3 Inspection of the Squadron**



### 5.5. Inspecting the Squadron.

5.5.1. To inspect the squadron, it must be formed in line. The squadron commander commands **PREPARE FOR INSPECTION**. On this command, the flight commanders face about and order ranks to be opened (see **paragraph 4.5** for opening ranks). After the command **Ready, FRONT**, flight commanders command **Parade, REST**.

5.5.2. When all flights are at parade rest, the squadron commander, beginning at the right of the line, makes a minute inspection of the equipment, dress, and appearance of the Airmen. The squadron commander begins by inspecting the guidon bearer. The guidon bearer may assume the position of parade rest after being inspected.

5.5.3. The flight commander salutes and reports to the inspector **Sir (Ma'am), \_\_\_\_\_ Flight is prepared for inspection**. As soon as the flight commander has been inspected, he or she accompanies the inspector. The flight commander executes a left face (down the line) and commands **Second, Third, and Fourth Elements, Parade, REST**, depending on the number of elements in the flight. The flight commander executes a half left face in marching without arm swing and halts one pace to the right and one pace to the rear of the inspector, who has moved to a position one pace in front of the guide (this causes the flight commander to precede the inspector) (**Figure 5.3**). This position is maintained throughout the inspection of the front of each respective rank. When moving from individual to individual during the inspection, the inspector and flight commander simultaneously execute a face to the right in marching and an in-place halt.

5.5.3.1. The movement is executed in three counts: Pivot 90 degrees to the right on the ball of the right foot, simultaneously stepping over the right foot with the left foot and placing the left foot parallel to the rank being inspected (first step in a face in marching to the right). Then advance one short step with the right foot, and plant the right foot pointing toward the flight. Next bring the left heel into the right heel, and once again reassume the position of attention, facing the flight. The upper portion of the body remains at the position of attention, and the arm swing is suspended throughout when inspecting the front of each rank (**Figure 5.4**).

**Figure 5.4 Moving Between Individuals During Inspection**



5.5.3.2. These movements should place the inspector directly in front of the next individual to be inspected, still preceded by the flight commander. After the inspector has inspected the last individual in the front rank, the flight commander hesitates momentarily and allows the inspector to precede him or her as the inspector inspects the front rank from the rear. During the inspection of the rear of each rank, the flight commander follows the inspector approximately two paces to the rear, halting when the inspector halts. After inspecting the rear of each rank, the flight commander halts in front of the second person of each rank and faces to the right at the same time as the inspector halts in front of the first person. (These procedures are used to inspect the front and rear of subsequent ranks).

5.5.4. The element leader calls the element to attention before the inspecting officer completes the inspection of the preceding element. The element leader may give the element parade rest after being inspected. When the inspection party finishes inspecting the first element and before the inspector halts in front of the first person of the second element, the second element leader assumes the position of attention. The element leader turns his or her head approximately 45 degrees down the line and commands **Second Element, ATTENTION**. When the first element leader can see the inspector out of the corner of his or her eye, the element leader turns his or her head down the line and commands **First Element, Parade, REST**. This procedure is repeated throughout the remaining elements.

5.5.5. After inspecting the entire flight, the inspector marches off to the right flank (element leaders) of the flight and pauses. The flight commander proceeds directly to a position three paces beyond the front rank, halts, faces to the left (down the line), and commands **Flight, ATTENTION**. The flight commander then takes one step forward with coordinated arm swing and faces to the right. The inspector marches to a position directly in front of the flight commander and gives comments. After receiving comments, the flight commander salutes, and the inspector returns the salute and departs. Before giving further commands, the flight commander faces left (down the line) and commands **Close Ranks, MARCH**, gives parade rest, at ease, or rest (whichever is appropriate), and posts in front of and centered on the flight.

5.5.6. If inspection results are to be recorded, the following procedures apply. While the flight commander is inspected, the recorder; that is, first sergeant or flight sergeant, takes one step to the rear, faces to the right, and marches to a position one pace to the right and one pace to the front of the guide. He or she then faces down the line and prepares to record the inspection results. The recorder follows the inspector, who is always moving forward, in the front and rear of each rank. (The flight commander follows the recorder during the inspection of the rear of each rank.) Once the inspector inspects from the rear the last individual in each rank, normally the guide or element leader, the inspector turns and halts directly in front of the element leader of the next rank. The recorder marches past the inspector and resumes the position following the inspector. After the last element has been inspected, the inspector inspects the recorder and commands **POST**. The recorder returns to his/her position in the flight or squadron. The flight commander marches three paces beyond the front rank, halts, faces to the left (down the line), commands **Flight, ATTENTION**, takes one step forward with arm swing, faces to the right, receives comments from the inspector, and salutes upon departure. Before giving further commands, the flight commander faces left and commands **Close Ranks, MARCH**. He

or she then gives parade rest, at ease, or rest; whichever is appropriate, and posts six paces in front of and centered on the flight.

**5.6. The Squadron in Column.** The squadron moves from one place to another in column of flights as shown in **Figure 5.5**. The guidon bearer is one pace to the rear and two paces to the left of the squadron commander. To view and control the squadron, the squadron commander may take a position on the flank. When this occurs, the guidon bearer is at the head of the column.

### 5.7. Massing the Squadron When in Column at Close Interval.

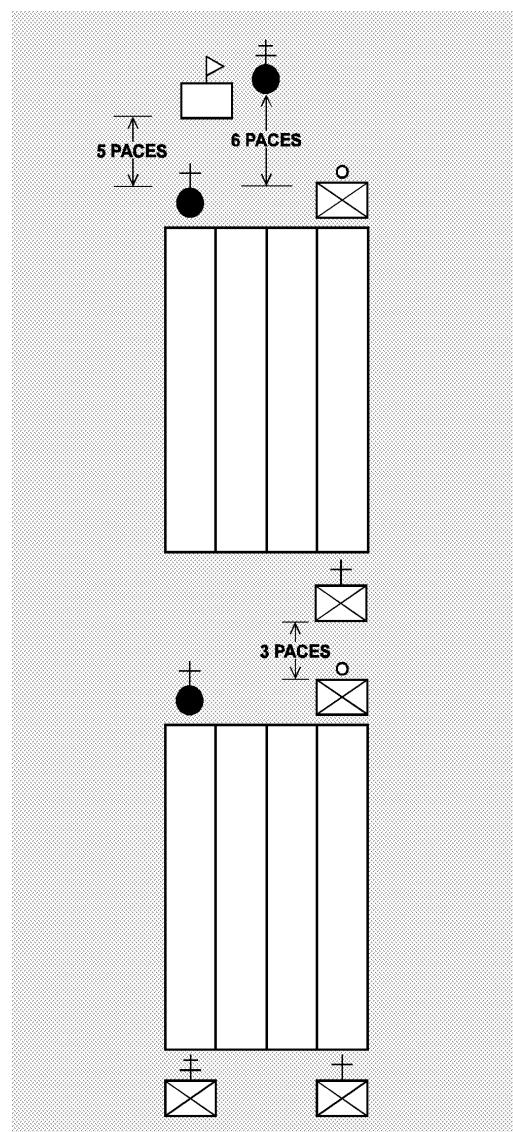
5.7.1. To form the squadron in mass when it is halted in column, the command is **Squadron Mass Left, MARCH**. On the preparatory command, the leading flight commander gives the command **STAND FAST**. Each flight commander of the succeeding flights commands **Column Half Left**. On the command **MARCH**, the leading flight stands fast. In turn, each rear flight executes a column half left, and the flight commander commands **Column Half Right** to move the flight to the new position at a 4-inch interval alongside the flight it was following. Each flight commander halts the flight when its leading rank is on line with the leading rank of the flight already on line. This places the squadron in mass with 4-inch interval between all individuals in rank (**Figure 5.6**).

5.7.2. To form the squadron in mass while marching, the commands by the squadron commander are the same as if halted. On the preparatory command, the A Flight commander commands **CONTINUE THE MARCH**, and flight commanders of succeeding flights command **Column Half Left**. On the command **MARCH**, the commander of the leading flight (A Flight) halts the flight, and the other flights move to the new positions in the same manner as before.

### 5.8. Changing Direction When in Mass Formation.

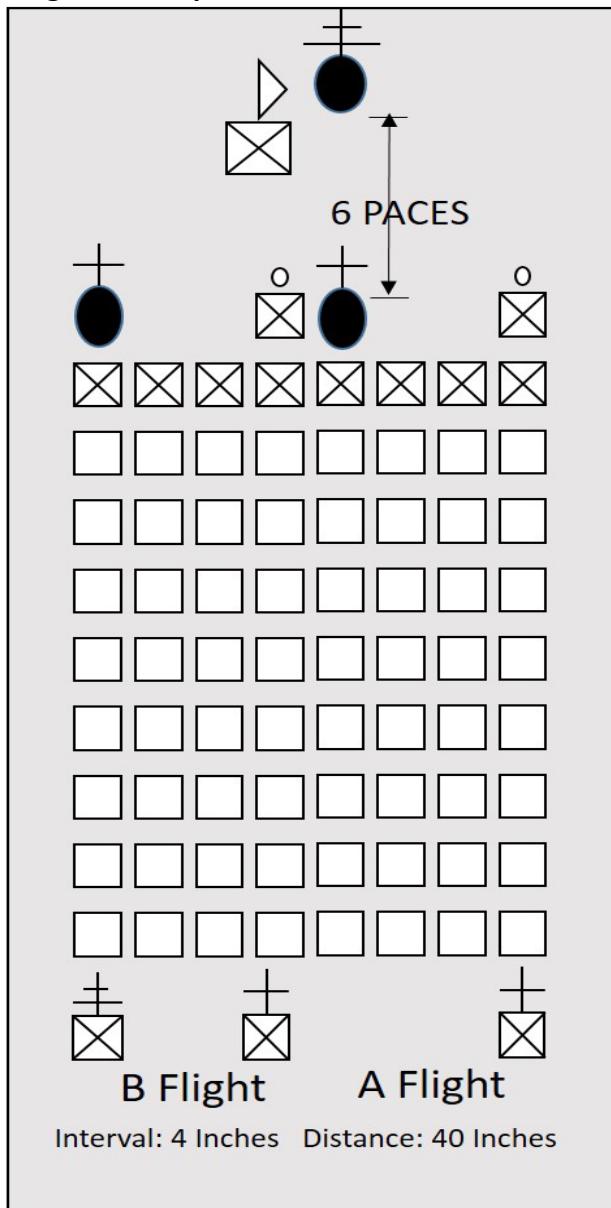
5.8.1. To change direction when in mass formation and the squadron is at the halt or marching, the command is **Right (Left) Turn, MARCH**. The right (left) flank individual of the line of guides and flight commanders is the pivot for this movement. On the command **Right Turn, MARCH**, the individual takes one pace forward, executes a 90-degree pivot to the right, advances one 24-inch step, and takes up the half step. On the command **Left Turn, MARCH**, the individual faces to the left in marching, advances one 24-inch step, and takes up the half step. Other front rank individuals do a right (left) 45-degree pivot, advance until opposite their places in line, do

**Figure 5.5 Squadron in Column**



a second right (left) 45-degree pivot, and upon arriving abreast of the pivot individual, take up the half step. See **Figure 5.7** for the proper number of steps between pivots.

**Figure 5.6 Squadron in Mass Formation**



### 5.9. Column of Flights from Squadron Mass Formation.

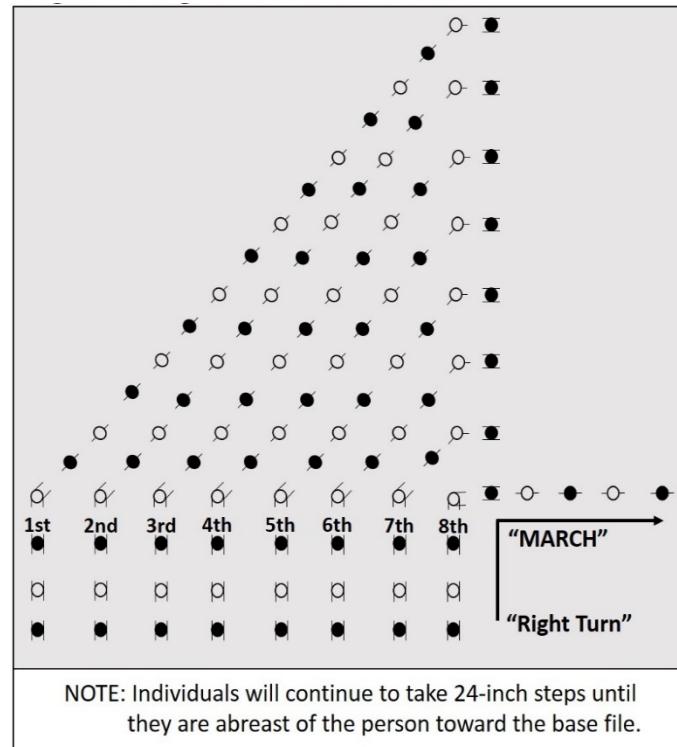
5.9.1. From a halt, the command is **Column of Flights, Right Flight, Forward, MARCH**. On the preparatory command, the right flight commander commands **Forward**, and the other flight commanders command **STAND FAST**. On the command **MARCH**, the right flight marches forward. Each of the remaining flights follows in column in its normal formation, executing column half right and column half left upon the commands of its commander.

5.8.2. Each succeeding rank executes the movement in approximately the same location and in the same manner as the preceding rank. All continue marching in the half step until the command **Forward, MARCH** is given. Forward march will be given once the change of direction is completed and dress, cover, interval, and distance have been reestablished.

5.8.3. When turning to the left, each rank dresses left on the preparatory command. Dress will remain left until the command **MARCH** is given. Then the dress reverts to the right and remains there unless otherwise announced.

5.8.4. The squadron commander faces the squadron and marches backward until the change in direction has been completed.

**Figure 5.7 Right Turn in Mass Formation**



5.9.2. To move immediately to the right or left in a column formation from a squadron in mass, the command is **Column of Flights, Right Flight, Right Turn, MARCH or Column of Flights, Left Flight, Left Turn, MARCH**. On the preparatory command, the right (left) flight commander commands **Right (Left) Turn**, and the other flight commanders command **STAND FAST**. On the command **MARCH**, the right (left) flight executes a column right (left) from the halt at close interval. This creates a squadron in column at close interval. The squadron commander can then give the command **Extend, MARCH** to attain normal interval.

### 5.10. Extended Mass Formation.

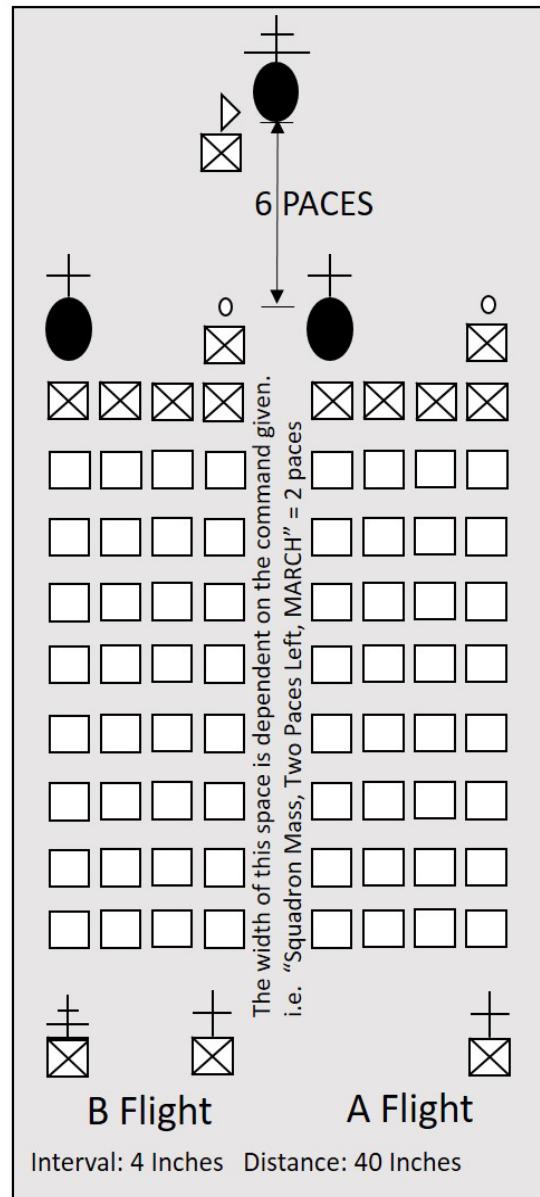
5.10.1. The extended mass formation is used when a more impressive appearance for ceremonies is desired (**Figure 5.8**).

5.10.2. The commands are **Squadron Mass, (number) Paces Left, MARCH**. On the command **MARCH**, the movement is executed as described in **paragraph 5.9.2** except the rear flights execute a column half left and a column half right to move to the new position beside the leading flight at the interval ordered. Each flight is halted when its leading rank is on line with the leading rank of the flight already on line.

5.10.3. In extended mass formation, the squadron drills in the same manner as for mass formation, maintaining the interval between flights.

**5.11. Dismissing the Squadron.** The squadron is dismissed in line at attention. The command by the squadron commander to dismiss the squadron is given in two parts. On the first command **First Sergeant**, the first sergeant takes the most direct route to a position three paces from the squadron commander, who is twelve paces in front of and centered on the squadron. The first sergeant halts and salutes. The squadron commander returns the salute, then gives the second command **DISMISS THE SQUADRON**. The first sergeant salutes again. The squadron commander returns the salute and falls out. At the same time, flight commanders and the guidon bearer fall out. The squadron commander and guidon bearer may also march off the field to the right or left of the formation at the squadron commander's commands (if done this way, it is custom for all personnel to remain in position until the squadron commander is off the field; only then do the flight commanders fall out, the first sergeant faces about, and the flight sergeants take their post). Flight commanders proceed

**Figure 5.8 Squadron in Extended Mass Formation**



toward the rear of their flight, but are no longer a part of the formation. The first sergeant executes an about face, and the flight sergeants take their posts three paces in front of and centered on their flights. The first sergeant then orders the flight sergeants to dismiss their flights by giving the command **DISMISS YOUR FLIGHTS**. The first sergeant then falls out or marches off the field. The flight sergeants face about and command **DISMISSED**. Individuals break ranks and leave the formation.

