

**BY ORDER OF THE
COMMANDANT OF CADETS**

**AIR FORCE CADET WING
MANUAL 36-2203**



30 MAY 2020

Personnel

DRILL AND CEREMONIES

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ACCESSIBILITY: Commandant of Cadets publications and forms are available on the USAFA Sharepoint:

<https://sharepoint.usafa.edu/cw/CWV/cwvx/SitePages/Home.aspx>

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: USAFA/CWTT

Certified by: USAFA/CWT (Col William R. Hersch)

Supersedes: N/A

Pages: 112

This manual implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development*. It describes the movements and procedures for drill, ceremonies, and formations used by the Cadet Wing at the United States Air Force Academy. It applies to all individuals assigned to the Cadet Wing or participating in Cadet Wing ceremonies. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Submit requests for waivers through the chain of command to the Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

This manual does not cover all basic drill requirements covered in AFMAN 36-2203, *Drill and Ceremonies*. For guidance on basic procedures and terminology, refer to the following:

AFMAN 36-2203, Chapter 1 Introduction to Drill and Ceremonies

AFMAN 36-2203, Chapter 2 Commands and the Command Voice

AFMAN 36-2203, Chapter 3 Individual Instruction (Includes basic individual marching)

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PART 1 – DRILL

Chapter 1

COMMANDS AND THE COMMAND VOICE

Section 1A—Commands

1.1. Types of Commands.

1.1.1. A drill command is an oral order. Most drill commands have two parts, the preparatory command and the command of execution. In this manual, 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**).

1.1.1.1. 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.

1.1.1.2. The command of execution follows the preparatory command. The command of execution explains when the movement will be carried out. In **Forward, MARCH**, the command of execution is **MARCH**.

1.1.1.3. In certain commands, the preparatory command and the command of execution are combined, 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.

1.1.2. Supplementary commands are given 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. Two examples are **CONTINUE THE MARCH** and **STAND FAST**.

1.1.3. Informational commands have no preparatory command or command of execution, and they are not supplementary. Two examples are **PREPARE FOR INSPECTION**, **COLUMN OF FILES** and **DISMISS THE SQUADRON**.

1.2. General Rules for Commands.

1.2.1. 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.

1.2.2. 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 commander is a member of a staff or detail and is required to perform a movement at the same time as the formation, the commander will maintain the same position as the formation while giving commands and will respond to his/her command.

1.2.3. 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 over the right shoulder. 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**.

1.2.4. 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.

1.2.5. 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.

1.2.6. 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**. 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.

1.2.7. 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.

Section 1B—The Command Voice

1.3. 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 demands 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.

1.3.1. 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.

1.3.1.1. 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.

1.3.1.2. 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. Done properly, commanders 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.

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

1.3.1.4. To obtain resonance, relax the throat, loosen the lower jaw and open the mouth. This allows prolonged vowel sounds.

1.3.2. 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.

1.3.3. 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 form words. Distinct commands are effective; indistinct commands cause confusion. Emphasize clear enunciation.

1.3.4. 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.

1.3.5. Snap. This is that extra quality in a command demanding immediate response. It expresses confidence and decisiveness. It indicates complete control of yourself and the situation. To achieve this quality, know the commands and voice them effectively. Give the command of execution at the precise instant the heel of the proper foot strikes the ground while marching without dragging out. Achieve snap in giving commands by standing erect, breathing without effort, and speaking clearly.

1.4. Cadence.

1.4.1. Cadence is the measure or beat of movement. Commanders must match the rhythm of their commands with the cadence of their unit. The interval producing the best effect in a movement is the one allowing one step between the preparatory command and the command of execution. In some instances, commanders 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.

1.4.2. 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 **Right Flank**, give the command **Flank** as the right foot hits the ground.

1.4.3. 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.

1.5. Counting Cadence.

1.5.1. The instructor counts cadence to acquaint students with cadence rhythm. When trainees get out of step, the instructor either corrects them by counting cadence or halts the element 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**. To help keep in step, unit members should keep the head up and watch the head and shoulders of the person directly in front of them.

1.5.2. 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.

1.5.3. 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.

1.6. Mass Commands.

1.6.1. Mass commands help develop confidence, self-reliance, assertiveness, and enthusiasm by making the individual recall, give, and execute the proper commands. Mass commands are usually confined to simple movements with short preparatory commands and commands of execution executed simultaneously by all elements of a unit.

1.6.2. Each person 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.

1.6.3. 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.

1.6.4. The following are examples of mass commands: Instructor: **AT YOUR COMMAND, Call the Flight to Attention, COMMAND**. Mass: **Flight, ATTENTION**. Instructor: **Have the Flight Stand at Parade Rest, COMMAND**. Mass: **Parade, REST**. Instructor: **March the Flight Forward, COMMAND**. Mass: **Forward, MARCH**. Instructor: **Halt the Flight, COMMAND**. Mass: **Flight, HALT**

1.6.5. When desiring to end mass commands, the instructor commands **AT MY COMMAND**.

Chapter 2

Drill of the Flight

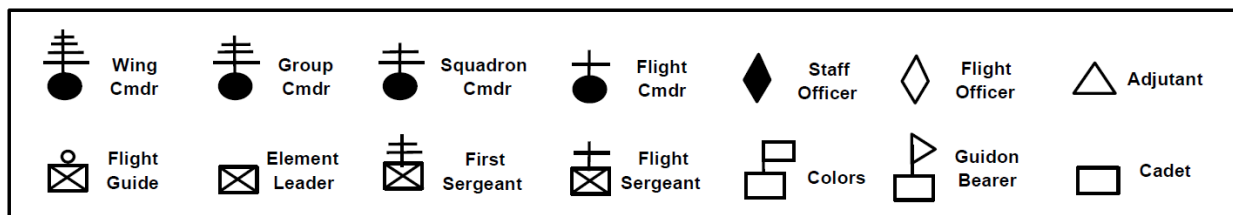


Figure 2.1. Symbols

Section 2A - Formations

2.1. The Flight as the Basic Drill Unit. The first phase of drill involves teaching the cadet basic movements, facings, and positions, either as an individual or as a member of an element (reference AFMAN 36-2203, Chapters 1-3). 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. This formation is the most practical drill group. In flight drill, the positions of the flight commander, flight NCO, and guide assume importance. For the purposes of instruction, the drill instructor or cadre member 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. Make every effort to retain individuals of the highest grade in positions occupied by element leaders and guides. The flight is marched with the element leaders and guide at the head of the column.

2.2. Rules for the Guide.

2.2.1. The guide establishes what's known as the Dress, Cover, Interval, and Distance (DCID) for the flight. Establishing dress means to maintain a straight line with the Airmen to the left and to the right. Cover is established by maintaining a straight line with the Airmen in front behind. Interval is the distance between an Airman and those to the left and right. Distance is maintaining an equal amount of paces from those in front and those behind. The guide also 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.

2.2.2. 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.

2.2.3. 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 abreast of the front rank.

2.2.4. 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 line 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.

2.2.5. When the flight is in column and it is desired to position the guide to the left, the command **GUIDE LEFT** is given. 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.

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

2.3. Formation of the Flight.

2.3.1. A flight forms in at least two, but not more than four, elements in line formation (Figure 2.2). Cadet Wing flights will form with three elements, unless directed otherwise. When directed to form with four elements, refer to Chapter Four of AFMAN 36-2203 for proper procedures. The command to form the flight is **FALL IN**.