5.11.1. In a situation where the squadron will no longer stay together, but the commander does not want to dismiss the Airmen, he/she can give the command **Flight Commanders, Take Charge of Your Flights**. Flight Commanders salute, and the squadron commander and guidon bearer fall out or march off the field. The first sergeant may also give this command to flight sergeants, using the command **Flight Sergeants, Take Charge of Your Flights**.

## 5.12. Physical Training Formations.

5.12.1. The Air Force has no specified formation or set of commands for performing physical training. In general, the flight or squadron will determine a method of spreading its members out so that each individual has enough room to conduct the designated exercises without running into his/her neighbor.

5.12.2. One method of extending a formation is to open ranks, then give a non-standard command such as Double Arm Interval, Dress Right, DRESS. The formation may do a half right or left face, or offset ranks by command (2nd and 4th Elements, One Step to the Right, MARCH).

5.12.3. Another method is to open ranks, command Half Right (Left) FACE so that each flight is facing the First Sergeant. For one flight, execute Half Right FACE. If there are three flights, the right flight turns left, the other two turn right. To reform, simply face the flight forward using Half Left (Right), FACE, then close ranks. As long as cadets maintain their alignment and don't inadvertently face forward, they will be offset and can conduct exercises in this formation.

5.12.4. Another method is to follow the US Army drill manual, TC 3-21.5, or Physical Fitness Manual, FM 7-22, either of which explain the commands to obtain the Extended Rectangular Formation or its variations.

- 5.12.4.1. Extend to the Left, MARCH
- 5.12.4.2. Arms Downward, MOVE
- 5.12.4.3. Left, FACE
- 5.12.4.4. Extend to the Left, MARCH
- 5.12.4.5. Arms Downward, MOVE
- 5.12.4.6. Right, FACE
- 5.12.4.7. From Front to Rear, Count, OFF
- 5.12.4.8. Even numbers to the Left, UNCOVER

5.12.5. A fourth method, for small groups of about 20 or less is to form a circle around the instructor, facing in. The instructor may have the Airmen double time for warm up conditioning, and stop facing in for stretching and calisthenics, either in cadence, set numbers, or timed.

5.12.6. Once the unit is formed, the instructor may conduct rotationals, stretching, and calisthenics in a regimented manner, with exercises done in cadence, or may direct the Airmen perform timed exercises (i.e. as many push-ups as you can do in one minute) or direct a certain number of repetitions (i.e. everyone do 20 push-ups).

5.12.6.1. If exercises are done in cadence, the instructor normally counts the cadence, the Airmen count the repetitions.

5.12.7. Whatever method is used to extend the formation, a similar command is used to reform. This might be **At Normal Interval**, **Dress Right**, **DRESS**, or **Assemble to the Right**, **MARCH**, etc.

### ***Section 5C – The Guidon Bearer and Manual of the Guidon***

**5.13. The Guidon.** The squadron guidon is carried at ceremonies and on other occasions when prescribed by the commander, and should be present at squadron formations. The guidon bearer is a specially selected Airman designated by the squadron commander.

**5.14. The Guidon Bearer.** The guidon bearer is the squadron commander's flag bearer. He/she marches one step behind and two 12-inch steps to the left of the squadron commander. For short distances, the guidon bearer can march to the squadron commander's right rear (i.e. when marching onto or off the field at a squadron formation). When the squadron commander falls out of the formation, the guidon bearer leaves as well.

5.14.1. In a squadron formation, the guidon bearer faces the same direction as the squadron, regardless of which direction the squadron commander is facing. The guidon bearer never faces the squadron, and doesn't change position when posted by the squadron commander. He/she executes the manual of the guidon at the squadron commander's preparatory command, while the flight guides execute at the flight commander's preparatory command.

5.14.2. When executing column movements and turns, the guidon bearer executes the movement on the command of execution and then moves at 45-degree angles to a position in front of the squadron. When marching with the squadron commander, they march together to re-center themselves on the squadron.

5.14.3. When the squadron is in column with the squadron commander on the flank, the guidon bearer's position is five paces in front of and centered on the front rank of the leading flight.

**5.15. Order Guidon.** Order guidon is the position of attention as shown in **Figure 5.9**. The guidon bearer holds the guidon in a vertical position and keeps the ferrule on the ground beside the right shoe. The guidon bearer holds the staff in the right hand in the "V" formed by the thumb and by the fingers

**Figure 5.9**  
**Order Guidon**



extended and joined. The right hand and arm are kept behind the staff with the arm bent naturally and the staff resting against the hollow of the shoulder and next to the ball of the right foot.

**5.16. Carry Guidon.** Carry guidon is the position in which the ferrule is approximately 6 inches from the ground (**Figure 5.10**).

5.16.1. Facings, alignments, and formal marching require carry guidon. The guidon bearer keeps the staff in a vertical position throughout the movements and brings it to carry guidon on the preparatory command for the movement.

5.16.2. When marching at route step or at ease, the guidon bearer may hold the guidon in either hand at the carry position.

5.16.3. **Modified Carry Guidon.** Sometimes Airmen are unable to hold the guidon correctly while marching, especially for long periods of marching or in windy conditions. In such situations, it is acceptable to deviate from the guidelines in paragraph 5.15. An Airman may hold a guidon pole, at carry guidon only, so that the pole is grasped by the whole hand, clutched between thumb and fingers with the hand pointing down and the back of the hand facing out fingers curled around the back of the pole. It must be noted that it is very awkward to move to other positions such as present arms or parade rest when the hand is in this position, so this position should not be maintained when at order guidon or when anticipating going to present arms or eyes right (**Figure 5.11**).

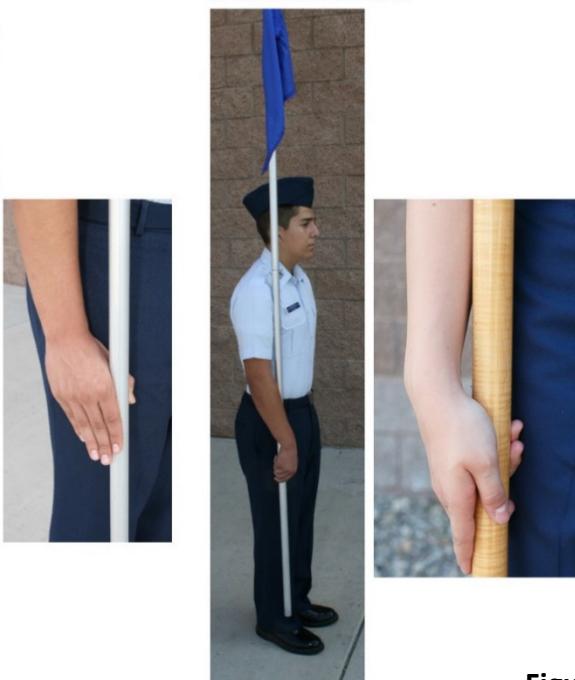
**5.17. Executing Order Guidon While at Carry Guidon.** The guidon bearer lets the staff slide through the right hand until the ferrule is on the ground in line with and touching the toe of the right shoe. The staff is re-grasped with the hand as described in paragraph 5.15. If necessary, the left hand can be used to stabilize the guidon as it moves. If this is done, the left hand will then be returned sharply to the position of attention.

**5.18. Executing Carry Guidon While at Order Guidon.** The guidon bearer grasps the staff with the left hand while at the same time loosening the grip of the right hand on the staff. The guidon is raised vertically with the left hand, letting the staff slide upward through the right hand until the ferrule is approximately 6 inches from the ground. The guidon bearer then re-grasps the staff with the right hand and cuts the left hand away smartly to the left side. If the guidon will be carried as described in paragraph 5.16.3, change the position of the right hand while the pole is grasped with the left hand.

**Figure 5.10 Carry Guidon**

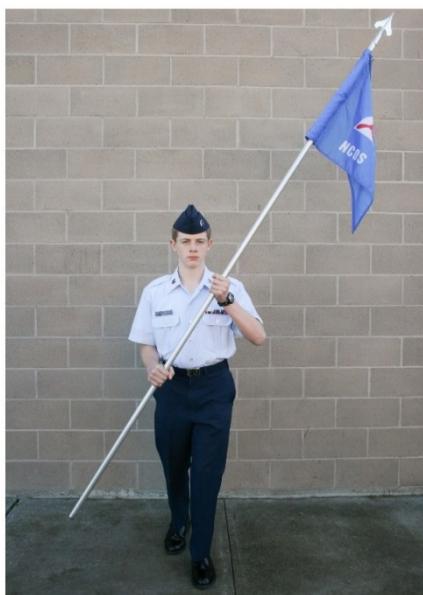


**Figure 5.11 Carry Guidon, Alternate Method**



**5.21. Executing Present Guidon When at Carry or Order Guidon.** To execute present guidon when at carry or order guidon while marching or at a halt, on the preparatory command **Present or Eyes**, the guidon bearer raises the guidon vertically until the right arm is fully extended. At the same time, the left hand is brought smartly across the chest to guide the staff as shown in **Figure 5.14**.

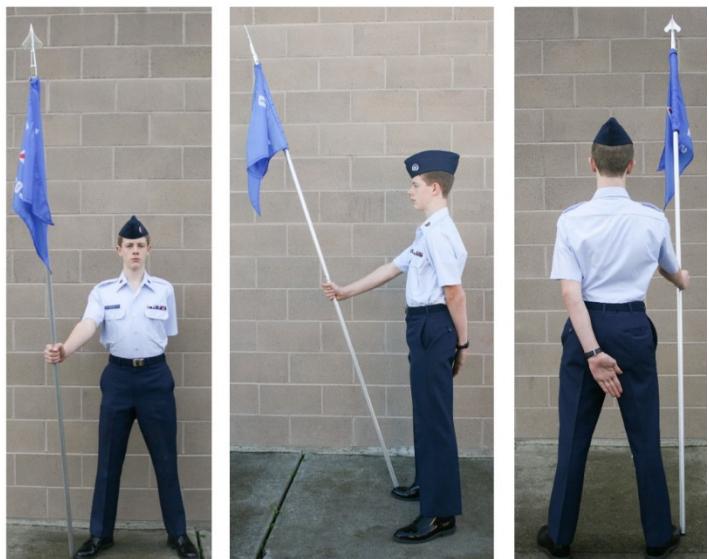
**Figure 5.13 Double Time**



**5.19. Executing Parade Rest from Order Guidon.** The guidon bearer slides the right hand up the staff and inclines the staff of the guidon forward at arm's length with the hand at waist level (**Figure 5.12**).

**5.20. At double time**, the guidon bearer holds the guidon diagonally across the body (**Figure 5.13**). The guidon bearer grasps the staff with the right hand at the position used at the carry, with the right forearm horizontal and the elbow near the body. The staff is grasped with the left hand opposite the left shoulder.

**Figure 5.12 Parade Rest with the Guidon**



On the command of execution **ARMS or RIGHT**, the guidon bearer lowers the guidon straight to the front with the right arm extended and the staff resting in the pit of the arm, cutting the left hand away smartly to the left side. On the command **RIGHT of Eyes, RIGHT**, the guidon bearer turns the head and eyes in the same manner prescribed for other individuals in the formation. If the guidon is being carried as described in paragraph 5.15.3, quickly reposition the right hand before raising the guidon vertically.

5.21.1. When Airmen cannot physically hold the guidon at present arms, they should maneuver the pole backwards so the center of gravity of the pole moves closer to the body of the member, allowing them to keep the guidon horizontal to the ground.

### **5.22. Executing Order Guidon or Carry Guidon When at Present Guidon.**

**Guidon.** The guidon bearer raises the staff to the vertical position and, at the same time, brings the left arm smartly across the chest, grasping the ferrule to let the left hand guide the staff. On the command of execution, the guidon bearer loosens the grip of the left hand on the staff and lowers the guidon with the right hand. The left hand is used to steady the staff until the ferrule is approximately 6 inches from the ground, then the left hand is cut away smartly to the left side. To get to order guidon, after bringing the guidon

**Figure 5.14 Present Guidon**



**Figure 5.15  
Individual Salute  
by Guidon Bearer**



to the carry position the staff is permitted to slide through the right hand. The staff is steadied with the left hand until the guidon is in the position of order guidon, and the left hand is then cut smartly away to the left side. If the pole is extending behind the guidon bearer's body as described in paragraph 5.21.1, the guidon bearer should perform the movements to move to order guidon as described here, but move their hand down the pole and adjust the grasp as they go to order guidon. Do not bang the pole on the ground.

**5.23. Individual Salute by Guidon Bearer when not in formation.** When at order guidon, the guidon bearer executes the salute with the left hand in a two-count movement. On the first count, the left arm is moved horizontally across the body with forearm and wrist straight and fingers and thumb extended and joined with palm down. The first joint of the forefinger touches the staff (**Figure 5.15**). On the second count, the left hand is cut smartly away to the side. The salute at carry guidon is executed in the same manner except the ferrule is approximately 6 inches from the ground.

## CHAPTER 6 - GROUP FORMATIONS AND CEREMONIES

### **Section 6A - Group Formations**

#### **6.1. The Group in Formation.**

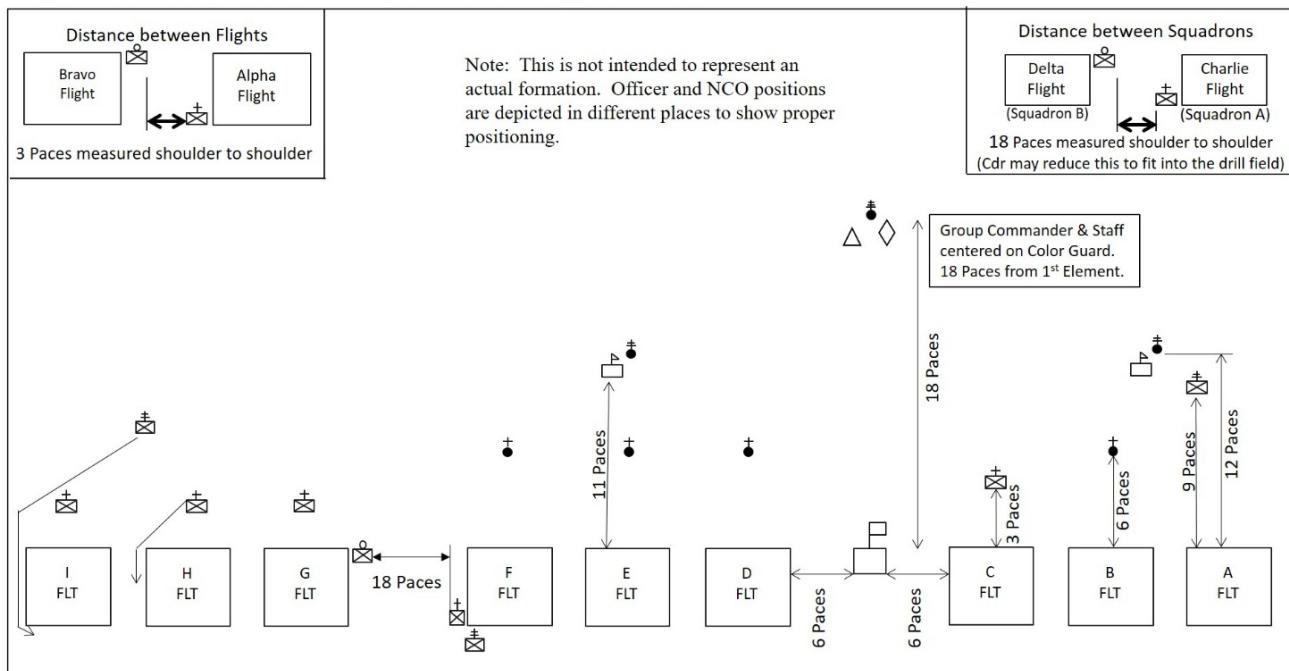
6.1.1. The group is composed of two or more squadrons. Formation and movements of the group are for large activities like encampments, and for ceremonies.

6.1.2. The group commander directs the assembly of units in the appropriate formation. Each squadron commander moves the squadron to its place in the most convenient manner.

6.1.3. In CAP, the group is usually formed in line with squadrons in line (**Figure 6.1**). For ceremonies, especially if space is limited, the group is formed with squadrons in mass. When formations are in movement, the group is usually in column with squadrons in column and flights in column, (**Figure 6.2.**). If the space available is too small for the activity contemplated, modify the formation to meet the local situation and use units of an appropriate size, and/or modify the distances between squadrons.

6.1.4. When a color guard is part of the formation, they form in the center of the formation (center or right center depending whether there are an even or odd number of units). The color guard must be between flights in a squadron formation, and between squadrons in a group formation.

**Figure 6.1 Group in Line with Squadrons and Flights in Line**



## 6.2. Composition of the Staff.

6.2.1. The squadron is the smallest formation with a staff, but it is highly unusual for a squadron staff to post in formation. Group staff officers more commonly post with the commander, especially the adjutant or deputy commander. The staff officers form in a line 1 ½ paces to the rear of the commander. When a squadron staff posts in a formation, the squadron guidon bearer does not.

6.2.2. When only one group staff officer is present, a position is taken one pace to the right and 1 ½ paces to the rear of the commander. Staff members usually are arranged from right to left in order of rank, the senior on the right. However, the commander arranges them in any desired order.

6.2.3. When the staff consists of one or two members, on the command Change Post, MARCH by the commander, the staff officer moves forward three paces, halts, and executes an about face automatically without command. The commander executes about face the same time as the staff faces about.

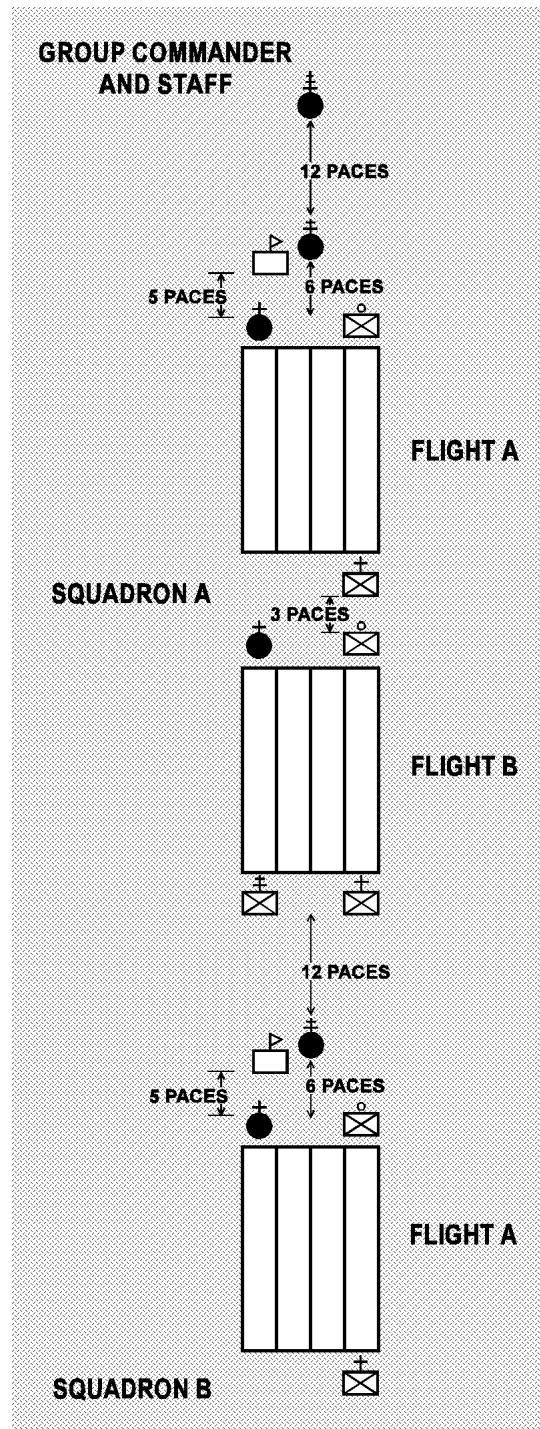
6.2.4. With a staff of three or more, when the commander faces about, the staff execute a right face, march forward, execute two column lefts, and center again on the commander, executing mark time and halt. The senior staff officer gives appropriate commands.

6.2.5. When directed to receive the report or publish the orders, the adjutant moves forward, pivots 45 degrees to the left until directly in front of the commander, turns forward again, halts, and carries out the instructions given. Upon completion, the same route is used in returning to his/her post.

## 6.3. Definition and Purpose of Ceremonies.

6.3.1. A ceremony is a broad term that encompasses reviews, parades, reveilles, retreats, and change of command.

**Figure 6.2. Group in Column with Squadrons in Column and Flights in Column**



6.3.1.1. A review is the formation of troops in group or wing marching in a prescribed manner. The purpose is to inspect the drill proficiency of Airmen and the state of readiness of equipment. A review may be held to allow a higher commander, official, or dignitary to observe the state of training in a command. It may consist of the following parts:

6.3.1.1.1. Formation of troops.

6.3.1.1.2. Inspection of troops.

6.3.1.1.3. March in Review.

6.3.1.2. A parade is a review with honors. A parade is also a ceremony within itself when respect is paid to the US Flag, as in retreat. A parade consists of the following steps in sequence:

6.3.1.2.1. Formation of troops.

6.3.1.2.2. Presentation of command and honors (may include "sound off")

6.3.1.2.3. Inspection.

6.3.1.2.4. Honors to the nation.

6.3.1.2.5. March in review.

6.3.1.3. Reveille and Retreat.

6.3.1.3.1. Reveille is the signal for the start of the official duty day. A ceremony may accompany the raising of the flag. This ceremony takes place in the vicinity of the base flagstaff and is held after sunrise. In the unit area, Reveille is normally held, using the formation of a squadron in line. This formation is used when a reveille ceremony is not held at the base flagstaff.

6.3.1.3.2. The retreat ceremony serves a twofold purpose. It signals the end of the official duty day and serves as a ceremony for paying respect to the flag. The ceremony may take place at the squadron area, on the base parade ground, or in the vicinity of the flagstaff. If conducted at the base parade ground, Retreat is a part of the parade ceremony. If conducted within the squadron area, it is usually a ceremony not involving a parade. If the retreat ceremony is conducted at the flagstaff, the units participating may be formed in line or they may be massed, depending upon the size and number of units and the space available.

6.3.1.4. Change of Command, when conducted in conjunction with a parade, may consist of:

6.3.1.4.1. Formation of troops.

6.3.1.4.2. Presentation of troops and honors to the senior commander, when participating, and the former commander.

6.3.1.4.3. Inspection of troops.

6.3.1.4.4. Presentation of decorations and awards if scheduled.

6.3.1.4.5. Formal change of command. This may include a brief address by participating commander if he or she desires.

6.3.2. The purpose of a ceremony is to accomplish one or more of the following:

6.3.2.1. Accord distinctive honors to national symbols or individuals on special occasions.

6.3.2.2. Display the proficiency and state of training of the command.

6.3.2.3. Promote teamwork and pride in a Civil Air Patrol organization.

6.3.2.4. Commemorate and celebrate the completion of a major activity such as a cadet encampment.

6.3.3. Prevention of Fainting by Persons Participating in Ceremonies. Commanders and supervisors responsible for the conduct of military ceremonies will take necessary precautions to minimize instances of fainting and possible injury to personnel, and will include an operational risk assessment (ORM) in the planning for the ceremony. When preparing for ceremonies, consider the duration of the event, climatic conditions, and instances where personnel are required to stand at a fixed position for prolonged periods of time. The following guidelines apply:

6.3.3.1. Ensure duration is as short as practical while keeping with the demands of the ceremonies.

6.3.3.2. Deploy units in time for alignment of personnel and placement of the Colors within formation, but without excessive waiting time.

6.3.3.3. Ensure Airmen adequately hydrate in the days and hours leading up to the ceremony. Have water and latrines available at the ceremony site.

6.3.3.4. When appropriate, maintain a position of at ease until the arrival of distinguished persons or the senior commander.

6.3.3.5. The Commander of Troops should consider maximum use of the positions of parade rest or at ease according to the demands of the ceremony and climatic conditions. Airmen should be in a position of at ease or parade rest for speeches or lengthy events during the ceremony.

6.3.3.6. Participants should be instructed that they should flex their knees slightly while standing in one position for long periods, and if they experience symptoms of becoming ill, they may leave the formation. First aid personnel may be stationed behind the line of troops.

6.3.3.7. In preparation for a ceremony, practice sessions should be conducted with the same duration and sequence of events that personnel will encounter in the ceremony.

### ***Section 6B – Forming the Group***

#### **6.4. Forming the Group in Line With Squadrons in Line.**

6.4.1. Before the ceremony, the adjutant ensures the group position on the parade ground is marked with two flags. The flags are placed on each flank of the line on which the group is to form. Additional markers may be placed on the line to indicate the position of guides.

6.4.2. When a band is to participate in the ceremony, the adjutant prearranges a signal or a specific time for Adjutant's Call to be sounded. The adjutant takes the initial post for the ceremony on the right of the line facing down the line.

6.4.3. Squadrons are marched onto the parade ground from the troops left flank facing the reviewing stand and brought onto the ready line in column. Squadrons may form on the final line if desired.

6.4.4. As each squadron arrives in its position on the ready line, it is halted and faced to the left. Squadrons may be put at ease if they are waiting for the parade to start. Once Adjutant's Call has sounded, squadron commanders then command **GUIDE ON LINE**. On this command, the guide of each flight double times to a position on the final line indicated by flags, halts, and faces the adjutant. The adjutant aligns the guides on the right squadron. The guides of the other squadrons advance in the same manner and align themselves on the guides who have already posted. As soon as the guides have established themselves on the line, the squadron commanders command **Forward, MARCH**. The command of execution for their movement is timed so they will step off at the first note of the music following Adjutant's Call. The squadron commander marches backward. The squadron is halted so the right shoulder of the right individual of the front rank in each flight touches the back of the guide. The squadron commander orders the squadron to dress, and flight commanders check alignment. All but the right flight check alignment from the left side of the flight, to ensure all flights are aligned.

6.4.5. When the elements reach their position on the line, the music stops playing. The adjutant then moves with dignity at adjutant's cadence by the most direct route to a position midway between the line of squadron commanders and the group commander. The adjutant halts facing down line of troops, and then executes left face.

6.4.6. When all elements are dressed, the adjutant commands **Guides, POST**. On this command, the guides take one pace forward with coordinated arm swing, halt, and execute a left face.

6.4.7. The adjutant then commands **GIVE YOUR SQUADRONS PRESENT ARMS**, faces the group commander, salutes, and reports **Sir (Ma'am), the group is formed**.

6.4.8. The group commander returns the salute and orders **TAKE YOUR POST**. The adjutant passes to the group commander's right and takes the post on line with the staff. The group commander directs **GIVE YOUR SQUADRONS ORDER ARMS**.

## **6.5. Forming the Group in Line With Squadrons in Mass Formation.**

6.5.1. The procedure is the same as in forming in line (**paragraph 6.4**) with the following exceptions:

6.5.1.1. The squadrons in mass formation are marched onto the parade ground from either flank on a line well to the rear of the ready line.

6.5.1.2. The group is formed first on the ready line and, at the first note of Adjutant's Call, moved to the final line.

6.5.2. When space is limited, the squadron is brought on the parade ground in a column of flights and massed left as the flights come on to the ready line.

## **6.6. Dismissing the Group.**

6.6.1. The group commander commands **DISMISS YOUR SQUADRONS**.

6.6.2. The squadron commanders salute the group commander, march their squadrons to the place of dismissal, and dismiss them.

6.6.3. After the squadrons are dismissed, the group commander dismisses the staff.

6.6.4. If the group commander desires to release the squadrons to their commanders without directing that the squadrons be dismissed promptly, the command **TAKE CHARGE OF YOUR SQUADRONS** is given. The squadron commanders salute the group commander and take charge of their squadrons.

## **Section 6C – Group and Squadron Parades**

### **6.7. Sequence of Parade Ceremony (Group in Line with Squadrons in Line):**

#### **6.7.1. Assembly.**

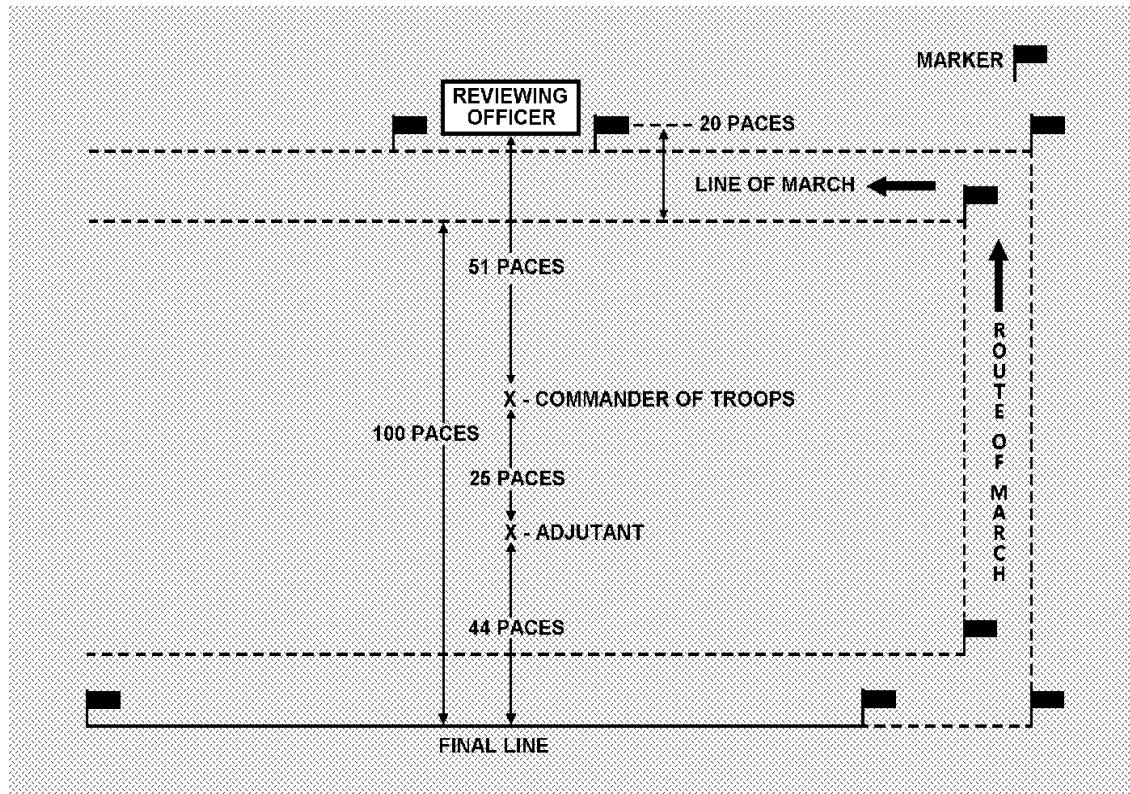
6.7.1.1. Squadrons form on the parade ground at the designated time, facing the reviewing stand. The group forms in line, with squadrons in line, and flights in line at normal interval. All units form on the ready line. The HQ Flight, if present, or Alpha Flight, serves as the base flight. The Group Commander will act as the Commander of Troops, or may appoint another individual to serve in this capacity. At encampments, the Encampment Commander will act as or designate the local commander. (**Figure 6.3**)

6.7.1.2. The Adjutant takes a position on the final line six paces to the right of the first unit, facing down the line of troops.

#### **6.7.2. March On.**

6.7.2.1. At the designated time, the Adjutant begins the ceremony by commanding **SOUND ADJUTANT'S CALL**. Squadron Commanders come to attention at the first note of the music, and face about in unison. After the completion of Adjutant's Call, Squadron Commanders, in succession from right to left, command **Squadron, ATTENTION**. (Flight Commanders give supplementary commands).

**Figure 6.3. Preparation for a Parade**



6.7.2.2. In succession, Squadron Commanders command **GUIDE ON LINE** at the first note of the march music. Guides double time to the final line, face to the right, and align on the Adjutant. As soon as the guides have established themselves on line, Squadron Commanders, in succession from right to left, command **Forward, MARCH**, and march backward. The Squadron Commander commands **Squadron, HALT** so that the right shoulder of the right individual in the front rank in each flight touches the back of the Guide.

6.7.2.3. Once halted, the Squadron Commander commands **DRESS FLIGHTS TO THE RIGHT**. Flight Commanders command **Dress Right, DRESS**, and check alignment, with the base Flight Commander aligning his or her flight on the right flank, and subsequent Flight Commanders checking alignment on the left flank, so that they can align on the base flight. Once the flight is aligned, the Flight Commander commands **Ready, FRONT** and faces to the front.

6.7.2.4. Once all squadrons have halted on the final line, the Adjutant moves with dignity at adjutant's cadence (140 steps per minute) by the most direct route to a position midway between the line of Squadron Commanders and the Commander of Troops. The Adjutant halts facing down the line of troops, and then executes left face.

6.7.2.5. Once all squadrons have halted on the final line, the band stops playing marching music.

6.7.2.6. Guidon Bearers face to the right while the squadron is dressed. They face to the front on the final Flight Commander's command of **Ready, FRONT**.

6.7.2.7. After all elements are aligned, and the Adjutant is at his or her post, the Adjutant commands **G - u - i - d - e - s, POST**. On this command, guides take one pace forward with coordinated arm swing, halt, and execute a left face.

6.7.2.8. The Adjutant commands **GIVE YOUR SQUADRONS PARADE REST**. Squadron Commanders face about in unison, then command in succession, from right to left, **Parade, REST**. Squadron Commanders face about and assume parade rest.

6.7.2.9. Once all units are at parade rest, the Adjutant commands **Sound Off, or In Place, SOUND OFF**.

6.7.2.9.1. If a band is present, at the command **SOUND OFF**, the band will conduct sound off and troop the line. The band, in place, plays the sound off of three chords. At the conclusion of the third chord, the band moves forward, playing a march in quick time. It executes left turn to march across the front of the troops midway between the adjutant and front line of commanders. When the band has passed to the left of the line of troops, it counter marches and returns over the same ground to the right of the line. After it has passed beyond the right of the line of troops, it executes right turn. When the entire band has passed the front rank of the troops, it again counter marches and halts in its original position. When it ceases playing the march, the sound off is played again.

6.7.2.9.2. If no band is present, or it is not desired that the band troop the line, the adjutant commands **In Place, SOUND OFF**, three chords of Sound Off are played, the introduction to a march, and then repeats the three chords of Sound Off. In this case, the band (if present) does not troop the line.

6.7.2.10. The group command and staff stand at attention during the sound off ceremony.

6.7.2.11. At the conclusion of sound off, the Adjutant commands **GIVE YOUR SQUADRONS ATTENTION**. Squadron Commanders come to attention in unison, face about, and in succession from right to left, command **Squadron, ATTENTION**. Squadron Commanders then face about.

### **6.7.3. Formation of Parade.**

6.7.3.1. The Adjutant commands **GIVE YOUR SQUADRONS PRESENT ARMS**. Squadron Commanders face about in unison, and command in sequence from right to left, **Present, ARMS**. Squadron Commanders face about and present arms.

6.7.3.2. Once all units are at present arms, the Adjutant faces about, salutes, and reports **Sir (Ma'am), the parade is formed**. The Commander of Troops returns the salute and commands **TAKE YOUR POST**. The Adjutant moves directly toward the Commander of Troops, executing a 45-degree pivot while marching to the left, executes a 45-degree pivot while marching to the right, halts in position in line with other staff officers, and executes an about face.

6.7.3.3. The Commander of Troops commands **GIVE YOUR SQUADRONS ORDER ARMS**. Squadron Commanders drop their salutes and face about in unison, then command in succession from right to left, **Order, ARMS**. Squadron Commanders face about.