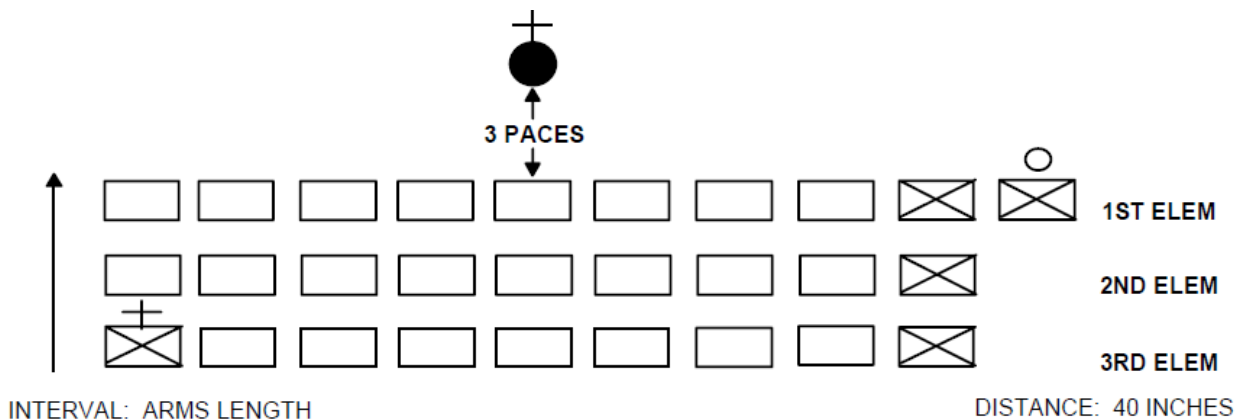


Figure 2.2. Flight in Line Formation

2.3.1.1. On this command, the guide takes a position facing the flight commander and to the flight commander's left so the first element will fall in centered on and three paces from the flight commander. Once halted 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.

2.3.1.2. The first element leader falls in directly to the left of the guide and, once halted, 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 cadets fall into any open position to the left of the element leaders and execute an automatic dress right dress to establish dress and cover.

2.3.1.3. 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 2.3). As soon as

dress, cover, interval, and distance (DCID) are established, each cadet executes an automatic ready front on an individual basis and remains at the position of attention.

2.3.1.4. Once the flight is formed, it will be squared off prior to sizing. The left flank of the formation will be squared off with extra cadets filling in from the third to the first element. For example, if there is one extra cadet, he or she will be positioned in the third element; if there are two extra cadets, one will be positioned in the second element and one will be positioned in the third element; and so forth. The flight NCO (if present) will occupy the last position in the last element.

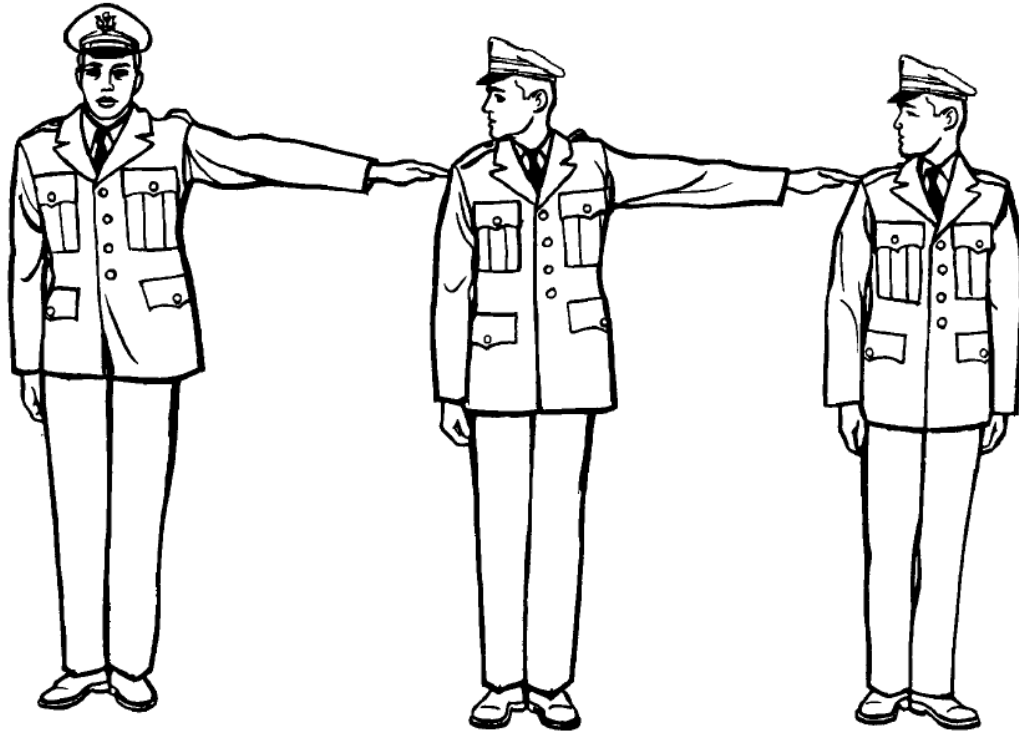


Figure 2.3. Normal Interval

2.3.2. To size the flight, the flight commander faces the flight to the right (from line to column formation) and has taller personnel (except the guide, element leaders, and flight NCO) 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 NCO) move to the front of the flight according to height. The flight commander faces the flight back to the left (column formation) and continues these procedures until the formation is properly sized.

2.3.3. 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 (see Figure 2.4).

2.3.4. To form at close interval, the command is **At Close Interval, FALL IN**. On the command, **FALL IN**, the movement is executed as prescribed in paragraphs 2.3.1.1. and 2.3.1.2. above except close interval is observed (Figure 2.5). The only commands that may be

given while the flight is formed at close interval are **At Close Interval, Dress Right, DRESS; Ready, FRONT; AT EASE; ATTENTION; FALL OUT; and DISMISSED.**

2.3.5. The flight is usually formed and dismissed by the drill instructor or flight commander. On the command **DISMISSED**, cadets break ranks and leave the area.

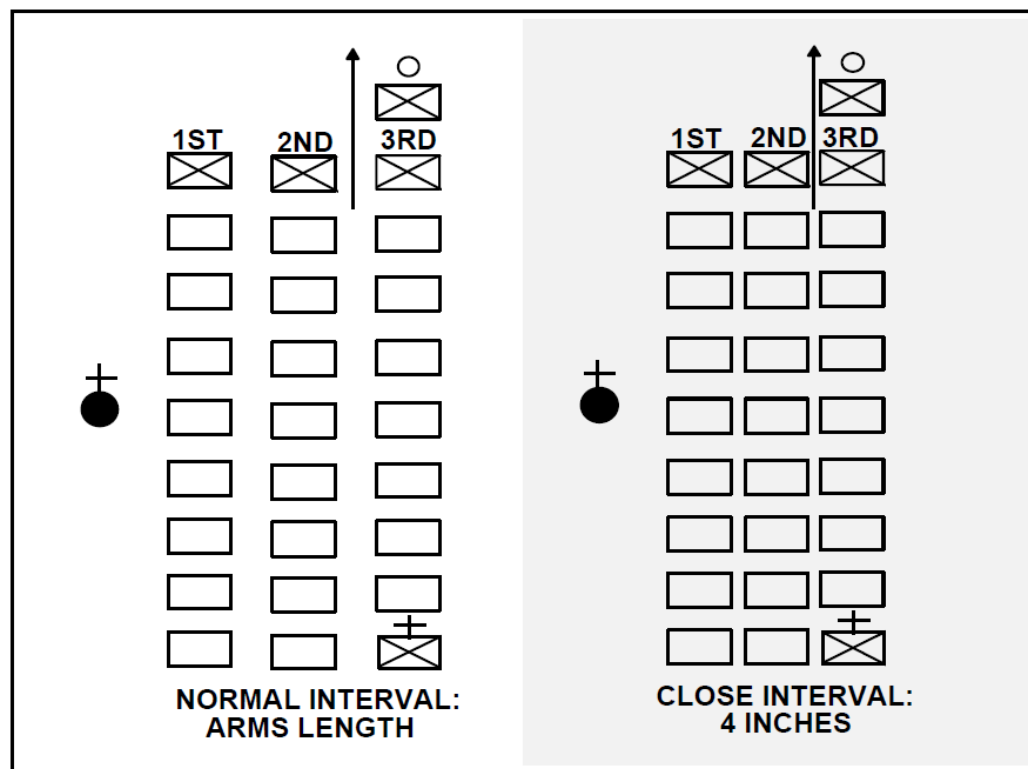


Figure 2.4. Flight in Column Formation

2.4. Aligning the Flight.

2.4.1. Dress Right (Left) Dress (Line/Inverted Line Formation).

2.4.1.1. Normal Interval. The commands are **Dress Right, DRESS and Ready, FRONT.** On the command **DRESS**, everyone except the last cadet 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 guide, second, and third element leaders) turns head 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, and third 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 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 towards the individual to the left and parallel to the ground. Once dress, cover, interval, and distance have been established, the

command **Ready, FRONT** will be given. On this command, cadets whose arms are up will lower their arms with snap to their sides (without slapping their sides) and recup their hands when their arm is at approximately waist level. As the arm is lowered, cadets whose heads are turned will return their heads to the front with snap. The body is now back to the position of attention.