6.7.3.4. The Commander of Troops commands **RECEIVE THE REPORT**. The Adjutant returns to his or her original position reversing the previous procedures, and commands **REPORT**. Squadron Commanders, in succession from right to left, turn their heads and eyes toward the Adjutant and report \_\_\_\_\_ **Squadron all present or accounted for, Sir (Ma'am)**. The Adjutant turns his or her head and eyes toward the Squadron Commanders and returns each commander's salute after the report. The Adjutant faces about, salutes, and reports, **Sir (Ma'am), all present or accounted for**. The Commander of Troops commands **PUBLISH THE ORDERS**.

### **6.7.4. Officers Center.**

6.7.4.1. The Adjutant faces about and commands, **ATTENTION TO ORDERS: [Name of command, organization, location, Orders of the day, ... by order of (name of Group Commander), (grade of Group Commander), CAP, Commander]**. Then the Adjutant commands **Officers (pause), Center (pause), MARCH**. The Adjutant then returns to his or her position with the staff.

6.7.4.1.1. On the command **Officers**, Squadron Commanders take three steps forward and halt, Guidon Bearers stand fast, Flight Commanders take one step forward and halt, and Guides take three steps forward and halt.

6.7.4.1.2. On the command **Center**, Squadron Commanders, Guidon Bearers, Flight Commanders, and Guides face toward the center.

6.7.4.1.3. On the command **MARCH**, music plays and the officers, Guidon Bearers, and Guides march toward the center, maintaining relative positions. On reaching the center, each individual halts and automatically faces the front at close interval. First Sergeants and Flight Sergeants move by the most direct route around the flank of their unit nearest the Colors and halt abreast of the front rank.

6.7.4.1.4. When officers and guidon bearers have reached the center and faced the front, the right and left flank Flight Commanders say **Sir (Ma'am), all in from the right (left)**. The senior Squadron Commander commands **Forward, MARCH**. First Sergeants and flights sergeants move by the most direct route to occupy the command position in front of their unit in the absence of the commander. If the First Sergeant is not present (i.e. serving in the Color Guard), the senior Flight Sergeant assumes the First Sergeant's post in front of the squadron.

6.7.4.1.5. As the formation nears the Commander of Troops, the senior Squadron Commander commands **Officers, HALT**. Officers halt and present arms in three counts. Guidon Bearers and Guides execute the first movement of present arms on the preparatory command **Officers**. They halt at the command of execution and complete present arms in order to halt and conduct the final two steps of present guidon in four counts.

6.7.4.2. The Commander of Troops returns the salute and commands **Order, ARMS** to end the salute and return Guidon Bearers to carry guidon. The Commander of Troops then commands **Officers, POST, MARCH**.

6.7.4.2.1. On the command **POST**, officers, Guidon Bearers, Guides, First Sergeants, and Flight Sergeants face about.

6.7.4.2.2. On the command **MARCH**, the officers, Guidon Bearers, and guides step off. First Sergeants and Flight Sergeants return to their positions within their units, reversing the route they used to take command in their commanders' absence.

6.7.4.2.3. The senior Squadron Commander commands **Officers, HALT** when the leading rank is approximately four paces from the final line. He or she then gives the command **Post, MARCH**.

6.7.4.2.3.1. On the command **Post**, officers, Guidon Bearers, and Guides face outward toward their respective units.

6.7.4.2.3.2. On the command **MARCH**, officers move off in succession at four-pace distances. Unit commanders, Guidon Bearers, and Guides execute a flanking movement

upon arriving at their respective units and halt in their original positions in the formation, without turning around.

6.7.4.2.4. When all commanders, Guidon Bearers, and Guides have returned to their respective units, the Squadron Commander commands **POST**. All personnel, to include the Squadron Commander, face about at the command.

#### **6.7.5. Presentation of Troops and Inspection.**

6.7.5.1. In this phase of the ceremony, the Commander of Troops presents the Airmen to the reviewing officer. If honors (Ruffles and Flourishes and appropriate music) are appropriate for the reviewing officer, all military personnel in the audience come to attention and render a salute from the first note of ruffles and flourishes until the music ends. Details of honors are outlined in AFI 34-1201 (Protocol), Table A2.1.

6.7.5.2. The Commander of Troops commands **GIVE YOUR SQUADRONS PRESENT ARMS**. Squadron Commanders face about in unison, and then command in succession from right to left, **Present, ARMS**. Squadron Commanders face about and present arms.

6.7.5.3. After all units are at present arms, the Commander of Troops commands **Change Post, MARCH**. The Adjutant and Deputy march forward three paces, halt, and execute an about face, in unison with the Commander of Troops, automatically without command. If the staff consists of more than two members, follow the procedures described in paragraph 6.2.4, CAPM 36-2203.

6.7.5.4. The Commander of Troops faces about, and commands **Staff, Present, ARMS**. The Commander of Troops presents arms in unison with his or her staff. The Commander of Troops reports to the reviewing officer, **Sir (Ma'am), I present the command**. Ruffles and flourishes and a march are played if the reviewing officer warrants it. All personnel in attendance face the reviewing officer and salute while ruffles and flourishes and general's march plays. Reviewing Officer salutes as well.

#### **6.7.5.5. The Reviewing Officer directs Prepare for Inspection.**

6.7.5.6. The Commander of Troops commands **Staff, Order, ARMS**. The Commander of Troops lowers his or her salute in unison with the staff. The Commander of Troops faces about and commands **GIVE YOUR SQUADRONS ORDER ARMS**. Squadron Commanders face about in unison, then command in sequence from right to left, **Order, ARMS**. Squadron Commanders face about.

6.7.5.7. The Commander of Troops commands **GIVE YOUR SQUADRONS PARADE REST**. Squadron Commanders face about in unison and in sequence from right to left, command **Parade, REST**. Squadron Commanders face about and assume parade rest.

6.7.5.8. The Commander of Troops faces about and reports, **Sir (Ma'am), the command is prepared for inspection**.

6.7.5.8.1. The Local Commander (often the Encampment Commander or Commandant of Cadets) escorts the reviewing officer to a position six paces in front of the Commander of Troops. The two exchange salutes; their staffs do not salute. When the inspection is made in motor vehicles, the vehicles drive up to the post of the Reviewing Officer and the reviewing party enters the vehicles. If available, open vehicles should be used. The vehicles move to the post of the Commander of Troops and stop. The Commander of Troops exchanges salutes with the Reviewing Officer, enters the Reviewing Officer's vehicle, and occupies the right seat. The first vehicle transports the Reviewing Officer and Commander of Troops. A second vehicle transports distinguished guests and the Local Commander. Once the reviewing party departs, the senior staff officer of the group staff commands **Parade, REST**. After the inspection is completed, the senior staff officer commands **Staff, ATTENTION** before the return of the Commander of Troops.

6.7.5.8.2. The Commander of Troops guides the reviewing party around the formation, starting with the unit on the right of the line, passing immediately in front of the line of Flight Commanders and then around the rear of the formation. The Commander of Troops assumes a position to the right of the Reviewing Officer, to allow the Reviewing Officer to view the group without impediment. With a three-person reviewing party, the Reviewing Officer is to the left, the Commander of Troops is in the center, and the Local Commander is to the right. With reviewing parties of four, the front rank consists of the Reviewing Officer to the left and the Commander of Troops to the right. The second rank consists of the distinguished guest to the left, and the Local Commander to the right.

6.7.5.8.3. As the reviewing party approaches, Squadron Commanders face about and command **Squadron, ATTENTION**. Flight Commanders command **Eyes, RIGHT** over their right shoulder when the reviewing party approaches the right flank of their unit, and execute present arms. All flight members turn their head 45 degrees to the right, to include element leaders and Guides. Guides present guidon. As soon as the Reviewing Officer comes into their line of vision, they follow with their eyes, turning their heads, until the Reviewing Officer is directly in front of them. At this point, the head and eyes of each Airman remain fixed to the front. The Reviewing Officer will return each Flight Commander's salute. The Flight Commander quietly commands the Guide to **Ready, FRONT**. Squadron Commanders and Guidon Bearers do not salute.

6.7.5.8.4. As soon as the Reviewing Officer has cleared the unit, the Squadron Commander commands **Parade, REST** and assumes the position of parade rest, facing the squadron. The left flank unit remains at attention until the reviewing party has cleared the right rear of the squadron. Other Squadron Commanders remain facing to the rear and command **Squadron, ATTENTION**, as the party passes to the rear of their units. They then command **Parade, REST**, face to the front, and assume parade rest.

6.7.5.8.5. The reviewing party salutes the US flag when passing in front of it. The Commander of Troops gives commands to present and order arms. The members of the color guard execute eyes right as the reviewing party approach six paces from them, and follow the same procedures outlined in paragraph 6.7.5.8.3. above. All colors except the American Flag are dipped.

6.7.5.8.6. The inspection terminates in line, to the right flank of Alpha Flight, or if present, either the band or headquarters flight. The Commander of Troops halts the reviewing party, then salutes the Reviewing Officer. After returning the salute, the Reviewing Officer and Local Commander return to their posts on the reviewing stand. The Commander of Troops pauses momentarily and returns to his or her post.

#### **6.7.6. Presentation of Decorations and Honors to the Nation.**

6.7.6.1. After the reviewing party returns to the reviewing stand, the Reviewing Officer directs **Have the persons to be decorated and colors brought forward**. The Commander of Troops faces about and commands **GIVE YOUR SQUADRONS ATTENTION**. Squadron Commanders assume attention and face about in unison, then in succession from right to left, command **Squadron, ATTENTION**. They then face about.

6.7.6.2. Persons to be decorated are positioned before the start of the ceremony on the right side of the reviewing stand. They line up in column according to rank of the decorations to be conferred, with the highest ranking decoration in front. At encampment graduation ceremonies where many of the awards will be guidon streamers, the persons to receive awards include the flight commander and guide for flight level awards, and come from the ranks as described below.

6.7.6.3. The Commander of Troops commands, **Persons to receive awards and Colors, CENTER, MARCH**.

6.7.6.3.1. On the command **Persons to receive awards and Colors**, awardees step forward so they are seven paces beyond the line of Squadron Commanders. [If the awardees are lined up by the reviewing stand, they march forward, execute a column left, and halt at a position five paces in front of and centered on the Colors. They then face to the left.]

6.7.6.3.2. On the command **CENTER**, awardees face toward the center. The group staff (Dep Cdr and Adjutant) individually face outward toward the sides of the formation.

6.7.6.3.3. On the command **MARCH**, awardees march toward the center. The group staff marches up to ten paces out (determine how far during rehearsal, or go 10 paces), halt, and execute about face. The Commander of Troops marches forward and halts six paces from the front rank of the detachment. The Colors march forward eight paces.

6.7.6.3.4. The Commander of Troops faces about and commands **Detachment, Forward, MARCH**. After reaching a point five steps from the reviewing officer, the Commander of Troops commands **Detachment, HALT**. As the Colors pass, the Deputy Commander gives the command **Present, Arms**, then **Order, Arms** to the Adjutant, and both salute. The staff members then march back to their original positions under the command of the Deputy Commander, and face forward. The Commander of Troops salutes and reports, **Sir (Ma'am), the persons to receive awards and the Colors are present**. The reviewing officer returns the salute and directs **PRESENT THE COMMAND**.

6.7.6.4. The Commander of Troops passes around the detachment to his post in front of the group staff. The Commander of Troops commands **GIVE YOUR SQUADRONS PRESENT ARMS**. Squadron Commanders face about, command **Present, ARMS**, face about, and assume present arms.

6.7.6.5. The Commander of Troops faces about, and commands **Staff, Present, ARMS**. The senior flagbearer of the color guard commands (for the color guard and awardees) **Detachment, Present, ARMS**. The national anthem plays when the detachment presents arms.

6.7.6.6. On completion of the music, the senior flagbearer commands **Detachment, Order, ARMS**. The Commander of Troops commands **Staff, Order, ARMS** for him or herself and the staff (note that this command is given while at present arms – the Commander does not drop his/her salute to give the command). He then faces about and commands **GIVE YOUR SQUADRONS ORDERS ARMS**. Squadron Commanders come to order arms, face about, and command **Order, ARMS**. Squadron Commanders face about.

6.7.6.7. The Commander of Troops commands **GIVE YOUR SQUADRONS PARADE REST**. Squadron Commanders face about, command **Parade, REST**, face about again, and assume parade rest. The Commander of Troops commands **Staff, Parade, REST**, then joins the reviewing officer and Local/Encampment Commander to congratulate the awardees.

6.7.6.8. The reviewing officer, Local/Encampment Commander, and Commander of Troops make presentations of awards.

6.7.6.9. At the conclusion of award presentations, the Commander of Troops posts in front of the detachment and commands **Detachment, POST, MARCH**.

6.7.6.9.1. On the command **Detachment, POST**, the Colors execute right about and halt. The remaining personnel face about. The staff individually face outward.

6.7.6.9.2. On the command **MARCH**, the detachment and the staff step off. The senior award recipient gives the command **Detachment, HALT** before they reach the line of Squadron Commanders. He then commands **POST**, whereupon all awardees face toward their units. Finally, he commands **MARCH**, whereupon all awardees return to their original positions.

6.7.6.9.3. On the command **MARCH**, the staff marches 10 paces out, executes a 180 degree pivot, then reform, facing forward. The Colors and awardees pass between the Staff while they're marching out and back. The Commander of Troops returns to his/her post with the staff, facing the group. [Awardees may be invited to the reviewing stand to post to the left of the reviewing officer].

6.7.6.9.4. After the Colors have returned to their position facing forward, the Commander of Troops commands **GIVE YOUR SQUADRONS ATTENTION**. Squadron Commanders come to attention, face about, command **Squadron, ATTENTION**, and then face about.

6.7.6.9.5. The Commander of Troops faces about to face the reviewing officer and salutes.

#### **6.7.7. March in Review.**

6.7.7.1. The reviewing officer returns the salute and directs **MARCH THE COMMAND IN REVIEW.**

6.7.7.2. The Commander of Troops commands **Change Post, MARCH.** After the staff has repositioned itself, the Commander of Troops commands **PASS IN REVIEW.**

6.7.7.3. Squadron Commanders face about, and command **Right, FACE.** Squadron Commanders, Flight Commanders, First Sergeants, Flight Sergeants, Guidon Bearers, and Guides assume their posts for a squadron in column with flights in column (see Figure 6.2). After repositioning, Squadron Commanders command **Forward, MARCH.** Flight Commanders give supplementary commands.

6.7.7.4. Squadron Commanders command **Column Left, MARCH** so their leading flight executes the movement at the desired location. Flight Commanders continue to give supplementary commands. When the lead flight completes the column movement, the Squadron Commander commands **Forward, MARCH** (Flight Commanders give the supplementary commands **Forward or Continue the March**).

6.7.7.5. The group staff move forward and execute turning movements to arrive at a position twelve steps in front of the lead unit on the reviewing line.

6.7.7.6. When six paces from the reviewing stand, the Commander of Troops and Squadron Commanders will command **Eyes, RIGHT** for themselves, their staffs, and their Guidon Bearer, if applicable. Staff officers salute and turn their head and eyes to the right. Guidon bearers execute eyes right (present guidon) and turn their head and eyes to the right. Six paces beyond the reviewing stand, the Commander of Troops and Squadron Commanders will command **Ready, FRONT.** On this command, Guidon Bearers will execute carry guidon, and staff officers will execute ready front.

6.7.7.7. Each Flight Commander turns his or her head to the right and commands **Eyes, RIGHT**, when the flight is six paces from the reviewing stand. The Flight Commander will execute present arms, and Guides execute present guidon. Flight members will execute eyes right. The Flight Commander will command **Ready, FRONT**, when the last rank of the flight is six paces beyond the reviewing stand. On this command, flight members will return their heads and eyes to the front, and the Guide will execute carry guidon.

6.7.7.8. After executing ready front, the group staff will turn out of the column, and take a post to the right side of the reviewing stand. After the last unit has passed the reviewing stand, the Commander of Troops faces the Reviewing Officer and exchanges salutes, signifying the conclusion of the ceremony.

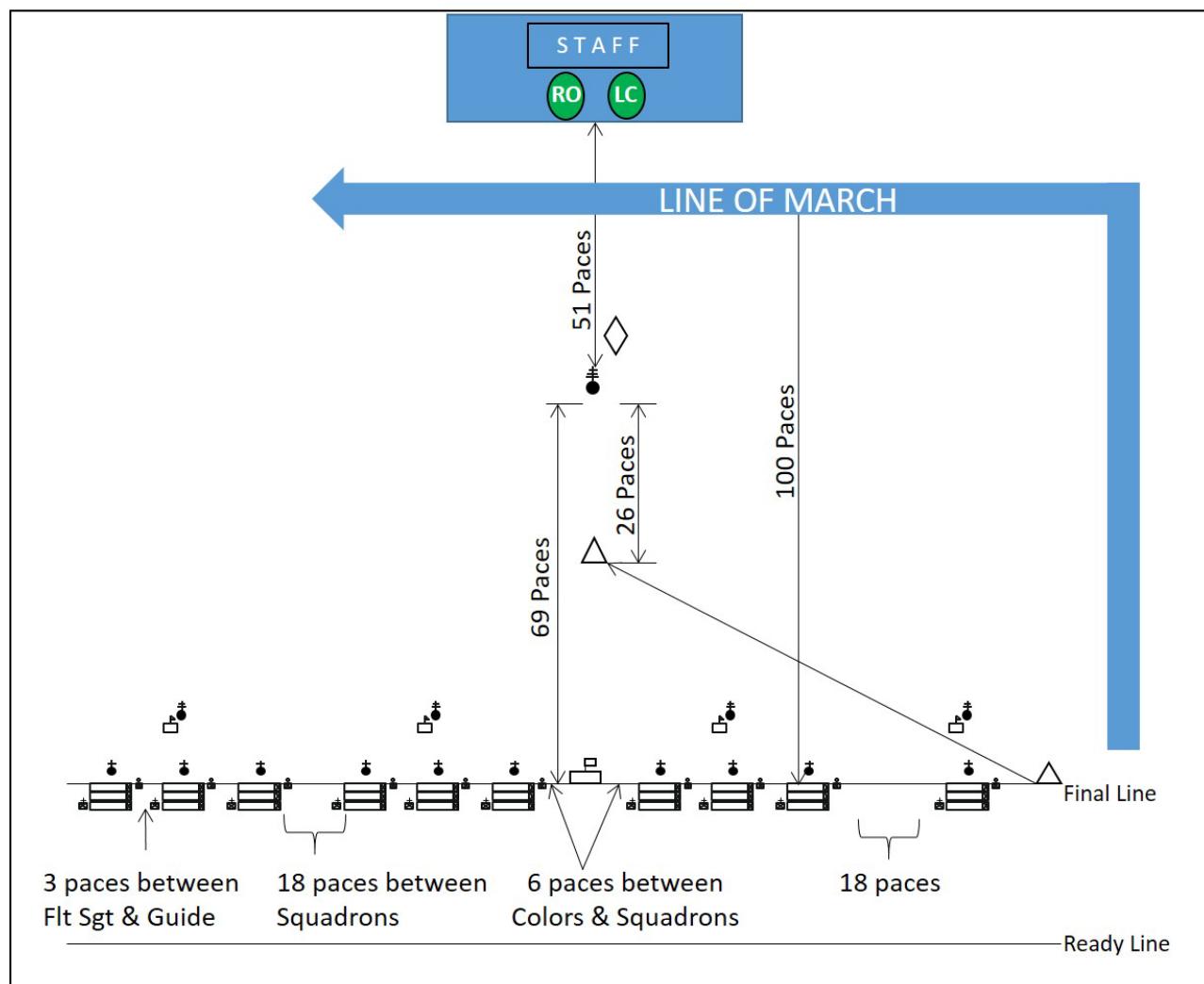
6.7.7.9. All individuals on the reviewing stand and in the audience will stand and salute the US flag as it passes.

6.7.7.10. The Reviewing Officer returns the salute of the Commander of Troops, and the salutes of subordinate commanders down to and including the Flight Commanders, when executed during eyes right.

6.7.7.10.1. Other members of the reviewing party do not routinely salute.

6.7.7.11. After passing in review, the squadrons proceed away from the parade field. They do not return to the parade field unless there's no other path to their destination.

**Figure 6.4 Group Parade with Squadrons and Flights in Line**



**6.8. Sequence of Parade Ceremony with Group and Squadrons in Mass or Extended Mass:****6.8.1. Assembly.**

6.8.1.1. Squadrons form on the parade ground at the designated time, facing the reviewing stand. The group forms in line, with squadrons in mass or extended mass (extended mass is preferable, if space is adequate). All units form on the ready line. The Support Squadron, if present, or the senior Cadet Training Squadron if not, serves as the base squadron. The Group Commander will act as the Commander of Troops, or may appoint another individual to serve in this capacity. At encampments, the Encampment Commander will act as or designate the local commander.

6.8.1.2. The Adjutant takes a position on the final line six paces to the right of the first unit facing down the line of troops.

**6.8.2. March On.**

6.8.2.1. At the designated time, the Adjutant begins the ceremony by commanding **SOUND ADJUTANT'S CALL**. Squadron Commanders come to attention at the first note of the music, and face about in unison. After the completion of Adjutant's call, Squadron Commanders, in succession from right to left, command **Squadron, ATTENTION**. (Flight Commanders do not give supplementary commands in mass formation).

6.8.2.2. In succession, Squadron Commanders command **GUIDE ON LINE** at the first note of the march music. The right Guide of each squadron double times to the final line, faces to the right, and aligns on the Adjutant. As soon as the Guides have established themselves on line, Squadron Commanders, in succession from right to left, command **Forward, MARCH**, and march backward. The Squadron Commander commands **Squadron, HALT** so that the chest of the right individual in the front rank touches the right shoulder of the Guide.

6.8.2.3. Once halted, the Squadron Commander commands **At Close Interval, Dress Right, DRESS**. Only the base Flight Commander of each squadron checks alignment. Once the squadron is aligned, the Squadron Commander commands **Ready, FRONT**, then **Cover**, and faces to the front.

6.8.2.4. Once all squadrons have halted on the final line, the Adjutant moves with dignity at adjutant's cadence (140 steps per minute) by the most direct route to a position midway between the line of Squadron Commanders and the Commander of Troops. The Adjutant halts facing down the line of troops, then executes left face.

6.8.2.5. Once all squadrons have halted on the final line, the marching music stops.

6.8.2.6. Guidon Bearers face to the right while the squadron is dressed. They face to the front on the Squadron Commander's command of **Ready, FRONT**. Squadron Commanders face forward.

6.8.2.7. The Commander of Troops and Staff march forward 51 paces from the Reviewing Stand to their position. Space between them and the Adjutant is 26 paces.

6.8.2.8. After all elements are aligned, and the Adjutant is at his or her post, the Adjutant commands **G - u - i - d - e - s, POST**. On this command, Guides execute a left face and take one pace forward.

6.8.2.9. The Adjutant commands **GIVE YOUR SQUADRONS PARADE REST**. Squadron Commanders face about in unison, then command in succession, from right to left, **Parade, REST**. Squadron Commanders face about and assume parade rest.

6.8.2.10. Once all units are at parade rest, the Adjutant commands **Sound Off, or In Place, SOUND OFF**.

6.8.2.10.1. If a band is present, at the command **SOUND OFF**, the band will conduct sound off and troop the line. The band, in place, plays the Sound Off of three chords. At the conclusion of the third chord, the band moves forward, playing a march in quick time. It executes left turn to march across the front of the troops midway between the adjutant and front line of commanders. When the band has passed to the left of the line of troops, it counter marches and returns over the same ground to the right of the line. After it has passed beyond the right of the line of troops, it executes right turn. When the entire band has passed the front rank of the troops, it again counter marches and halts in its original position. When it ceases playing the march, the Sound Off is played again.

6.8.2.10.2. If no band is present, or it is not desired that the band troop the line, the adjutant commands **In Place, SOUND OFF**, three chords of Sound Off are played, the introduction to a march, and then repeats the three chords of Sound Off. In this case, the band (if present) does not troop the line.

6.8.2.11. The group command and staff stand at attention during the sound off ceremony.

6.8.2.12. At the conclusion of sound off, the Adjutant commands **GIVE YOUR SQUADRONS ATTENTION**. Squadron Commanders come to attention in unison, face about, and in succession from right to left, command **Squadron, ATTENTION**. Squadron Commanders then face about.

### **6.8.3. Formation of Parade.**

6.8.3.1. The Adjutant commands **GIVE YOUR SQUADRONS PRESENT ARMS**. Squadron Commanders face about in unison, and command in sequence from right to left, **Present, ARMS**. Squadron Commanders face about and present arms.

6.8.3.2. Once all units are at present arms, the Adjutant faces about, salutes, and reports Sir (Ma'am), the parade is formed. The Commander of Troops returns the salute and commands **TAKE YOUR POST**. The Adjutant moves directly toward the Commander of Troops, executing a 45-

degree pivot while marching to the left, executes a 45-degree pivot while marching to the right, halts in position in line with other staff officers, and executes an about face.

6.8.3.3. The Commander of Troops commands **GIVE YOUR SQUADRONS ORDER ARMS**. Squadron Commanders drop their salutes and face about in unison, then command in succession from right to left, **Order, ARMS**. Squadron Commanders face about.

6.8.3.4. The Commander of Troops commands **RECEIVE THE REPORT**. The Adjutant returns to his or her original position reversing the previous procedures, and commands **REPORT**. Squadron Commanders, in succession from right to left, turn their heads and eyes toward the Adjutant and report \_\_\_\_\_ Squadron all present or accounted for, Sir (Ma'am). The Adjutant turns his or her head and eyes toward the Squadron Commanders and returns each commander's salute after the report. The Adjutant faces about, salutes, and reports, Sir (Ma'am), all present or accounted for. The Commander of Troops commands **PUBLISH THE ORDERS**.

#### **6.8.4. Officers Center.**

6.8.4.1. The Adjutant faces about and commands, **ATTENTION TO ORDERS: [Name of command, organization, location, Orders of the day, ... by order of (name of Group Commander), (grade of Group Commander), CAP, Commander]**. Then the Adjutant commands **Officers** (pause), **Center** (pause), **MARCH**. The Adjutant then returns to his or her position with the staff.

6.8.4.1.1. On the command **Officers**, Squadron Commanders take eight steps forward and halt, Guidon Bearers take five steps forward and halt, Flight Commanders take six steps forward and halt, and Guides take two steps forward and halt.

6.8.4.1.2. On the command **Center**, Squadron Commanders, Guidon Bearers, Flight Commanders, and Guides face toward the center.

6.8.4.1.3. On the command **MARCH**, music plays and the officers, Guidon Bearers, and Guides march toward the center, maintaining relative positions. On reaching the center, each individual halts and automatically faces the front at close interval. First Sergeants move by the most direct route around the flank of their unit nearest the Colors and halt abreast of the front rank.

6.8.4.1.4. When officers and guidons have reached the center and faced the front, the right and left flank Flight Commanders say **Sir (Ma'am), all in from the right (left)**. The senior Squadron Commander commands **Forward, MARCH**. First Sergeants and flights sergeants move by the most direct route to occupy the command position in front of their unit in the absence of the commander. If the First Sergeant is not present (i.e. in the Color Guard), the senior Flight Sergeant assumes the First Sergeant's post in front of the squadron.

6.8.4.1.5. As the formation nears the Commander of Troops, the senior Squadron Commander commands **Officers, HALT**. Officers halt and present arms in three counts. Guidon Bearers and Guides execute the first movement of present arms on the preparatory command

**Officers.** They halt at the command of execution and complete present arms in order to halt and conduct the final two steps of present guidon in four counts.

6.8.4.2. The Commander of Troops returns the salute and commands **Order, ARMS** to end the salute and return Guidon Bearers to carry guidon. The Commander of Troops then commands **Officers, POST, MARCH**.

6.8.4.2.1. On the command **POST**, officers, Guidon Bearers, Guides, First Sergeants, and Flight Sergeants face about.

6.8.4.2.2. On the command **MARCH**, the officers, Guidon Bearers, and Guides step off. First Sergeants and Flight Sergeants return to their positions within their units, reversing the route they used to take command in their commanders' absence.

6.8.4.2.3. The senior Squadron Commander commands **Officers, HALT** when the leading rank is approximately four paces from the final line. He or she then gives the command **POST, MARCH**.

6.8.4.2.3.1. On the command **POST**, officers, Guidon Bearers, and Guides face outward toward their respective units.

6.8.4.2.3.2. On the command **MARCH**, officers move off in succession at four-pace distances. Unit commanders, Guidon Bearers, and Guides execute a flanking movement upon arriving at their respective units and halt in their original positions in the formation, without turning around.

6.8.4.2.4. When all commanders, Guidon Bearers, and Guides have returned to their respective units, the Squadron Commander commands **POST**. All personnel, to include the Squadron Commander, face about at the command.

### **6.8.5. Presentation of Troops and Inspection.**

6.8.5.1. In this phase of the ceremony, the Commander of Troops, presents the Airmen to the reviewing officer. If honors are appropriate for the reviewing officer, all military personnel in the audience come to attention and render a salute from the first note of ruffles and flourishes until the music ends. Details of honors are outlined in AFI 34-1201 (Protocol), Table A2.1.

6.8.5.2. The Commander of Troops commands **GIVE YOUR SQUADRONS PRESENT ARMS**. Squadron Commanders face about in unison, then command in succession from right to left, **Present, ARMS**. Squadron Commanders face about and present arms.

6.8.5.3. After all units are at present arms, the Commander of Troops commands **Change Post, MARCH**. The Adjutant and Deputy march forward three paces, halt, and execute an about face, in unison with the Commander of Troops, automatically without command. If the staff consists of more than two members, follow the procedures in paragraph 6.2.4, CAPM 36-2203.

6.8.5.4. The Commander of Troops faces about, and commands **Staff, Present, ARMS**. The Commander of Troops presents arms in unison with his or her staff. The Commander of Troops reports to the reviewing officer, **Sir (Ma'am), I present the command**. Ruffles and flourishes and a march are played if the reviewing officer warrants it. All personnel in attendance face the reviewing officer and salute while ruffles and flourishes and general's march plays. Reviewing Officer salutes as well.

6.8.5.5. The Reviewing Officer directs **Prepare for Inspection**.

6.8.5.6. The Commander of Troops commands **Staff, Order, ARMS**. The Commander of Troops lowers his or her salute in unison with the staff. The Commander of Troops faces about and commands **GIVE YOUR SQUADRONS ORDER ARMS**. Squadron Commanders face about in unison, then command in sequence from right to left, **Order, ARMS**. Squadron Commanders face about.

6.8.5.7. The Commander of Troops commands **GIVE YOUR SQUADRONS PARADE REST**. Squadron Commanders face about in unison and in sequence from right to left, command **Parade, REST**. Squadron Commanders face about and assume parade rest.

6.8.5.8. The Commander of Troops faces about and reports, **Sir (Ma'am), the command is prepared for inspection**.

6.8.5.8.1. The Local Commander (often the Encampment Commander or Commandant of Cadets) escorts the reviewing officer to a position six paces in front of the Commander of Troops. The two exchange salutes; their staffs do not salute. When the inspection is made in motor vehicles, the vehicles drive up to the post of the Reviewing Officer and the reviewing party enters the vehicles. If available, open vehicles should be used. The vehicles move to the post of the Commander of Troops and stop. The Commander of Troops exchanges salutes with the reviewing officer, enters the reviewing officer's vehicle, and occupies the right seat. The first vehicle transports the Reviewing Officer and Commander of Troops. A second vehicle transports distinguished guests and the Local Commander. Once the reviewing party departs, the senior staff officer of the group staff commands **Parade, REST**. After the inspection is completed, the senior staff officer commands **Staff, ATTENTION** before the return of the Commander of Troops.

6.8.5.8.2. The Commander of Troops Guides the reviewing party around the formation, starting with the unit on the right of the line, passing immediately in front of the line of Squadron Commanders and then around the rear of the formation. The Commander of Troops assumes a position to the right of the Reviewing Officer, to allow the Reviewing Officer to view the members without impediment. With a three-person reviewing party, the Reviewing Officer is to the left, the Commander of Troops is in the center, and the Local Commander is to the right. With reviewing parties of four, the front rank consists of the Reviewing Officer to the left and the Commander of Troops to the right. The second rank consists of the distinguished guest to the left, and the local commander to the right.

6.8.5.8.3. As the reviewing party approaches, each Squadron Commander faces about and commands **Squadron, ATTENTION**, and faces forward. He commands **Eyes, RIGHT** when the reviewing party is six paces from the flank of the squadron. All flight members turn their

head and eyes to the right, to include those on the right flank of the unit. As soon as the reviewing officer comes into their line of vision, they follow with their eyes, turning their heads, until the Reviewing Officer is directly in front of them. At this point, the head and eyes of each Airman remain fixed to the front. As the Reviewing Officer reaches a point six paces to the right of the Squadron Commander, the Squadron Commander and Flight Commanders execute a hand salute, and hold it until it is returned by the reviewing officer. Guidon Bearers do not execute present guidon, but execute eyes right.

6.8.5.8.4. As soon as the Reviewing Officer has cleared the unit, the Squadron Commander faces the squadron, commands **Parade, REST** and assumes the position of parade rest, facing the squadron. The left flank unit remains at attention until the reviewing party has cleared the right rear of the squadron. Other Squadron Commanders remain facing to the rear and command **Squadron, ATTENTION**, as the party passes to the rear of their units. They then command **Parade, REST**, face to the front, and assume parade rest.

6.8.5.8.5. The reviewing party salutes the US flag when passing in front of it. The Commander of Troops gives commands to present and order arms. The members of the color guard execute eyes right as the reviewing party approach six paces from them, and follow the same procedures outlined in paragraph 15.6.5.7.3. above. The unit colors are dipped.

6.8.5.8.6. The inspection terminates in line with the final line, to the right flank of Alpha Flight, or if present, either the band or headquarters flight. The Commander of Troops halts the reviewing party, then salutes the Reviewing Officer. After returning the salute, the Reviewing Officer and Local Commander return to their posts on the reviewing stand. The Commander of Troops pauses momentarily and returns to his or her post.

#### **6.8.6. Presentation of Decorations and Honors to the Nation.**

6.8.6.1. After the reviewing party returns to the reviewing stand, the Reviewing Officer directs **Have the persons to be decorated and colors brought forward**. The Commander of Troops faces about and commands **GIVE YOUR SQUADRONS ATTENTION**. Squadron Commanders assume attention and face about in unison, then in succession from right to left, command **Squadron, ATTENTION**. They then face about.

6.8.6.2. Persons to be decorated are positioned before the start of the ceremony on the right side of the reviewing stand. They line up in column according to rank of the decorations to be conferred, with the highest ranking decoration in front. At encampment graduation ceremonies where many of the awards will be guidon streamers, the persons to receive awards include the flight commander and guide for flight level awards, and come from the ranks as described below.

6.8.6.3. The Commander of Troops commands, **Persons to receive awards and Colors, CENTER, MARCH.**

6.8.6.3.1. On the command **Persons to receive awards and Colors**, awardees march forward so they are seven paces beyond the line of Squadron Commanders.

6.8.6.3.2. On the command **CENTER**, awardees face toward the center. The group staff (Dep Cdr and Adjutant) individually face outward toward the sides of the formation.

6.8.6.3.3. On the command **MARCH**, awardees march toward the center. The group staff marches up to ten paces out (determine how far during rehearsal, or go 10 paces), halt, and execute about face. The Commander of Troops marches forward and halts six paces from the front rank of the detachment. The Colors march forward eight paces.

6.8.6.3.4. The Commander of Troops faces about and commands **Detachment, Forward, MARCH**. After reaching a point five steps from the reviewing officer, the Commander of Troops commands **Detachment, HALT**. As the Colors pass, the Deputy Commander gives the command **Present, Arms**, then **Order, Arms** to the Adjutant, and both salute. The staff members then march back to their original positions under the command of the Deputy Commander, and face forward. The Commander of Troops salutes and reports, **Sir (Ma'am), the persons to receive awards and the Colors are present**. The reviewing officer returns the salute and directs **PRESENT THE COMMAND**.