2.4.1.2. Close Interval. The command is **At Close Interval, Dress Right, DRESS**. On this command, all cadets 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 towards the ground, and the elbow in line with the body (Figure 2.5). At the same time the left hand is raised, all cadets except the guide, second, and third element leaders will turn their head 45 degrees to the right. First element cadets establish the interval by ensuring their right arm touches the extended elbow of the individual to their right. The same procedure used to establish DCID for normal interval will be used for close interval. The command, **At Close Interval, Dress Right, DRESS** is not given to a flight at normal interval, and **Dress Right, DRESS** is not given to a flight at close interval.



Figure 2.5. Close Interval

2.4.1.3. Dress Left Dress. 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.

2.4.1.4. 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 facing down the line of the front flank. From this position, the flight commander verifies the alignment of the front rank. If necessary, individuals are called to move forward or backward by 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 on each succeeding flank, 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, halts, 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.

2.4.2. Cover.

2.4.2.1. 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 leading individual of each file (excluding the base file) obtains 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.

2.4.2.2. 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.

2.5. Open Ranks.

2.5.1. The command is **Open Ranks, MARCH**. It is only given to a formation when in line at normal interval. On the command **MARCH**, the third rank stands fast and automatically executes dress right dress at normal interval. Each succeeding rank in front of the third rank takes the required numbered of paces, stepping off with the left foot and a coordinated arm swing, halts, and automatically executes dress right dress. The second rank takes one pace forward and the first rank takes two paces forward. Once halted, the distance between ranks will be 64 inches.

2.5.2. The flight commander proceeds and aligns the flight. 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.

2.5.3. 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 and serves as the recorder. The flight commander then executes a left face (down line) and commands **Second and Third Elements, Parade, REST**. The flight commander executes a half left in marching without arm swing and halts one pace to the right and one pace to the rear of the inspector. (This causes the flight commander to precede the inspector.) 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.

2.5.3.1. The movement is executed by pivoting 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. Then advance one short step with the right foot,

and place the right foot pointed toward the flight. Next bring the left heel into the right heel, and once again reassume the position of attention. 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.

2.5.3.2. 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.)

2.5.4. After inspecting the entire flight, the inspector marches off to the right flank (element leaders) of the flight. The flight commander proceeds directly to a position three paces beyond the front rank, halts, faces to the left (down line), and commands **Flight, ATTENTION**. The flight commander then takes one step forward with 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 the inspector upon departure. The inspector executes the appropriate facing movement to depart. Before giving further commands, the flight commander faces left (down 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.

2.5.5. If inspection results are 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 first element leader. He or she then faces down 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 reassumes the position of following the inspector. After the last element has been inspected, the inspector inspects the recorder and commands **POST**. The recorder posts. The flight commander marches three paces beyond the front rank, halts, faces to the left (down 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 in front of and centered on the flight.

2.5.6. 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 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

line and commands **First Element, Parade, REST**. This procedure is repeated throughout the remaining elements.

2.6. Close 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 and third ranks take one and two paces forward, respectively, with coordinated arm swing and halt at attention.

2.7. Individuals to Leave Ranks.

2.7.1. 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 (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.

2.7.2. To direct the individuals return, the command is **RETURN TO RANKS**. The individual salutes, faces about, and returns by the same route to the same position in the ranks.

2.8. 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.

2.8.1. **In Line.** The command is **Count, OFF**. On the command **OFF**, all cadets, 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**, cadets 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.

2.8.2. **In Column.** 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 2.6. 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.

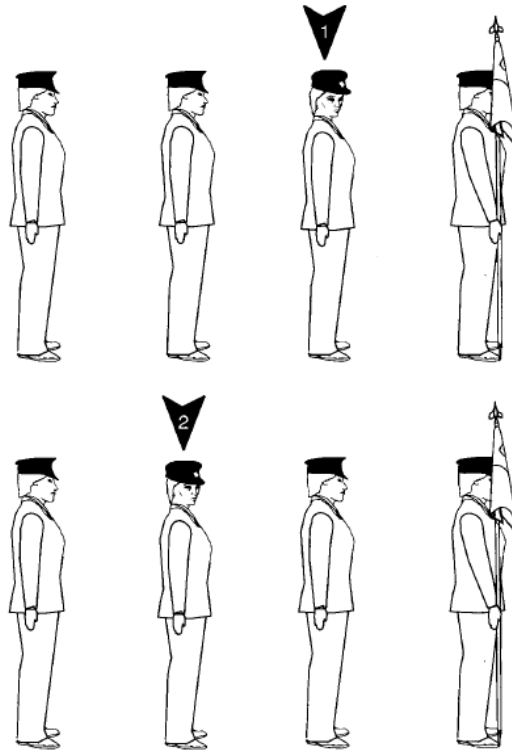


Figure 2.6. Count Off

Section 2B – Marching

2.9. Flight Formation While Marching.

2.9.1. The normal formation for marching in the Cadet Wing is a column of three elements abreast. The element leaders march at the head of their elements.

2.9.2. The flight marches in line only for minor changes in position.

2.9.3. Whenever 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.

2.10. Close or Extend March. 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**.

2.10.1. Close March (Halted). On the command **MARCH**, the third element stands fast. The remaining elements take the required number of right steps, all at the same time, and halt together. The second element takes two steps and the first element takes four steps.

2.10.2. Close March (Marching). On the command **MARCH**, which is given on the right foot, the third element takes up the half step (beginning with the left foot) following the command of execution. The second element 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 third element, and then pivoting 45 degrees back to the left on the ball of the right foot. The first element takes three steps between pivots. The original direction of march is resumed; the half

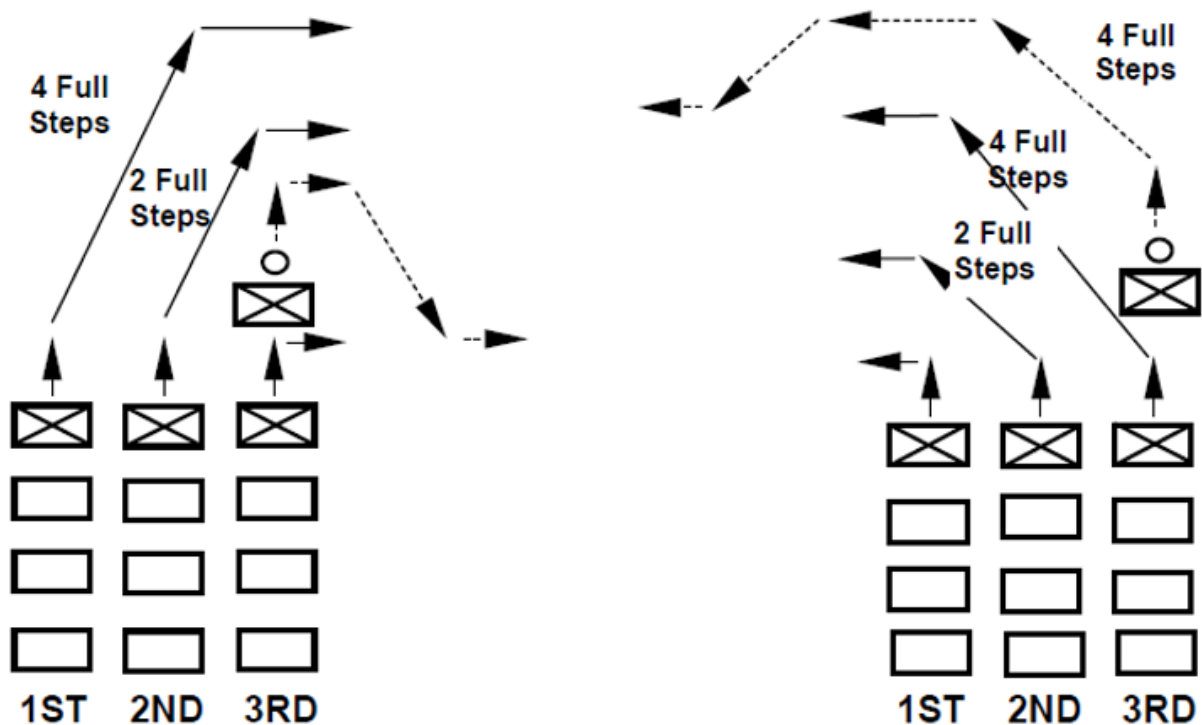
step is taken up once close interval is obtained; and dress, cover, interval, and distance are reestablished. On the command **Forward, MARCH**, all elements resume a 24-inch step.