6.8.6.4. The Commander of Troops passes around the detachment to his post in front of the group staff. The Commander of Troops commands **GIVE YOUR SQUADRONS PRESENT ARMS**. Squadron Commanders face about, command **Present, ARMS**, face about, and assume present arms.

6.8.6.5. The Commander of Troops faces about, and commands **Staff, Present, ARMS**. The senior flag bearer of the color guard commands (for the color guard and awardees) **Detachment, Present, ARMS**. The national anthem is played when the detachment presents arms.

6.8.6.6. On completion of the music, the senior flag bearer commands **Detachment, Order, ARMS**. The Commander of Troops commands **Staff, Order, ARMS** for himself and the staff (note that this command is given while at present arms – the Commander does not drop his salute to give the command). He then faces about and commands **GIVE YOUR SQUADRONS ORDER ARMS**. Squadron Commanders come to order arms, face about, and command **Order, ARMS**. Squadron Commanders face about.

6.8.6.7. The Commander of Troops commands **GIVE YOUR SQUADRONS PARADE REST**. Squadron Commanders face about, command **Parade, REST**, face about again, and assume parade rest. The Commander of Troops commands **Staff, Parade, REST**, then joins the reviewing officer and Encampment Commander to congratulate the awardees.

6.8.6.8. The reviewing officer, Encampment Commander, and Commander of Troops present awards.

6.8.6.9. At the conclusion of award presentations, the Commander of Troops posts in front of the detachment and commands **Detachment, POST, MARCH**.

6.8.6.9.1. On the command **Detachment, POST**, the Colors execute right about and halt. The remaining personnel face about. The staff individually face outward.

6.8.6.9.2. On the command **MARCH**, the detachment and the staff step off. The senior award recipient gives the command **Detachment, HALT** before they reach the line of Squadron Commanders. He then commands **POST**, whereupon all awardees face toward their units. Finally, he commands **MARCH**, whereupon all awardees return to their original positions.

6.8.6.9.3. On the command **MARCH**, the staff marches 10 paces out, executes a 180 degree pivot, then reform, facing forward. The Colors and awardees pass between the Staff while they're marching out and back. The Commander of Troops returns to his/her post with the staff, facing the group.

6.8.6.9.4. After the Colors have returned to their position facing forward, the Commander of Troops commands **GIVE YOUR SQUADRONS ATTENTION**. Squadron Commanders come to attention, face about, command **Squadron, ATTENTION**, and then face about.

6.8.6.9.5. The Commander of Troops faces about to face the reviewing officer and salutes.

### **6.8.7. March in Review.**

6.8.7.1. The reviewing officer returns the salute and directs **MARCH THE COMMAND IN REVIEW**.

6.8.7.2. The Commander of Troops commands **Change Post, MARCH**. After the staff has repositioned itself, the Commander of Troops commands **PASS IN REVIEW**.

6.8.7.3. Squadron Commanders face about, and command **Column of Flights, Right Flight, Column Right, MARCH**. Flight Commanders give the supplementary commands **Column Right or Stand Fast**. The Squadron Commander and Guidon Bearer step off and march directly to their posts in front of the leading flight. After repositioning, and once the entire squadron has executed the column movement, Squadron Commanders command **Forward, MARCH** over their right shoulder. Since the squadron is now in column formation, flight commanders continue to give supplementary commands as appropriate. The squadron commander may give **Extend, March** if normal interval is desired.

6.8.7.4. Squadron Commanders command **Column Left, MARCH** so their leading flight executes the movement at the desired location. When the lead flight completes the column movement, the Squadron Commander commands **Forward, MARCH**.

6.8.7.5. The group staff move forward and execute turning movements to arrive at a position twelve steps in front of the lead unit on the reviewing line.

6.8.7.6. When six paces from the reviewing stand, the Commander of Troops and Squadron Commanders will command **Eyes, RIGHT** for themselves, their staffs, and their Guidon

Bearer, if applicable. Staff officers salute and turn their head and eyes to the right. Guidon bearers execute eyes right (present guidon) and turn their head and eyes to the right. Six paces beyond the reviewing stand, the Commander of Troops and Squadron Commanders will command **Ready, FRONT**. On this command, Guidon Bearers will execute carry guidon, and staff officers will execute ready front.

6.8.7.7. Each Flight Commander turns his or her head to the right and commands **Eyes, RIGHT**, when the flight is six paces from the reviewing stand. The Flight Commander will execute present arms, and Guides execute present guidon. Flight members execute eyes right. The Flight Commander will command **Ready, FRONT**, when the last rank of the flight is six paces beyond the reviewing stand. On this command, flight members will return their heads and eyes to the front, and the Guide will execute carry guidon.

6.8.7.8. After executing ready front, the group staff will turn out of the column, and take a post to the right side of the reviewing stand. After the last unit has passed the reviewing stand, the Group Commander faces the reviewing officer and exchanges salutes, signifying the conclusion of the ceremony.

6.8.7.9. All individuals on the reviewing stand and in the audience will stand and salute the US flag as it passes.

6.8.7.10. The Reviewing Officer returns the salute of the Commander of Troops, and the salutes of subordinate commanders down to and including the Flight Commanders, when executed during eyes right.

6.8.7.10.1. Other members of the reviewing party do not routinely salute.

6.8.7.11. After passing in review, the squadrons proceed away from the parade field. They do not return to the parade field unless there's no other path to their destination.

## **6.9. Parade Ceremony for a Squadron in Line:**

**6.9.1. Reviews** are not written for squadrons, but the reality is that we have squadron level events all the time that need an appropriate ceremony. You may modify the type of formation, use direct commands or informational commands, or modify the spacing to fit the situation. You may omit some parts of a review, but should retain the sequence of parts listed in 6.3.1.2. Use the instructions below for a squadron level parade.

6.9.1.1. A parade done at squadron level mimics a parade at group level. The squadron forms in line, with flights in line at normal interval. All units form on the ready line. The HQ Flight, if present, or Alpha Flight, serves as the base flight. You may add a color guard to the squadron formation. The Squadron Commander will act as the Commander of Troops, or may appoint another individual to serve in this capacity. At encampments, the Encampment Commander will act as or designate someone to act as the local commander, with a VIP acting as the reviewing officer. The cadet squadron staff will post with the Commander of Troops, and there will be no guidon bearer. To execute the parade sequence, the squadron must have an adjutant.

6.9.1.2. All elements of the group level parade may be adjusted to be executed at squadron level. The parade is executed using 6.7 as a guide, changing Squadron to Flight. The Squadron Commander may elect to do a simpler formation using chapter 5. He may also amend the parade sequence to give direct commands instead of informational commands to the squadron.

#### ***Section 6D - Raising and Lowering the Flag & Change of Command***

##### **6.10. Reveille.**

6.10.1. Reveille is the signal for the start of the official duty day. Because the time for the start of the duty day varies between bases, the commander designates the specified time for Reveille. If the commander desires, a reveille ceremony may accompany the raising of the flag. This ceremony takes place in the vicinity of the base flagstaff and is held after sunrise.

6.10.2. In the unit area, Reveille is normally held using the formation of squadron in line. This formation is used when a reveille ceremony is not held at the base flagstaff.

6.10.3. When persons not assigned to a formation are outdoors and in uniform, on the first note of Reveille, they should face the flag (if visible) or music and assume the position of parade rest. Once Reveille has played, the national anthem or "To the Color" will play. Individuals should salute at the first note of either of these tunes, and hold their salute until the music has stopped.

##### **6.11. Events Accompanying Flag Raising at the Reveille Ceremony.**

6.11.1. Shortly before the specified time for Reveille, Airmen are marched to a predesignated position near the base flagstaff, halted, faced toward the flagstaff, and dressed. The flag security detail arrives at the flagstaff at this time and remains at attention.

6.11.2. The unit commander commands **Parade REST**.

6.11.3. At the specified time for Reveille, the unit commander commands **SOUND REVEILLE**. The flag detail assumes the position of attention, moves to the flagstaff, and attaches the flag to the halyards.

6.11.4. After Reveille has been played, the unit commander commands **Squadron ATTENTION** and **Present ARMS** and then faces the flagstaff and executes present arms. On this signal, the national anthem or "To the Color" is sounded.

6.11.5. On the first note of the national anthem or "To the Color", the flag security detail begins to raise the flag briskly. The senior member of the detail holds the flag to keep it from touching the ground.

6.11.6. The unit commander holds the salute until the last note of the music is played. Then he or she executes order arms, faces about, and commands **Order, ARMS.** The members are then marched back to the dismissal area.

### **6.12. Raising the Flag.**

6.12.1. When practical, a detail consisting of an experienced person (detail commander) and two other Airmen hoists the flag. A fourth team member may be used if desired. The fourth member will assist in unraveling and attaching the flag to the lanyard.

6.12.2. The detail is formed in line with the detail commander carrying the flag in the center. The flagbearer carries the flag with arms crossed across the chest. The detail is then marched to the flagstaff and halted, and the flag is attached to the halyards. The flag is always raised and lowered from the leeward side of the flagstaff. The two Airmen attend the halyards, taking a position facing the staff to hoist the flag without entangling the halyards. The detail commander continues to hold the flag until it is hoisted clear of the grasp, taking particular care that no portion of the flag touches the ground. When the flag is clear of the grasp, the detail commander comes to attention and executes present arms.

6.12.3. On the last note of the national anthem or ““To the Color”” or after the flag has been hoisted to the staff head, all members of the detail execute order arms on command of the detail commander. The halyards are then secured to the cleat of the staff or, if appropriate, the flag is lowered to half-staff and the halyard secured. The detail is formed again and marched to the dismissal area.

### **6.13. Retreat Ceremony.**

6.13.1. The retreat ceremony serves a twofold purpose. It signals the end of the official duty day and serves as a ceremony for paying respect to the flag. Because the time for the end of the duty day varies, the commander designates the specific time for the retreat ceremony.

6.13.2. The retreat ceremony may take place at the squadron area, on the base parade ground, or in the vicinity of the flagstaff. If conducted at the base parade ground, Retreat is a part of the parade ceremony. If conducted within the squadron area, it is usually a ceremony not involving a parade. If the retreat ceremony is conducted at the flagstaff, the units participating may be formed in line or they may be massed, depending upon the size and number of units and the space available.

6.13.3. When persons not assigned to a formation are outdoors and in uniform, on the first note of Retreat, they should face the flag (if visible) or music and assume the position of parade rest. Once Retreat has played, the national anthem or “To the Color” will play. Individuals should salute at the first note of either of these tunes, and hold their salute until the music has stopped.

### **6.14. Events Accompanying Retreat Ceremony at the Flagstaff.**

6.14.1. Shortly before the specified time for Retreat, the Airmen participating in the ceremony are positioned facing the flagstaff and dressed.

6.14.2. If the Airmen march to the flagstaff, a flag security detail also marches to the flagstaff, halts, and is given the command **Parade, REST** by the senior member. (See paragraph 6.15.2 for composition of the flag security detail.)

6.14.3. As soon as the Airmen are dressed, the commander commands **Parade, REST**. The commander then faces the flagstaff, assumes parade rest, and waits for the specified time for Retreat.

6.14.4. The commander orders the band leader or music manager to sound Retreat at the specified time by commanding **SOUND RETREAT**.

6.14.5. The band plays Retreat. If a band is not present, recorded music may be played over the base public address system. During the playing of Retreat, junior members of the flag security detail assume the position of attention and move to the flagstaff to arrange the halyards for proper lowering of the flag. Once the halyards are arranged, the junior members of the flag security detail execute parade rest in unison.

6.14.6. After the band finishes playing Retreat, the commander faces about and commands **Squadron (Group, etc.), ATTENTION**.

6.14.7. The commander then commands **Present, ARMS**. As soon as the Airmen execute present arms, the commander faces to the front and also assumes present arms. The members of the flag security detail execute present arms on command by the commander.

6.14.8. The band plays the national anthem or the bugler plays "To the Color". The junior members of the flag security detail lower the flag slowly and with dignity.

6.14.9. The commander executes order arms when the last note of the National Anthem or "To the Color" is played and the flag has been securely grasped. The commander faces about, gives the Airmen **Order, ARMS**, and then faces to the front.

6.14.10. The flag security detail folds the flag. The detail commander remains at attention while the flag is being folded unless he or she is needed to control the flag.

6.14.11. When the flag is folded, the flag security detail, with the detail commander on the right and the flagbearer in the center, marches to a position three paces from the commander. (In an informal ceremony, the detail marches three paces from the officer of the day). The detail commander salutes and reports **Sir (Ma'am), the flag is secured**. The commander returns the salute, and the flag security detail marches away. The Airmen are then marched to their areas and dismissed.

## **6.15. Lowering the Flag.**

6.15.1. When practical, the persons lowering the flag should be an experienced person and three Airmen for the all-purpose flag and an experienced person and five Airmen for the base flag. The detail is formed and marched to the flagstaff, and the halyards are detached and attended from the leeward side. On the first note of the national anthem or, if no band is present, "To the Color", the Airmen of the detail not lowering the flag execute present arms. The lowering of the flag is coordinated with the playing of the music so the two are completed at the same time. The senior member commands the detail Order, ARMS when the flag is low enough to be received. If at half-staff, the flag is hoisted briskly to the staff head while Retreat is sounded, and then it is lowered on the first note of the national anthem or "To the Color".

6.15.2. The flag is detached from the halyards and folded. The halyards are secured to the staff.

**6.16. Change of Command.** Civil Air Patrol rarely conducts a change of command with a review. Instead, they conduct an indoor ceremony. When a parade is desired for a change of command, follow the procedures outlined in AFMAN 36-2203, paragraph 7.31.

6.16.1. Formal Change of Command without Review Ceremony.

6.16.1.1. The primary purpose of a change of command ceremony is to allow subordinates to witness the formality of command change from one officer to another. Therefore, the ceremony should be official, formal, and brief and conducted with great dignity.

6.16.1.2. After the order is read, the flag/guidon is exchanged during the change of command as a symbolic gesture providing a tangible view of the command authority being transferred from one commander to the next.

6.16.2. The ceremony is conducted in three steps (**Figure 6.5.**):

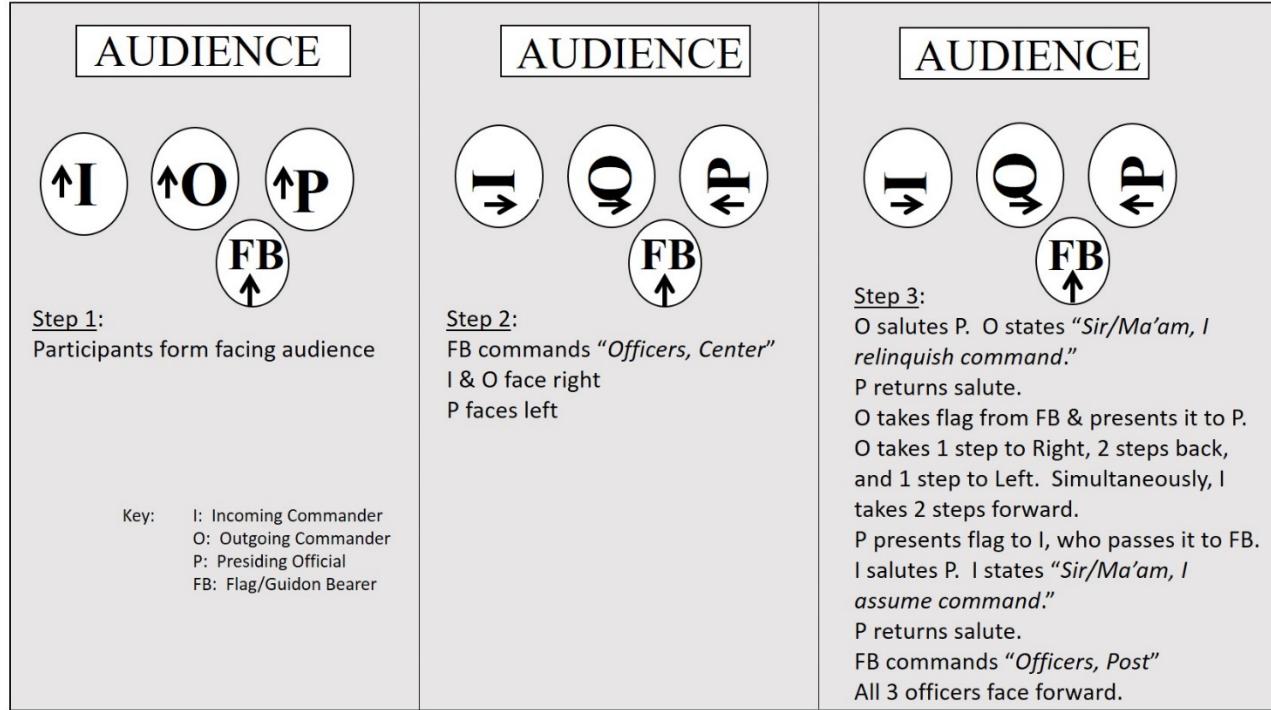
6.16.2.1. The sequence for the exchange begins with three participants standing abreast, from left to right as viewed from the audience, presiding officer, outgoing commander, and incoming commander. A fourth participant, the flag/guidon bearer, takes a position behind and between presiding officer and outgoing commander.

6.16.2.2. The flag/guidon bearer gives a subdued command, "Officers, Center"; the presiding officer executes a left face while the two commanders execute a right face.

6.16.2.3. The outgoing commander salutes the presiding officer, while stating, "Sir/Ma'am, I relinquish command." The presiding officer returns salute. The outgoing commander takes the flag/guidon from the flag/guidon bearer, holding the flag/guidon angling the top of flag/guidon towards the head of the flag/guidon bearer, and presents it to the presiding officer, presiding officer hands on top. The outgoing commander takes one step to the right, two steps back and one step to the left; simultaneously, the incoming commander takes two steps forward, taking the outgoing commander's place. The presiding officer presents the flag/guidon to the incoming commander who firmly receives the flag/guidon and passes it to the flag/guidon bearer. The incoming commander salutes the presiding officer, while

stating, "*Sir/Ma'am, I assume command.*" The presiding officer returns the salute. The flag/guidon bearer gives a subdued command, "*Officers, Post*". All three officers face forward.