2.10.3. **Extend March (Halted)**. Reverse the procedures used to obtain close interval to obtain normal interval.

2.10.4. **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.

2.11. Column Movements.

2.11.1. **Column Right (Left) Normal Interval (Marching)**. The commands are **Column Right (Left), MARCH** and **Forward, MARCH** (Figure 2.7. and Figure 2.8.).



Figures 2.7. and 2.8. Column Right and Column Left at Normal Interval

2.11.1.1. On the command **Column Right (Left), MARCH**, the third (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 third (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.

2.11.1.2. The 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 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.

2.11.1.3. The first (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 first (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.

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

2.11.1.5. 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 **MARCH** is given; then it reverts to the right flank.

2.11.2. Column Right (Left) Close Interval. 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, and the next element takes four 12-inch steps between pivots.

2.11.3. Column Movements from a Halt (Normal or Close Interval). When column movements are executed from a halt, procedures are similar to those in [paragraph 2.11.1](#) and [paragraph 2.11.2](#). 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.

2.12. Column Half Right (Left).

2.12.1. To change the direction of a column by 45 degrees, the command is **Column Half Right (Left), MARCH**. On the command **MARCH**, the leading cadet 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 cadet 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 cadets 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.

2.12.2. 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.

2.12.3. When column half left is executed from a halt, the procedures are the same as described in [paragraph 2.12.1](#) and [paragraph 2.12.2](#) except, on the command of execution, the element leaders begin the movement by executing a face in marching to the indicated direction.

2.12.4. To execute a slight change of direction, the command **INCLINE TO THE RIGHT (LEFT)** is given. The guide or guiding element moves in the indicated direction, and the rest of the element follows. There is no pivot in this movement.

2.13. 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.

2.13.1. **Column of Files.** 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 cadet in each element passes, ensuring the leaders element is in step with the preceding element. All elements then incline to the right (left), following the leading elements in successive order.

2.13.2. **Column of Files, Column Half 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)**. 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**, at which time all cadets perform the movement in the same manner as the base element. The element leaders follow the leading elements in successive order. All members of the formation continue taking 12 inch steps until receiving the command **Forward, MARCH**.

2.13.3. **Column of Threes From a Single File (Multiple Elements).** To form a column of three files when in a single file of more than one element, the command is **Column of Threes to the Left (Right)**. On the informational 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. 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

2.14. Counter March. 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**.

2.14.1. Marching. On the command **MARCH** (given on the left foot), execute the following:

2.14.1.1. 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 third 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.

2.14.1.2. 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 armswing) just beyond the third element. 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.

2.14.1.3. The third element leader takes one 24-inch step forward, executes two 90-degree pivots to the left (with suspended armswing 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.

2.14.1.4. The guide performs this movement in approximately the same manner as the third element leader, staying in front of the third element leader in the most practical manner.

2.14.1.5. As the third element leader marches past the last airman in the third element, he or she and the individuals of the file begin marching in a half step. The remaining element leaders begin the half step once they pass the last individual in each file. After the element leaders pass the last individual in each file, they incline, as necessary, to obtain close or normal interval; then they begin the half step. **Forward MARCH** will be given once all airmen have completed the movement and proper dress, cover, interval, and distance have been established.

2.14.2. Halted. 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, and the third element leader takes two paces forward.

Chapter 3

Drill of the Squadron

Section 3A – Rules for Squadron Drill

3.1. The Squadron as a Drill Unit.

3.1.1. A squadron consists of two or more flights. Only formations necessary for marches, drills, and ceremonies are prescribed in this chapter. The squadron normally forms in mass with flights in column (Figure 3.1). Refer to AFMAN 36-2203, Chapter 5 when directed to form the squadron with flights in line. When in mass formation (with the exception of the command rank and element leaders), the squadron is sized according to height with the tallest individuals to the front and right. When cadets are marching in an alternate uniform (as in cases during noon meal formation), those individuals are placed in the last rank of the formation, sized amongst themselves, tallest to the right. If their number is more than the last rank can accommodate, the excess number of individuals are placed in the rank directly in front of the last rank. When a rank is split between members wearing alternate uniforms and the designated uniform for the formation, the wearers of alternate uniforms are placed to the left side.

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

3.1.3. 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.

3.1.4. During noon meal formations, one or two outriggers are authorized, per squadron, for training purposes and are part of the squadron. Individuals performing outrigger duties should be highly proficient in drill and ceremonies, actively evaluating and correcting their squadron's performance. During a squadron eyes right, the outriggers will salute with their unit. At no time will an outrigger render an individual salute. **Outriggers will not be used during parades.**

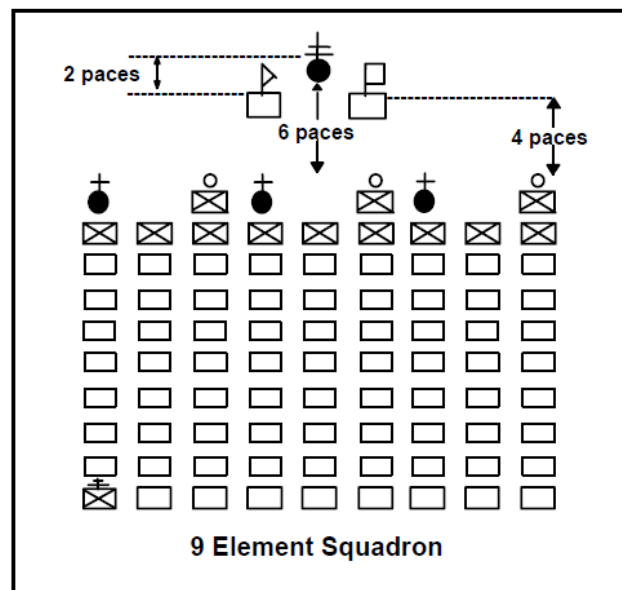


Figure 3.1. Squadron in Mass Formation

3.2. Commands.

3.2.1. Cadet squadrons drill in mass formation. In such a formation, when the individuals in the squadron are to execute a movement together (such as assuming the position of attention), the squadron commander gives the preparatory command Squadron.

3.2.2. Whenever 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**.

3.2.3. In giving commands, squadron commanders may use the squadron nickname for the preparatory command; for example, **Warhawks, ATTENTION** or **Grim Reapers, DISMISSED**. Flight commanders may also include the letter of the appropriate flight; for example, **A Flight, HALT**. Flight commanders do not repeat the squadron commander's combined commands.

Section 3B - Formations

3.3. Forming the Squadron in Mass.

3.3.1. The first sergeant forms and sizes the squadron in mass with flights in column. The first sergeant takes an initial post three 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 mass, by flight, by element, with Element A3 to the far right and Element C1 to the far left, with close interval between individuals. Figure 3.1 indicates key positions.

3.3.2. When positioning units in the formation area, the command is __ **Paces Forward, MARCH** or __ **Steps Backward, MARCH**. (In backward march, the cadet takes 12-inch steps backward, starting with the left foot, and maintains normal arm swing.) These commands are used for short distances of only four steps or less.

3.3.3. The first sergeant then sizes the squadron so the tallest individuals are to the right front of the formation as described in paragraph 2.3.2., allowing enough time for members to size and assume position. Once the squadron is sized, the squadron commander takes a position three paces in front of and facing the first sergeant. The guidon bearer assumes a position with the squadron commander. (See paragraph 3.9. for guidon and unit color bearer positions). The first sergeant faces about, salutes the squadron commander and reports **Sir (Ma'am), the squadron is formed**.

3.3.4. After the squadron commander returns the salute, the first sergeant faces about and moves by the most direct route to the appropriate position.

3.4. **Aligning the Squadron.** 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 A flight commander promptly verifies the alignment of the ranks. When the A flight commander resumes the post, the squadron commander or first sergeant commands **Ready, FRONT and COVER**.

3.5. **Inspecting the Squadron.** (See Chapter 8, Formations).

3.6. **Squadron Movement in Mass Formation.** The squadron moves from one place to another in mass formation. The guidon bearer is two paces to the rear and two paces to the left of the squadron commander. When feasible, the unit colors will move in mass as well. If not, the

squadron unit color bearer is two paces to the rear and two paces to the right of the squadron commander.

3.7. Changing Direction When in Mass Formation.

3.7.1. To change direction when in mass formation and the squadron is at the halt or in march, the command is **Right (Left) Turn, MARCH**. The right (left) flank individual of the command rank 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 a second right (left) 45-degree pivot, and upon arriving abreast of the pivot individual, take up the half step. (The proper numbers of steps between pivots are shown in Figure 2.2).

3.7.2. 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 DCID (dress, cover, interval & distance) have been reestablished.

3.7.3. When turning to the left, each rank dresses left on the preparatory command. Dress will remain left until the command **Forward, MARCH** is given, at which time it reverts to the right.

3.7.4. The squadron commander will face the squadron prior to giving the preparatory command for any change of direction. If the command is given while marching, the squadron commander will always turn over their right shoulder, as if executing an about face. Commanders will march backward until the change in direction has been completed, DCID has been re-established, and **FORWARD, MARCH** is given. The squadron commander will then turn to face front over their right shoulder as if conducting an about face.

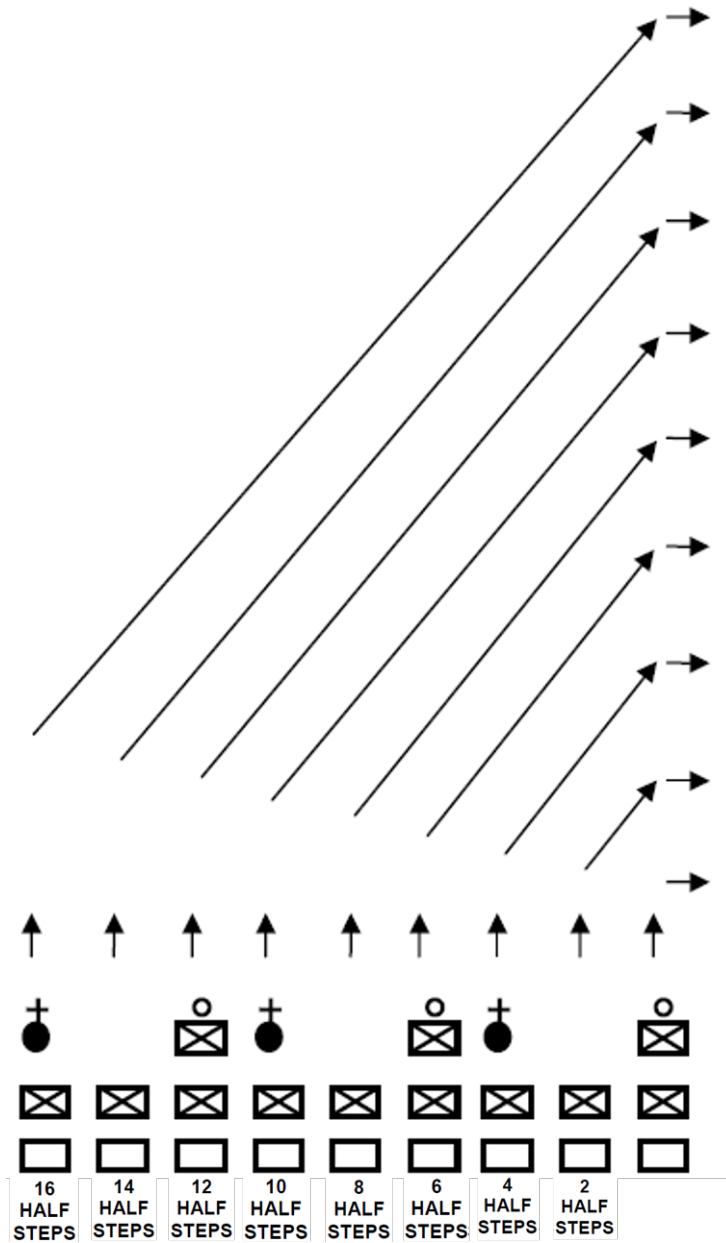


Figure 3.2. Squadron Turns (Number of Steps Between Pivots)

3.8. Dismissing the Squadron.

3.8.1. The squadron is in mass at attention. If under arms, rifles must be at order arms. If the cadet officers are carrying sabers, all sabers must be returned to scabbards. The squadron commander may direct the first sergeant to dismiss the squadron. The command is **First Sergeant**, (pause) **DISMISS THE SQUADRON**.

3.8.2. When the first sergeant is directed to dismiss the squadron, he or she takes the most direct route to a position three paces from the squadron commander (who is six paces in front of, and facing the squadron). The first sergeant halts and salutes. The squadron commander returns the salute and commands **DISMISS THE SQUADRON**. The first sergeant salutes and the squadron commander returns the salute. The squadron commander and guidon bearer

fall out of the formation. The first sergeant executes an about face and commands **Squadron, DISMISSED**. Individuals break ranks and leave the formation.

Section 3C – Guidon and Unit Colors

3.9. Basic Procedures for the Guidon and Unit Colors Bearer. This section prescribes drill procedures specific to USAFA for cadet squadron guidon and unit colors bearers; henceforth, referred to collectively as flag bearers.

3.9.1. The guidon is the swallow-tailed squadron identification flag. The unit colors are the flags containing the emblems of operational Air Force wings. Guidons and unit colors are carried at ceremonies and when otherwise directed. Squadrons will only carry the flag of their assigned sponsor wing.

3.9.2. Flag bearers are specially selected cadets designated by the squadron commander. Since these individuals are publicly representing their squadron, they must be cadets in good standing.

3.9.3. Flag bearers are considered under arms and will not carry a weapon.

3.9.4. Flag bearers assume the position of parade rest when the unit is at ease, rest, or parade rest.

3.9.5. All flag bearer manual movements are executed at the cadence of quick time.

3.9.6. The position of the guidon bearer is two paces to the rear and two paces to the left of the squadron commander in all formations.

3.9.7. The position of the unit colors bearer, when not marching in the flag mass, is two paces to the rear and two paces to the right of the squadron commander.

3.9.8. When executing column and turn movements, flag bearers execute the movement on the command of execution and then incline to the proper position.

3.9.9. Flag bearers will assume and remain at carry guidon (flag) while the squadron executes any portion of the rifle manual of arms, except present arms. Flag bearers will return to order guidon (flag) on the command **Order, ARMS**.

3.9.10. Guidon and flag bearers only execute the individual salute when not in formation. When moving, it is not necessary to come to a halt to execute an individual salute. The salute is executed by raising the left forearm horizontally across the chest. The first joint of the forefinger touches the staff.

3.9.11. Carrying the guidon or unit colors over the shoulder at any angle is inappropriate and presents a poor military image.

3.10. Guidon Manual. The manual of the guidon is in AFMAN 36-2203, *Drill and Ceremonies*, Section 5C.

3.11. Unit Colors Manual.

3.11.1. Order Flag. Order flag is the position of attention. The unit colors bearer holds the flag in a vertical position and keeps the ferrule on the ground beside the right shoe. The unit colors bearer holds the staff in the right hand in the “V” formed by the thumb and by the fingers 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. The right elbow should

be close to the side so the forearm will help support the staff. The rest of the body is at attention (Figure 2.3.).



Figure 3.3. Order Flag

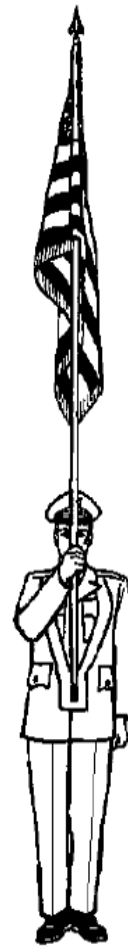


Figure 3.4. Carry Flag

3.11.2. Carry Flag. Carry flag is the position in which the ferrule is placed in the cup of the harness. This is the basic position of the unit colors during marching movements. During high winds or where increased stability is needed, the left hand may be used to secure the flag by gripping the flag just above the cup of the harness.