**Figure 6.5 Change of Command Ceremony**



## CHAPTER 7 – COLOR GUARD

### ***Section 7A - Color Guard Overview***

#### **7.1. The Color Guard.**

7.1.1. The color guard will consist of three or more cadets. The most senior cadets, when practical, should function as flagbearers for the US and Civil Air Patrol flags since these are positions of honor reserved for experienced personnel. Color guard members should ideally be airmen and NCOs. In situations where a mission must be accomplished and Phase II cadets aren't available, CAP cadet officers and senior members may serve on a color guard, but only as an exception. CAP's National Cadet Competition allows cadet officers to serve on competitive color guards.

7.1.1.1. The US flagbearer is the color guard commander and gives all commands. Whoever performs as the color guard commander must possess a comprehensive understanding of chapter 7 of this manual, Title 4 Chapter 1 of the United States Code, and awareness of the honor associated with serving on a color guard.

7.1.1.2. The flagbearers are unarmed. The guards may use replica service rifles. CAP color guards should not carry side arms (replica pistols). CAP color guards will not carry bayonets, swords or sabers.

7.1.1.3. The color guard will march only in line or in column formation, never inverted. The US flag is always to the farthest right or front amongst the flag bearers. If the color guard consists of only three individuals, the US flag bearer and two guards will comprise the unit. Organizational and/or state flags are never carried without the US flag.

7.1.2. The preferred size for flags is 3' by 4', using an 8-foot pole with a silver colored spade.

7.1.3. Salutes by Flags. The CAP flag is an organizational flag and is dipped while the National Anthem, "To the Color", or a foreign national anthem is played. Additionally, the CAP flag will be dipped during military funeral honors. When passing in review, the color guard executes Eyes Right approximately six paces from the reviewing officer on command of the senior flagbearer, and Ready Front when it is approximately six paces beyond the reviewing officer (or at the Ready Front marker).

### ***Section 7B - Individual Color Guard Drill***

#### **7.2. Manual of the Colors.**

7.2.1. The color guard forms In Line at close interval with flags at the order and guards with weapons at order arms. When at the carry in slings, guards with weapons may carry weapons at right shoulder arms, or for symmetry the right guard at right shoulder arms, and the left guard at left shoulder arms. The color guard will not normally carry colors without slings, unless specific circumstances prohibit the use of slings.

7.2.2. The color guard will not execute **To the Rear, MARCH or About, FACE**. This ensures the US flag remains to the right of all other flags or in front of all other flags. When the color guard must march in single file, the right guard leads, keeping the national colors in front of all other flags.

7.2.3. **Position of flags at the Order.** At the order, the flagbearer rests the ferrule of the staff on the ground in line with and touching the toe of the right shoe. The right arm is straight but not stiff, and the right hand is clasped at a convenient place on the staff, keeping the back of the hand to the right and holding the staff in a vertical position. The flag bearer holds the staff in the right hand in the "V" formed by the thumb and by the fingers extended and joined. Guards with weapons assume the position of order arms (**Figure 7.1.**).

**Figure 7.1 Flags at the Order**



7.2.4. **Position of flags at the Carry with Slings.** The command is **CARRY, COLORS**. On the command of execution, the flagbearers will use both hands to lift the flags smartly and simultaneously to the socket of the sling. Once the flag is seated in the socket, flagbearers will cut the left hand away smartly to the left side to the position of attention. The ferrule of the staff rests in the socket of the sling. The flagbearer grasps the staff with the right hand at the height of the shoulder, using the left hand only to steady the staff in a strong wind. Incline the staff slightly to the front. Hold the right arm parallel to the ground. Guards with weapons execute right (or right and left) shoulder arms (**Figure 7.2.**).

**Figure 7.2 Flag at the Carry**



7.2.4.1. **Movement of Flags to the Order from the Carry in Slings.** The command is **Order, COLORS**. On the command of execution, the flagbearers will use both hands to lift the flag from the sling and bring the flags smartly and simultaneously back to the position of order. Once the flags are positioned on the ground, flagbearers will cut the left hand away smartly to the left side to the position of attention. Guards with weapons execute order arms.

7.2.5. **Position of Flags at the Carry without Slings.** When conditions prohibit the use of slings, facings, alignments, or formal marching require the flags be at the carry. Maintain the staff in a vertical position throughout the movements. When the color guard assumes the carry without slings by command, the command is **CARRY, COLORS**. To execute the carry while at the order, the flagbearer grasps the staff with the left hand while at the same time loosening the grip

of the right hand on the staff. Raise the flag vertically with the left hand, letting the staff slide through the right hand until the ferrule is approximately 6 inches from the ground. Then re-grasp the staff with the right hand. Cut the left hand away smartly to the left side. Guards with weapons execute right (or right and left) shoulder arms. The color guard may also assume carry colors without command when at order colors and commanded to perform a facing, alignment, or formal marching. In this case, guards with weapons maintain orders arms.

**Figure 7.3 Color Guard at Parade Rest**



#### 7.2.5.1. Position of flags at the Order

**from the Carry without Slings.** To execute the order while at the carry, the flagbearer lets the staff slide through the right hand until the ferrule is on the ground, in line with, and touching the toe of the right shoe. Re-grasp the staff with the right hand as at the carry position. Flagbearers assume this position without command, on completion of the movement which required carry colors.

#### 7.2.6. Position of flags at Parade Rest.

Parade rest with the flag is similar to parade rest for the individual airman except the flagbearer keeps the staff vertical (**Figure 7.3**). Resume the order on the command **ATTENTION**. When in a formation at ease, the color guard remains at parade rest.

#### 7.2.7. Position of the Flags at the Salute when in Slings.

The command is **Present, ARMS**. On the command of execution all flagbearers except the US flagbearer extend their right arm to dip the flag at a 45 degree angle. Guards execute **Present, ARMS**. (**Figure 7.4.**) To return to the carry with slings, the command is **Order, ARMS**. On the command of execution flagbearers retract their right arm and return to the carry. Guards with weapons will execute right (or right and left) shoulder arms.

**7.2.8. Salute of the Flags when at the Order.** To execute present arms when at carry or order, the flagbearer places the left hand so it grasps the staff just under the bottom of the flag. Extend the left arm fully until it is parallel to the ground. At the same time, raise the right hand (still grasping the staff) and place it against the right hip. Guards execute **Present, ARMS**. To execute the order or carry position from present, reverse the procedure. Guards with weapons execute **Order, ARMS**.

**Figure 7.4 Color Guard at Present Arms**



### 7.3. Manual of Arms (Army TC 3-21.5, Ch 5 & App D)

7.3.1. When carrying the rifle to and from formation, if not at sling arms, the rifle is carried at the position of port arms.

7.3.2. All rifle movements will be performed at the cadence of quick time. Rifles are maneuvered using arms and hands only; head, eyes, and body remain at the position of attention.

7.3.3. When flags are at the carry, guards carry rifles at right shoulder arms. Alternately, the left guard may carry the rifle at left shoulder arms.

7.3.4. Guards may perform right and left face while at port or right/left shoulder arms in order to post the colors.

#### 7.3.5. Order Arms

7.3.5.1. Unless otherwise specified, on the command of execution **FALL IN**, cadets under arms fall in at the position of order arms. Assume order arms from parade rest on the command

**ATTENTION.**

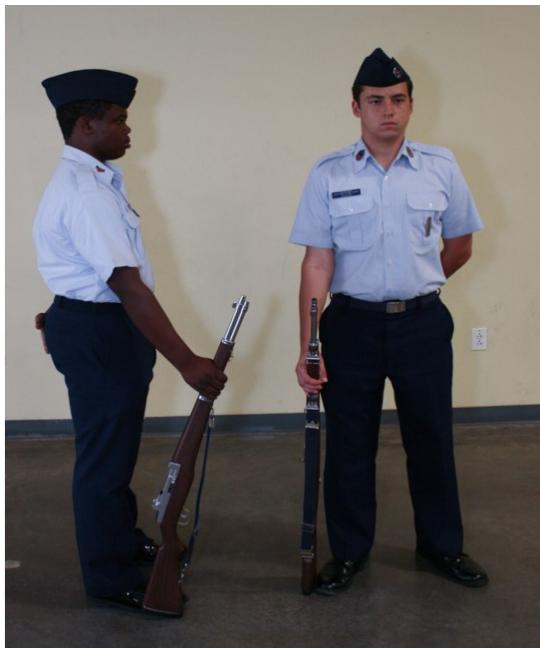
7.3.5.2. At order arms, maintain the position of attention with the rifle. Place the butt of the rifle on the marching surface, with the toe of the butt on line with the front of the right foot, with sights to the rear. Secure the rifle with the right hand in a "U" formed by the fingers (extended and joined) and thumb. Hold the rifle with the right thumb and fingers pointed downward, and on line with the flat surface of the hand guard. Keep the right hand and arm behind the rifle so that the thumb is straight along the seam of the trouser leg (**Figure 7.5.**).

**Figure 7.5 Order Arms with Rifle**



**7.3.6. Rest Positions.** The rifle rest positions are commanded and executed the same as individual drill with the following additions:

**Figure 7.6 Parade Rest, At Ease, Rest with Rifle**



hand and raise the rifle diagonally across the body, keeping the right elbow down and touching the rifle (without strain). With the left hand, simultaneously grasp the hand guard just forward of the action so that the rifle is about 4 inches from the chest. On the second count, regrasp the rifle at the small of the stock with the right hand. Hold the rifle diagonally across the body, about 4 inches from the chest, the right forearm horizontal, and the elbows close to the sides. The rifle should create a 45 degree angle between the shoulder and head (**Figure 7.7.**).

**7.3.6.1.** On the command of execution **REST** of **Parade, REST**, thrust the muzzle forward, simultaneously changing the grip of the right hand to grasp the barrel, keeping the toe of the rifle in line with the front of the right foot and the right arm straight. The left arm will be fully extended to the back of the body with the fingers extended and pointed toward the ground (**Figure 7.6.**).

**7.3.6.2.** Execute at ease and rest in the same manner as parade rest with the rifle in place as in parade rest.

### **7.3.7. Port Arms**

**7.3.7.1. Port Arms from Order Arms** is a two-count movement. The command is **Port, ARMS**. On the command **ARMS**, grasp the rifle barrel with the right

**Figure 7.7 Port Arms from Order Arms with Rifle**



**7.3.7.2 Order arms from port arms** is executed in three counts. The command is **Order, ARMS**. On the command **ARMS**, move the right hand up and across the body to the right front of the front sight assembly, grasp the barrel firmly without moving the rifle, and keep the right elbow down and touching the rifle without strain. On the second count, move the left hand from the hand guard and lower the rifle to the side by placing the forefinger of the left hand at the muzzle, fingers and thumb extended

and joined, palm to the rear. On the third count, move the left hand sharply to the left side, lower the rifle gently to the marching surface, and resume the position of order arms (**Figure 7.8.**).

**Figure 7.8 Order Arms from Port Arms with Rifle**



### 7.3.8. Present Arms.

7.3.8.1. **Present arms from order arms** is a three-count movement. The command is **Present, ARMS**. On the command **ARMS**, execute port arms in two counts. On the third count, twist the rifle with the right hand so that the trigger guard is to the front, and move the rifle to a vertical position with the rear sight about 4 inches (a fist's width) in front of and centered on the body. Lower the rifle until the left forearm is horizontal; keep the elbows in at the sides. Keep the left thumb alongside and touching the handguard (**Figure 7.9.**).

7.3.8.2. **Order arms from present arms** is a four-count movement. The command is **Order, ARMS**. On the command **ARMS**, return the rifle to port arms. Counts two, three, and four are the same as order arms from port arms.

7.3.8.3. **Present arms from or to port arms** is a one-count movement. The command is **Present, ARMS**. On the command **ARMS** flip the rifle away from the body so the trigger guard is facing out, and bring it down so the left forearm is parallel to the ground. On the command **Port ARMS** invert the process and return to port.

**Figure 7.9 Present Arms with Rifle**



### 7.3.9. Right Shoulder Arms.

7.3.9.1. **Right shoulder arms from order arms** is a four-count movement. The command is **Right Shoulder, ARMS**. On the command **ARMS**, grasp the rifle barrel with the right hand and raise it diagonally across the body, keeping the right elbow down and touching the rifle without strain. With the left hand, grasp the hand guard just forward of the action, ensuring that the weapon is about 4 inches from the chest (just like count 1 of port arms). On the second count, move the right hand from the barrel and grasp the heel of the butt between the first two fingers with the thumb and forefinger touching. On the third count (without moving the head), release the grasp of the left hand (without changing the grasp of the right hand), twist the rifle so that the sights are up, and place the weapon onto the right shoulder, moving the left hand to the small of the stock to guide the rifle to the shoulder. Keep the fingers and thumb (left hand) extended and joined with the palm turned toward the body. The first joint of the left forefinger touches the rear of the bolt. Keep the left elbow down, and keep the right forearm horizontal with the right upper arm against the side and right elbow on line with the back. On the fourth count, sharply move the left hand back to the left side as in the position of attention (**Figure 7.10.**).

**Figure 7.10 Right Shoulder Arms from Order Arms with Rifle**



7.3.9.2. **Order arms from right shoulder arms** is a four-count movement. The command is **Order, ARMS**. On the command of execution **ARMS**, without moving the head and without changing the grasp of the right hand, press down quickly and firmly on the butt of the rifle with the right hand and twist the weapon (with the sights up), guiding it diagonally across the body and about 4 inches (a fist's width) from the chest. Grasp the rifle with the left hand at the hand guard just forward of the action. On the second count, move the right hand up and across the body, approaching from the right front of the front sight assembly, and firmly grasp the barrel without moving the rifle; keep the right elbow down without strain. The third and fourth counts are the same as order arms from port arms.

7.3.9.3. **Right shoulder arms from port arms** is a three-count movement. The command is **Right Shoulder, ARMS**. On the command of execution **ARMS**, release the grasp of the right

hand and regrasp the rifle with the heel of the butt between the first two fingers, with the thumb and forefinger touching. Counts two and three are the same as counts three and four from order arms. When marching, the command is given as the right foot strikes the marching surface.

**7.3.9.4. Port arms from right shoulder** arms is a two-count movement. The command is **Port, ARMS**. On the command of execution **ARMS**, execute count one of order arms from right shoulder arms. On the second count, release the grasp of the right hand and regrasp the rifle at the small of the stock and come to port arms. When marching, command is given as the right foot strikes the marching surface.

### 7.3.10. Left Shoulder Arms.

**7.3.10.1. Left shoulder arms from order arms** is a four-count movement. The command is **Left Shoulder, ARMS**. On the command of execution **ARMS**, execute port arms in two counts. On the third count, release the grasp of the left hand and (without moving the head) place the rifle on the left shoulder with the right hand (with the sights up), keeping the right elbow down. At the same time, regrasp the rifle with the left hand with the heel of the butt between the first two fingers and with the thumb and forefinger touching. The left forearm is horizontal, and the left upper arm is against the side and on line with the back. On the fourth count, move the right hand to the right side as in the position of attention.

**7.3.10.2. Order arms from left shoulder arms** is a five-count movement. The command is **Order, ARMS**. On the command of execution **ARMS**, move the right hand up and across the body and grasp the small of the stock, keeping the right elbow down. On the second count (without moving the head), release the grasp of the left hand and with the right hand move the rifle diagonally across the body (sights up) about 4 inches from the chest. At the same time, regrasp the hand guard just forward of the action with the left hand, and resume port arms. Counts three, four, and five are the same as order arms from port arms.

**7.3.10.3. Left shoulder arms from port arms** is a two-count movement. The command is **Left Shoulder, ARMS**. On the command of execution **ARMS**, execute left shoulder arms in the same manner as counts three and four from order arms. When marching, the command is given as the left foot strikes the marching surface. (**Figure 7.11.**)

**Figure 7.11 Left Should Arms from Port Arms with Rifle**



**7.3.10.4. Port arms from left shoulder arms** is a two-count movement. The command is **Port, ARMS**. On the command of execution **ARMS**, execute the first two counts of order arms from left shoulder arms. When marching, the command is given as the left foot strikes the marching surface.

### **Section 7C – Color Guard Drill**

#### **7.4 Stationary Movements.**

7.4.1. The color guard drills using the same movements and rules described in chapters 3 and 4.

7.4.2. **Facing Movements.** The color guard may not execute **About, FACE**. While in line, a color guard may only execute **Right, FACE**, and while in column, a color guard may only execute **Left, FACE**.

7.4.3. **Eyes Right (Left).** The color guard executes **Eyes, RIGHT (LEFT)** as described in paragraph 3.10, whether halted or marching. All flagbearers except the US flag bearer will simultaneously execute **Present, ARMS**. To recover, the command is **Ready, FRONT**. On the command of execution all members will resume the position used prior to eyes right.

#### **7.5. Marching.**

7.5.1. **Marching in Line.** Marching in line is the preferred formation for a color guard. When marching in line the command is **Forward, MARCH**. On the command **MARCH** all cadets will step off with their left foot in a 24 inch step. All color guard marching is done at quick time, with normal arm swing. When mark timing, feet are lifted four inches off the ground, as in normal drill.

7.5.2. **Abouts.** Color guards use Abouts to change the direction of march of a color guard in line, either from the halt or while marching. The half about rotates the formation 90 degrees to the right or left. The about rotates the color guard 180 degrees to the right or left. Alignment is to the flank of the direction commanded.

7.5.2.1. **Half Right (Left) About.** The command is **Half Right (Left) About, MARCH**. On the command of execution the right (left) guard will remain in place and rotate to the right (left), functioning as the pivot point. Other color guard members to the left (right) will arc to the right (left). The color guard will maintain alignment. When performing a half left about, the responsibility of dress reverts to the left flank on the preparatory command **Half Left About**. The responsibility remains with the left flank until the color guard assumes mark time; then it reverts to the right flank. Once the color guard has rotated 90 degrees the color guard will immediately assume mark time. The color guard commander may command **Color Guard, HALT**, or **Forward, MARCH**.