3.11.2.1. Carry Flag from Order Flag. The position of carry flag is assumed on the command of **Right Shoulder, ARMS, Forward, MARCH, or Unit colors, UP**. At the preparatory command, change the grip on the staff to grasp it from the rear between the thumb and fingers of the right hand; fingers around the staff. Raise the staff smartly with the right hand to a point where the ferrule is just above the sling socket. While raising it, keep the staff pointing straight up. Grasp the staff just above the ferrule with the left hand to steady it, then seat the ferrule in the sling socket. As the ferrule is seated, permit the right hand to slide down the staff to a point where the thumb is directly in front of the chin. Grip the staff firmly with the right hand while “cranking” your wrist. If indoors or in low winds, move the left hand smartly to the side (Figure 3.4.).

3.11.2.2. Order Flag from Carry Flag. This movement is executed on the command **Order, ARMS; Unit colors, DOWN**, or on the command **HALT**. At the preparatory command **Order**, grip the staff with the left hand and remove the ferrule from the sling socket. Bring the staff to the inside of the right arm, pointing the elbow 90 degrees away from your chest. At the command **ARMS**, lower the ferrule to a point above the ground along the outside edge of the right shoe; release the staff with the left hand and replace it above the right. Relax the right hand so the staff will slide down between the thumb and fingers. Then change the position of the flag and the grip of the right hand as described for order flag. Move the left hand smartly back to the side. Follow the same procedures for **Unit colors, DOWN**, except all movements should be performed during the command of execution; **DOWN**.

3.11.3. Present Flag. The command is **Present, ARMS**. On the preparatory command, come to the carry flag position as previously described. On the command of execution, lower the staff smartly to the front by straightening the right arm. To assume carry flag from present flag, the flag remains at the present position on the preparatory command. On the command of execution, raise the flag to the carry position in one count. To assume order flag from present flag, on the command of execution raise the staff to the carry flag position in one count, then execute order flag as previously described (Figure 3.5.).

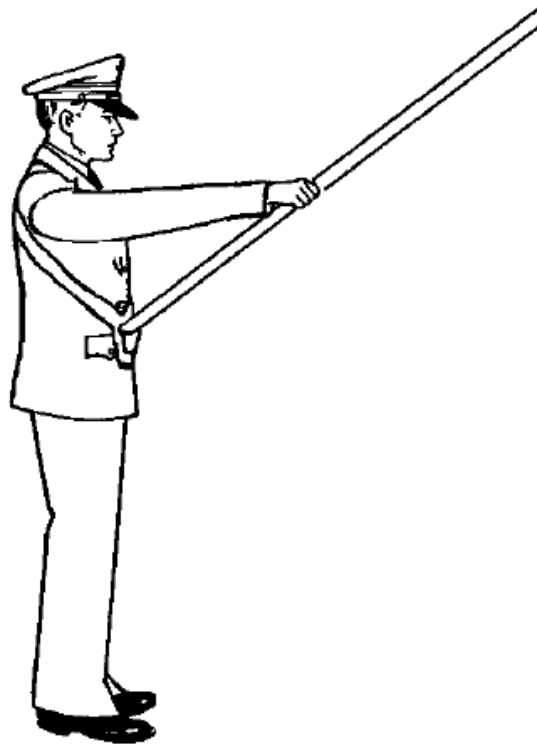


Figure 3.5. Present Flag

3.11.4. Rest with the Flag. The flag bearer executes only parade rest as a rest position. The position is assumed only from order flag. At the command of execution, move the left foot and arm to the parade rest position. The staff of the flag is held and positioned as at the order.

3.11.5. Eyes Right (Left). The command is **Eyes, RIGHT (LEFT)**. It may be given when halted or while marching. At order flag, on the preparatory command come to carry flag. On the command of execution, turn the head and eyes 45 degrees to the right (left), and lower the flag to the present flag position. At carry flag, lower the staff smartly to the present flag position and turn head and eyes to the right. At the command of execution for **Ready, FRONT**, when at the halt, turn the head and eyes to the front and come to order flag. When marching, bring the flag to the carry position and return head and eyes to the front.

Chapter 4

Drill of the Staff

Section 4A – Introduction

4.1. The Staff as a Drill Unit.

4.1.1. The group is the smallest formation with an officer staff. The wing and group staffs will most often be formed as a “tripod” consisting of the commander (or cadet lieutenant colonel or above), and two cadet officers or NCOs filling officer positions (Figure 4.1.).

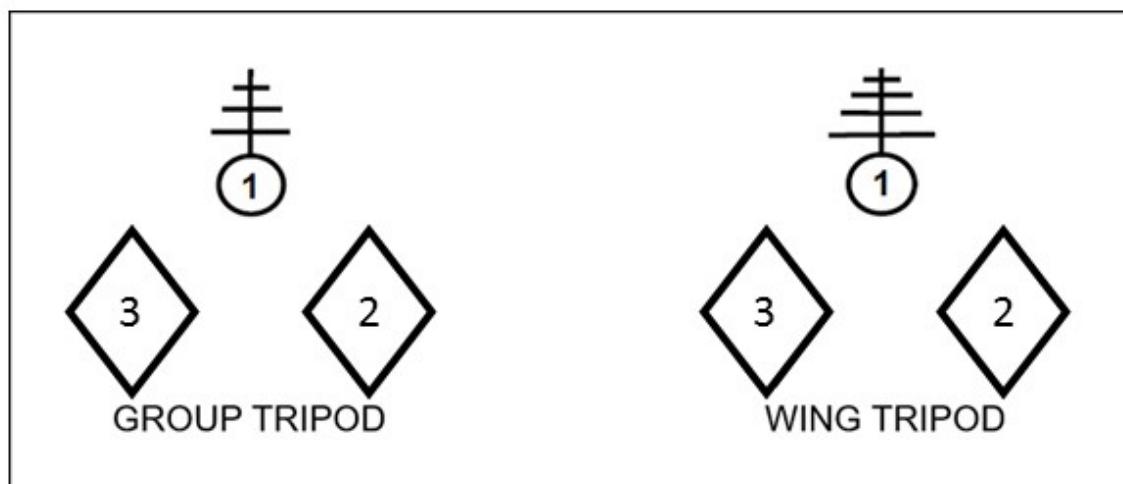


Figure 4.1. Group and Wing Tripods

4.1.1.1. For certain ceremonies, wing and group staffs may be directed to form a “full staff.” A full group staff consists of the group commander (or cadet lieutenant colonel or above), and three officers or NCOs filling officer positions. A full wing staff consists of the wing commander (or cadet lieutenant colonel or above), and five officers or NCOs filling officer positions.

4.1.2. The staff forms at close interval in one rank, one and one-half paces to the rear of the commander (Figure 4.2.).

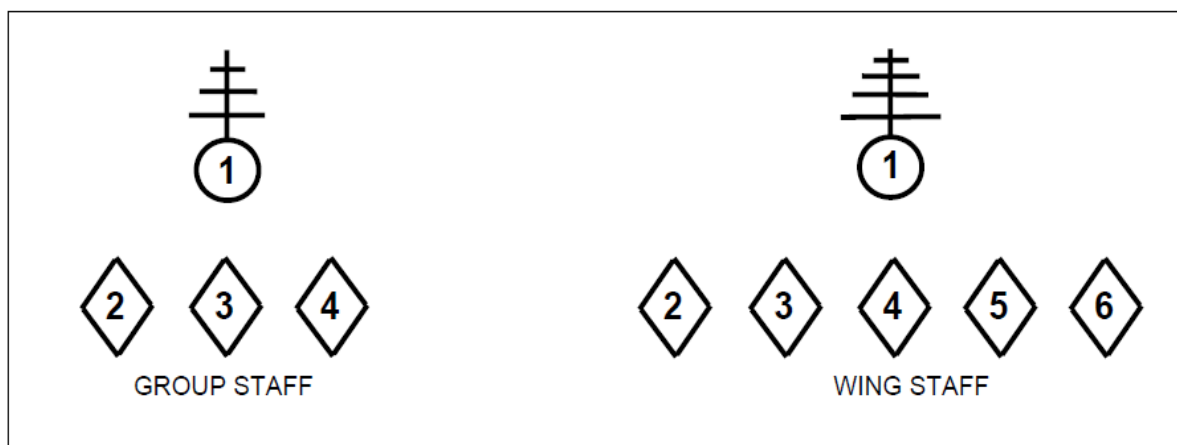


Figure 4.2. Group and Wing with Full Staff

4.1.3. Staffs are arranged so that the formation is balanced in height, tallest to the middle. During ceremonies, the adjutant is always placed on the right flank.

4.2. **Commands.**

4.2.1. All initial commands for staff movements are given by the cadet commander. Final commands are given by members of the staff.

4.2.2. The commander gives commands to form and dismiss the staff. When sabers are worn, the commander gives the command for the drawing of sabers and the return of sabers.

4.2.3. The adjutant, when advancing to receive reports, pivots 45 degrees to a position three paces in front of commander.

4.3. **Staff Saber Manual.**

4.3.1. During ceremonies, many saber movements are executed by the commander and staff immediately following the execution of a facing movement. When this situation occurs, the commander and staff, by prior arrangement, execute the saber manual in unison without command. Examples: (1) Order saber after reversing staff; (2) Order saber after right (left) face when returning from officers center.

4.4. **Change Post.** In a ceremony, the staff changes post (faces about) in the following manner:

4.4.1. 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.

Section 4B – Marching the Staff

4.5. **Turning the Tripod.**

4.5.1. As the smallest staff composition, the members of the staff accompanying the commander simply maintain their relative positions by following the commander. For example, if the commander inclines to the right or left, the staff members do the same. If the commander initiates a turn with a 45 degree pivot to the right or left, the staff members follow suit.

4.6. **Turning the Full Staff to the Right (Left)**

4.6.1. The command is **Staff Right (Left), MARCH.**

4.6.2. The command of execution for a six person (wing) staff (including commander) is given on the opposite foot of the direction in which the staff is to turn. Each cadet executes the following movements: (Figure 4.3)

4.6.2.1. Commander (No. 1) takes one step forward when marching and (commences to) mark time. If given from the halt, the commander marks time without the step forward.

4.6.2.2. Left Flank Cadet (No. 2) continues marching to the front to a position approximately one and a half paces to the front and left of No. 1, and begins to mark time.

4.6.2.3. Cadet left of center (No. 3) executes a left flank, takes one step forward, executes a right flank on that step, marches to a position approximately one half pace to the front and left of No. 1 and begins to mark time.

4.6.2.4. Cadet in the center (No. 4) executes a left flank, takes three steps forward, and executes a right flank on the third step (left foot). Cadet then marches to a position even with No. 1 and begins to mark time.

4.6.2.5. Cadet right of center (No. 5) executes a left flank, takes five full steps forward, executes a right flank on the fifth step, marches to a position behind No. 4 and approximately one half pace to the left rear of No. 1, and begins to mark time.

4.6.2.6. Right flank cadet (No. 6) executes a left flank, takes seven full steps forward, executes a right flank on the seventh step, marches to a position directly behind No. 5 and approximately one and one half paces to the left rear of No. 1.

4.6.2.7. As soon as No. 6 has assumed the proper position, without delay, he or she commands **Staff, STEP** as the left foot strikes the ground. All members execute a right flank movement and step off in the new direction.

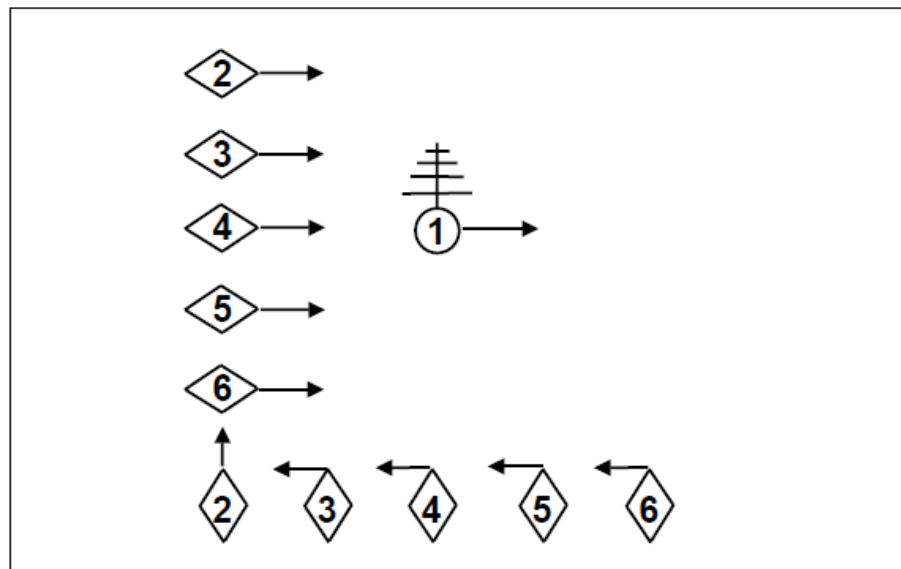


Figure 4.3. Staff Right

4.6.3. To turn the staff left, the same procedures are followed by substituting the preparatory command **Left** for **Right** and exchanging the movements of No. 2 and No. 6; and No. 3 and No. 5 (Figure 4.4).

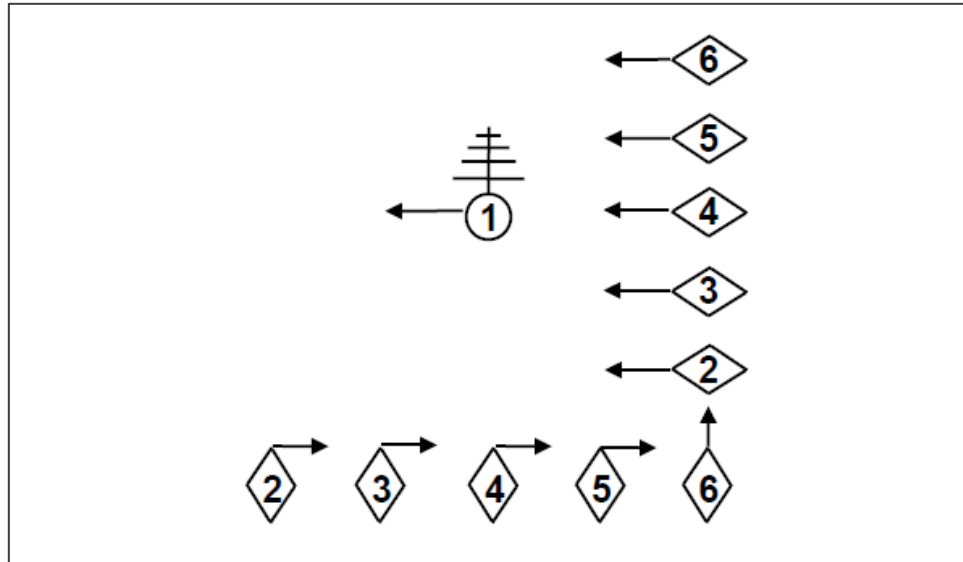


Figure 4.4. Staff Left

4.6.4. To turn a staff consisting of four cadets, (group staff) the same movements are made but the steps are decreased.

4.6.4.1. No. 2 continues to march forward to a position one half pace to the front left of No. 1 and begins to mark time.

4.6.4.2. No. 3 executes a left flank, takes one step and executes a right flank until directly behind No. 1 and begins to mark time.

4.6.4.3. No. 4 executes a left flank, takes three steps forward, executes a right flank, marches to a position directly behind No. 3 and approximately one half pace behind No. 1 and gives the command **Staff, STEP** on the right foot.

4.7. Facing the Full Staff to the Rear.

4.7.1. To reverse direction and continue the march, the command is **Staff, Counter, MARCH**. To face the staff about and halt, the command is **Staff, Counter, HALT**.

4.7.2. The command of execution is given as the right foot strikes the ground. Each cadet in a six-cadet staff steps off simultaneously and executes the following movements: (Figure 4.5.)

4.7.2.1. No. 1 begins to mark time and flanks left when No. 4 arrives in front of No. 1.

4.7.2.2. No. 6 continues to march forward for four steps, executes a left flank on the fourth step, marches to a position two paces past No. 1 and begins to mark time.

4.7.2.3. No. 5 executes a right flank, takes one step, executes a left flank on that step, takes four steps, executes a left flank on the fourth step, marches to a position one pace past No. 1 and begins to mark time.

4.7.2.4. No. 4 executes a right flank, takes three steps, executes a left flank on the third step, takes four steps, executes a left flank on the fourth step marches to a position directly even with No. 1 and begins to mark time.

4.7.2.5. No. 3 executes a right flank, takes five full steps, executes a left flank on the fifth step, takes four steps, executes a left flank on the fourth step, marches to a position one pace from No. 4 and begins to mark time.