**Figure 7.12 Color Guard at Eyes Right**



**7.5.2.2. Right (Left) About.** The command is identical to **Half Right (Left) About, MARCH**, except the color guard rotates 180 degrees.

**7.5.3. Marching in Column.** Marching in column is preferably only used when navigating through crowds, narrow passageways, or other space restricted areas. Guards when armed may be at order, port, right shoulder, or left shoulder arms.

#### ***Section 7D – Ceremonies***

**7.6. Innovative Drill.** Color guards may execute innovative drill, to include silent drill. However, color guards should not perform any rifle spinning, since it detracts from the focus on the US flag.

7.6.1. Color guard is innovative by nature. As long as the team is complying with the outlined movements in sections 7.1 through 7.5, it is up to the color guard itself to decide how color guard performances are to be done. Sections 7.7, 7.8 and 7.9 outline color guard performances. As long as the key points are followed, any pattern can be used to complete the objective.

7.6.2. Silent color guards are authorized as long as synchronization is achieved and all cadets on the team are capable of performing at that level.

7.6.2.1. If doing a silent presentation the only commands that can be called are **FALL IN**, and **FALL OUT**.

7.6.3. No rifle spinning, or exhibition drill, of any kind is authorized in CAP color guards. This takes attention away from the focus point which is the US flag.

7.6.4 The color guard commander should be aware of their surroundings and use the proper command voice for the situation. For example, do not shout commands when in a small enclosed environment.

#### **7.7. Presenting the Colors**

7.7.1. The presentation should occur in a central location facing the crowd.

7.7.2. While the Pledge of Allegiance and/or National Anthem are playing the color guard must be at Present Arms.

7.7.3. The color guard will take as direct a route as possible to the presentation area.

#### **7.8. Posting and Retrieving the Colors.**

7.8.1. When posting the colors, a presentation as outlined in section 7.7 is usually done first.

7.8.2. Ensure the US flag stays to the right or front of the organizational flag when moving to the flag stands.

7.8.3. When posting the US flag is to be to its own right (to the audience's left).

7.8.4. While the colors are being posted/retrieved the guards will be at present arms.

7.8.5. Directly after posting, and directly before retrieving the flagbearers will all face and salute the US flag.

7.8.6. When posting, all flags should be posted simultaneously. There should be one sound of the ferrule hitting the bottom of the flag stand. Care must be taken to ensure that the American flag is always higher than the other flags during posting and retrieving, and that all spades are aligned.

7.8.7. The colors may be retrieved before the event is completed and the attendees are dismissed or retrieved after the event has concluded. This is at the discretion of the event organizer.

**Attachment 1**  
**DRILL INSTRUCTION SCRIPT**

**DRILL INSTRUCTION SCRIPT**

**1.** The drill movement we will now learn is \_\_\_\_\_. This is used to \_\_\_\_\_ . The command for this movement is \_\_\_\_\_. It sounds like this: [give the command in a normal command voice, twice]. The preparatory command is \_\_\_\_\_, the command of execution is \_\_\_\_\_.

**2.** I will now demonstrate this command at normal cadence. Pay particular attention to

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\_\_\_\_\_. [demonstrate as many times as needed for the flight to see all parts of the movement]

**3.** I will now break down this command into its parts and demonstrate it step by step.

What you need to know about the movement is as follows:

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**4.** What are your questions regarding \_\_\_\_\_? [After answering questions from the flight, quiz them on the key points of the movement.]

**5.** We will now practice this movement. Flight, ATTENTION. \_\_\_\_\_ [make corrections][if useful, break the movement down, and practice By the Numbers]

**6.** After practicing, summarize the key points the flight should remember, critique their performance as individuals and as a flight.

## Attachment 2

### DRILL MOVEMENTS

This is a list of almost all the possible drill movements you can perform in the Civil Air Patrol. Use this list to broaden your knowledge, to make your training and drill more interesting, and as a base for a drill training program. Movements are listed in the general order they should be taught to new cadets. If your squadron or activity (i.e. Encampment) has a need for cadets to know certain movements earlier than others, leaders should teach them sooner.

	#	Position/Movement	Para	#	Position/Movement	
Para	1	ATTENTION	3.2 3.3.2	35	Column Right (Left), MARCH (marching, normal interval)	4.11.1
	2	FALL IN	4.3.1	36	Column Right (Left), MARCH (marching, close interval)	4.11.2
	3	Dress Right, DRESS	4.4.1.1	37	Column Movements from a halt (normal & close interval)	4.11.3
	4	Ready, FRONT	4.4.1.1	38	Column Half Right (Left), MARCH (marching, halted)	4.12
	5	Parade, REST	3.3.1.1	39	Column of Files from the Right (Left), Forward, MARCH	4.13.1
	6	AT EASE	3.3.1.2	40	Column of Files from the Right (Left), Column Right (Left), MARCH	4.13.2
	7	REST	3.3.1.3	41	Column of Twos (Threes, Fours) to the Left (Right), MARCH	4.13.3
	8	FALL OUT	3.3.1.4	42	Double Time, MARCH	3.13.1
	9	Hand, SALUTE	3.5	43	Quick Time, MARCH	3.13.4
	10	Present, ARMS	3.9	44	Route Step, MARCH	3.21.1
	11	Order, ARMS	3.9	45	At Ease, MARCH	3.21.2
	12	Right (Left), FACE	3.4.1	46	Count, OFF (In Line)	4.8.1
	13	Half Right (Left), FACE	3.4.3	47	Count, OFF (In Column)	4.8.2
	14	About, FACE	3.4.2	48	Close, MARCH (halted)	4.10.1
	15	COVER	4.4.2.1	49	Close, MARCH (marching)	4.10.2
	16	# Paces Forward, MARCH	5.3.2	50	Extend, MARCH (halted)	4.10.4
	17	# Steps Backward, MARCH	5.3.2	51	Extend, MARCH (marching)	4.10.5
	18	REPORT	5.3.4	52	Eyes, RIGHT (LEFT)	3.10
	19	Open Ranks, MARCH	4.5.1	53	Ready, FRONT	3.10
	20	Ready, FRONT	4.5.2	54	Counter, MARCH	4.16
	21	Close Ranks, MARCH	4.6	55	AT CLOSE INTERVAL, FALL IN	4.3.4
	22	Individuals to Leave Ranks & Return to Ranks	4.7	56	At Close Interval, Dress Right, DRESS	4.4.1.2
	23	DISMISSED	4.3.5	57	Dress Left, DRESS	4.4.1.3
	24	Forward, MARCH (from quick time, mark time, half step)	3.12.1 3.14.3 3.15.2	58	At Close Interval, Dress Left, DRESS	4.4.1.3
	25	Flight, HALT	3.12.2	59	Column of Twos from the Left (Right), Forward, MARCH	4.15.2
	26	INCLINE TO THE RIGHT (LEFT)	4.12.4	60	Column of Fours to the Left (Right), MARCH	4.15.3
	27	Count Cadence, COUNT	2.6.2	61	GUIDE LEFT (RIGHT)	4.2.5
	28	Mark Time, MARCH	3.14	62	POST	5.3.5
	29	Half Step, MARCH	3.15.1	63	DRESS FLIGHTS TO THE RIGHT	5.4.1
	30	Right (Left) Step, MARCH	3.16	64	PREPARE FOR INSPECTION	5.5.1
	31	Change Step, MARCH	3.17	65	Squadron Mass Left, MARCH	5.7.1
	32	To the Rear, MARCH	3.18	66	Right (Left) Turn, MARCH	5.8.1
	33	Right (Left) Flank, MARCH	3.19	67	Column of Flights, Right Flight, Forward, MARCH	5.9.1
	34	Face in Marching (Flanks from a Halt)	3.20	68	Squadron Mass, # Paces Left, MARCH	5.10.2

### Attachment 3

### FORMING AND DISMISSING THE SQUADRON

For scheduled squadron formations, flights assemble in the prescribed location at the specified time. The squadron will form in line with flights in line at normal interval. If space is an issue, another formation (i.e. at close interval) may be used. Flight Sergeants will position their flight in the area so that the squadron is at proper interval and in alignment. Flight Sergeants should size the flight. Alpha Flight is the base flight. **Reference: Para 5.3 & 5.11.**

**1st Sgt:** FALL IN (Flt Sgts face about)

**Flt Sgts:** REPORT

**Element Leaders:** (Salute) \_\_\_\_\_ ELEMENT, ALL PRESENT or \_\_\_\_\_ ELEMENT, (#) PERSONS ABSENT. (Flt Sgt individually returns each salute. When done, they face about)

**1st Sgt:** REPORT

**Flt Sgts:** (From right to left, turning their heads and eyes toward the First Sergeant, salute) \_\_\_\_\_ FLIGHT, ALL PRESENT OR ACCOUNTED FOR or \_\_\_\_\_ FLIGHT, (#) PERSONS ABSENT. (The 1<sup>st</sup> Sgt turns his/her head and eyes toward the Flt Sgt, and returns each salute)

**1st Sgt:** POST (Flt Sgts face about, then march by the most direct route to their post at the end of the last element. 1<sup>st</sup> Sgt faces about)

**Cadet/Sqdn Commander:** (marches to position 12 paces in front of Sqdn with guidon bearer. Halts, faces Sqdn – guidon bearer faces forward.)

**1st Sgt:** (salutes) SIR (MA'AM), ALL PRESENT OR ACCOUNTED FOR or SIR (MA'AM), \_\_\_\_\_ PERSONS ABSENT. (CC returns salute. 1st Sgt immediately drops his/her salute, faces about, and marches to his/her post behind the last cadet in the last flight. Flt Cdrs march directly to their position 6 paces & centered on the flight). CC can now make announcements, present awards, etc.

#### To dismiss the squadron:

**Cadet/Sqdn Commander:** (Sqdn is at Attention) FIRST SERGEANT (CC pauses to allow the First Sergeant to march up to a position three paces away from the Cadet Commander (his/her original post), halt, and salute. The CC then returns the salute and commands DISMISS THE SQUADRON. The 1<sup>st</sup> Sgt salutes again, and the CC returns the salute. CC and guidon bearer fall out. Once the CC has departed, the Flt Cdrs face about and march to the rear of their flight. Flt Sgts march up to take over the flight).

**1st Sgt:** DISMISS YOUR FLIGHTS (1<sup>st</sup> Sgt falls out. Flt Sgts face about)

**Flt Sgts:** DISMISSED.

Alternately, the Cadet Commander may command FLIGHT COMMANDERS TAKE CHARGE OF YOUR FLIGHTS. Flt Cdrs salute. The CC returns the salutes, then falls out. Flt Cdrs can then either command the flight or call the Flt Sgt forward.

## SUBJECT INDEX

**(Paragraph numbers are shown in parentheses)**

### **A**

Adjutant, definition of (1.5.2)

Adjutant's cadence (1.5.2)

Adjutant's Call (6.7.2.1, 6.8.2.1)

Alignment, definition of (1.5.3)

Attention, position of (3.2)

Arms, drilling with (1.1)

Arms, manual of (7.3)

### **B**

Base, definition of (1.5.4)

By the Numbers (1.6.2)

### **C**

Cadence:

Counting (2.8)

Definition of (1.5.5)

Meaning of ((2.7)

"In Cadence" (1.6.3)

Center, definition of (1.5.6)

Ceremonies:

Group formations (6.1 thru 6.6)

Introduction to (1.3)

Purpose and definition of (6.3)

Ceremony:

Parade (6.7 thru 6.9)

Retreat (6.13)

Reveille (6.10)

Change of Command (6.16)

Change Post March (6.2.3)

Change step (3.17)

Color guard (Chap 7)

Colors, manual of the (7.2)

Column:

Half right/left (4.12)

In - definition of (1.5.21)

Inverted - definition of (1.5.24)

Right/left (4.11)

Column of Twos:

Forming, from a single file (4.14)

Forming, from a column of fours and reforming (4.15)

Command, change of (6.16)

Command of execution (2.2)

Command voice (Section 2B)

Characteristics of (2.4)

Commands:

Combined (2.1.2)

Informational (2.1.4)

In squadron drill (5.2)

Mass (2.1.5, 2.9)

Parade, sequence of (6.7 & 6.8)

Parts of (2.2)

Rules for (2.3)

Supplementary (2.1.3)

Types of (2.1)

Count off (4.8)

Cover

definition of (1.5.7)

execution (4.4.2)

### **D**

Definitions, drill terms (1.5)

Depth, definition of (1.5.8)

Distance, definition of (1.5.9)

Double time:

Definition of (1.5.10)

Execution (3.13)

Dress:

Definition of (1.5.11)

Execution (4.4)

Drill:

Element (chap 3)

Flight (chap 4)

Group (chap 6)

Individual (chap 3)

Introduction to (1.2)

Squadron (chap 5)

Drill instruction (1.6)

**E**

Element, definition of (1.5.12)  
 Exchange of salutes (3.6)  
 Eyes right/left (3.10, 6.7.5.8.3, 6.8.5.8.3)

**Guide:**

Definition of (1.5.19)  
 Rules for (4.2)  
 Guidon (5.13)  
 Manual of the (5.15 thru 5.23)  
 Position of bearer (5.14, 6.7.2.6, 6.8.2.6)  
 Gun salutes (3.8)

**F**

Facing movements (3.4)  
 Fainting, prevention of (6.3.3)  
 File, definition of (1.5.13)  
 Final line, definition of (1.5.14)  
 Flag:  
   Color guard (chap 7)  
   Courtesies to the US (3.6.17, 3.6.18)  
   Lowering the (6.15)  
   Manual of the colors (7.2)  
   Poles - size (7.1.3)  
 Flags, salutes by (7.1.4)  
 Flank, definition of (1.5.15)  
 Flanking movement (3.19)  
 Flight:

Aligning (4.4)  
 Basic drill unit (4.1)  
 Definition of (1.5.16)  
 Formation (4.3)

Formation:  
   Definition (1.5.17)  
   Mass, definition of (1.5.28)

Formations:  
   Flight (4.3 thru 4.6)  
   Group (chap 6)  
   Squadron (5.3 thru 5.10)  
 Forward march and halt (3.12)  
 Front, definition of (1.5.18)

**G**

Group:  
   Composition of (6.1)  
   Dismissing (6.7)  
   Formation of (6.4 & 6.5)  
   Forming, in line with squadrons in line (6.4)  
   Forming, in line with squadrons in mass  
     (6.5)

**H**

Half step (3.15)  
 Hand salute (3.5)  
 Head, definition of (1.5.20)  
 Honors (6.7.5.1, 6.8.5.1)

**I**

Inspection:  
   By reviewing officer (6.7.5, 6.8.5)  
   Squadron (5.5)  
 Instruction, drill (1.6)  
 Interval:  
   Changing, while in column (4.10)  
   Close, to obtain (4.3 thru 4.4)  
   Definition of (1.5.23)  
   Normal, to obtain (4.4)

**L**

Line:  
   In, definition of (1.5.22)  
   Inverted, definition of (1.5.25)  
 Line of march, definition of (1.5.26)

**M**

March:  
   Forward (3.12)  
   In review (6.7.7, 6.8.7)  
   On (6.7.2, 6.8.2)  
   Other than at attention (3.21)  
   To the rear (3.18)  
 Marching:  
   Flight formation (4.9)  
   Steps and (3.11)  
   To face in, from a halt (3.20)

**M**ark time:

Definition of (1.5.27)  
Execution (3.14)

**M**ass formation:

Definition of (1.5.28)  
Extended, with flights in column (5.10)  
Squadron (5.7 thru 5.9)

**O**

Officers center (6.7.4, 6.8.4, 6.16.2.2)  
Officers post (7.12, 6.7.4.2, 6.8.4.2, 6.16.2.3)  
Order arms (3.7, 3.9, 7.3.5)

**P**

Pace, definition of (1.5.29)  
Parade, definition of (6.3.1.2)  
Parade rest (3.3.1)  
Pass in review (6.7.7.2, 6.8.7.2)  
Pledge of Allegiance (3.7)  
Positions and movements (3.1)  
Post, definition of (1.5.30)  
Preparatory command (2.2)  
Present arms (3.9)  
Presentation of troops (6.7.5, 6.8.5)

**Q**

Quick time:  
Definition of (1.5.31)  
Execution (3.13.4)

**R**

Rank, definition of (1.5.32)  
Ranks:  
Individuals to leave (4.7)  
To close, when at open ranks (4.6)  
To open, when in line (4.5)  
Ready line, definition of (1.5.33)  
Rear, to march to the (3.18)  
Rest positions (3.3)  
Retreat (6.13 thru 6.15)  
Reveille (7.23 thru 7.25)  
Review:  
Definition of (6.3.1.1)

March in (6.7.7, 6.8.7)

Sequence of commands (6.7 & 6.8)

**R**eviewing officer:

Definition of (1.5.34)  
Post (Fig 6.4)  
Right/Left step (3.16)  
Route step (3.21.1)

**S**

**S**alute:  
By flags (7.1.4)  
By guidon bearer (5.23)  
During national anthem and To the Color (3.6.21)  
Eyes right (3.10, 6.7.5.8.3, 6.8.5.8.3)  
Hand (3.5)  
Pledge of Allegiance (3.7)  
Present arms (3.9)  
Salutes, gun (3.8)  
Salutes, exchange of (3.6)  
Single file or multiple files, to form (4.13)  
Sizing the flight (4.1)  
Slow time, definition of (1.5.35)  
Sound off (6.7.2.9, 6.8.2.9)  
Squadron:

Aligning (5.4)  
Composition (5.1)  
Dismissing (5.11)  
Forming, in line (5.3)  
In column (5.6)  
Inspection (5.5)  
Massing, when in column at close interval (5.7)  
Staff, composition (6.2)  
Supplementary commands (2.1.2, 5.2.2)  
Step, definition of (1.5.36)  
Symbols, key to (1.4)

**T**

Terms, drill (1.5)

**U**

Unit, definition of (1.5.37)