4.7.2.6. No. 2 executes a right flank, takes seven full steps, executes a left flank on the seventh step, takes four steps, executes a left flank on the fourth step, and marches to a position one pace from No. 3.

4.7.2.7. Upon assuming the proper position, without delay, No. 2 gives the command **Staff, STEP** as the left foot strikes the ground. At this command, all staff members execute a left flank to complete the movement.

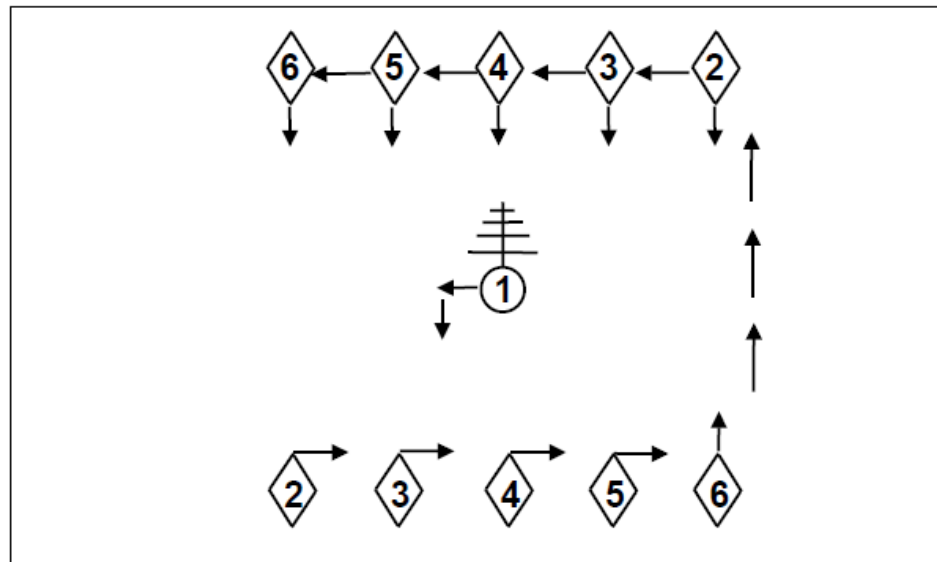


Figure 4.5. Counter March

4.7.2.8. To face a four-person staff to the rear, decrease the number of steps taken to properly position each member of the staff.

4.8. Halting After a Staff Movement.

4.8.1. The initial command is **Staff Counter, HALT or Staff Left (Right), HALT**. The final command is **Staff, HALT** instead of **Staff, STEP**.

4.8.2. At the final command of execution, **HALT**, the staff executes the proper flanking movement and comes to a halt in three counts. The command is given by the last member of the staff rank.

Chapter 5

Manual of Arms - Rifle

Section 5A - Introduction

5.1. Basic Procedures for Rifle Drill.

5.1.1. When not in formation, or when carrying the rifle to and from formation, the rifle is carried at the position of port or sling. Rifles will not be transported by grasping the carrying handle.

5.1.2. At the halt, all movements are initiated from Order Arms or Sling Arms, which are the positions of attention with the rifle

5.1.3. All rifle movements will be performed at the cadence of quick time.

5.1.4. The manual of arms for the rifle is taught while halted. At the discretion of the formation commander to lessen fatigue, right (left) shoulder arms and port arms may be commanded when marching at quick time.

5.1.5. The command **Port, ARMS** must be given before the command for Double Time.

5.1.6. Facings, alignments, and short-distance marching movements are executed from Order Arms or Sling Arms. When these movements are commanded while at Order Arms, automatically raise the rifle about 1 inch off the marching surface on the command of execution. When the movement has been completed, automatically return the rifle to Order Arms.

5.1.7. Facing movements are executed from Order Arms or Sling Arms. When a facing is necessary to establish the direction of march, the facing movement is executed before the command for the manual of arms. After a marching movement has been completed, **Order, ARMS** or **Sling, ARMS** is commanded before the command for the facing movement.

5.1.8. **Ready, Port, ARMS** must be commanded following Inspection Arms and before any other movements can be commanded.

5.1.9. Port Arms is the key position assumed in most manual of arms movements from one position to another except Right Shoulder Arms from Order Arms and Order Arms from Right Shoulder Arms.

5.1.10. Manual of arms movements are a combination of the Position of Attention and the procedures for the prescribed movement. Most manual of arms movements are executed with the head, eyes, and body as in the Position of Attention.

5.1.11. Sling Arms is the appropriate position assumed to carry the rifle while marching in most situations. Port Arms is only used when slings are unavailable or unless specifically required by local conditions.

Section 5B – Manual of Arms for the M14 Rifle

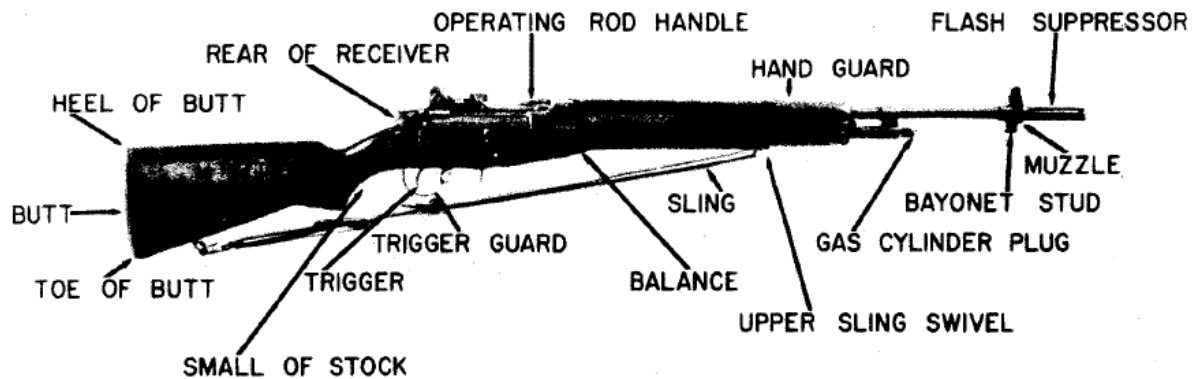


Figure 5.1. M14 Rifle Nomenclature

5.2. Order Arms.

5.2.1. On the command of execution **FALL IN**, cadets under arms fall in at the position of order arms with slings tight, unless otherwise specified. Assume order arms from parade rest on the command of execution **ATTENTION**...

5.2.2. At order arms, maintain the position of attention with the rifle. Place the butt of the rifle on the marching surface with sights to the rear. The toe of the butt is on line with the front of the right foot. 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 forefinger 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 5.2).



Figure 5.2. Order Arms

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

5.3.1. On the command of execution **REST** of **Parade, REST**, thrust the muzzle forward in the direction of march, shift the grip on the hand guard and grasp the gas tube and the muzzle, keep the toe of the butt of the rifle on the ground, on line with the front of the right foot, and keep the right arm straight (Figure 4.3.).

5.3.2. Execute stand at ease in the same manner as parade rest with the rifle in place as in parade rest...

5.3.3. On the command **AT EASE or REST**, keep the butt of the rifle in place as in parade rest.



Figure 5.3. Parade Rest

5.4. Port Arms.

5.4.1. Port arms from order arms is a two-count movement. The command is **Port, ARMS**.

5.4.1.1. On the command of execution **ARMS**, grasp the hand guard with the right hand and raise the rifle diagonally across the body, keeping the right elbow down (without strain). With the left hand, simultaneously grasp the rifle and sling at the balance so that the rifle is about four inches from the waist.

5.4.1.2. On the second count, re-grasp the rifle at the small of the stock with the right hand. Hold the rifle diagonally across the body, about four inches from the waist, the right forearm horizontal, and the elbows close to the sides (Figure 5.4).



Figure 5.4. Port Arms

5.4.2. Order arms from port arms is executed in three counts. The command is **Order, ARMS**.

5.4.2.1. On the command of execution **ARMS**, move the right hand up and across the body, grasp the hand guard firmly without moving the rifle, and keep the right elbow down without strain.

5.4.2.2. On the second count, move the left hand from the balance of the rifle and lower the rifle to the right side until it is approximately 1 inch from the marching surface. Guide the rifle to the side by placing the tip of the index finger of the left hand just below the bayonet stud, fingers and thumb extended and joined, palm to the rear.

5.4.2.3. 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 4.5).

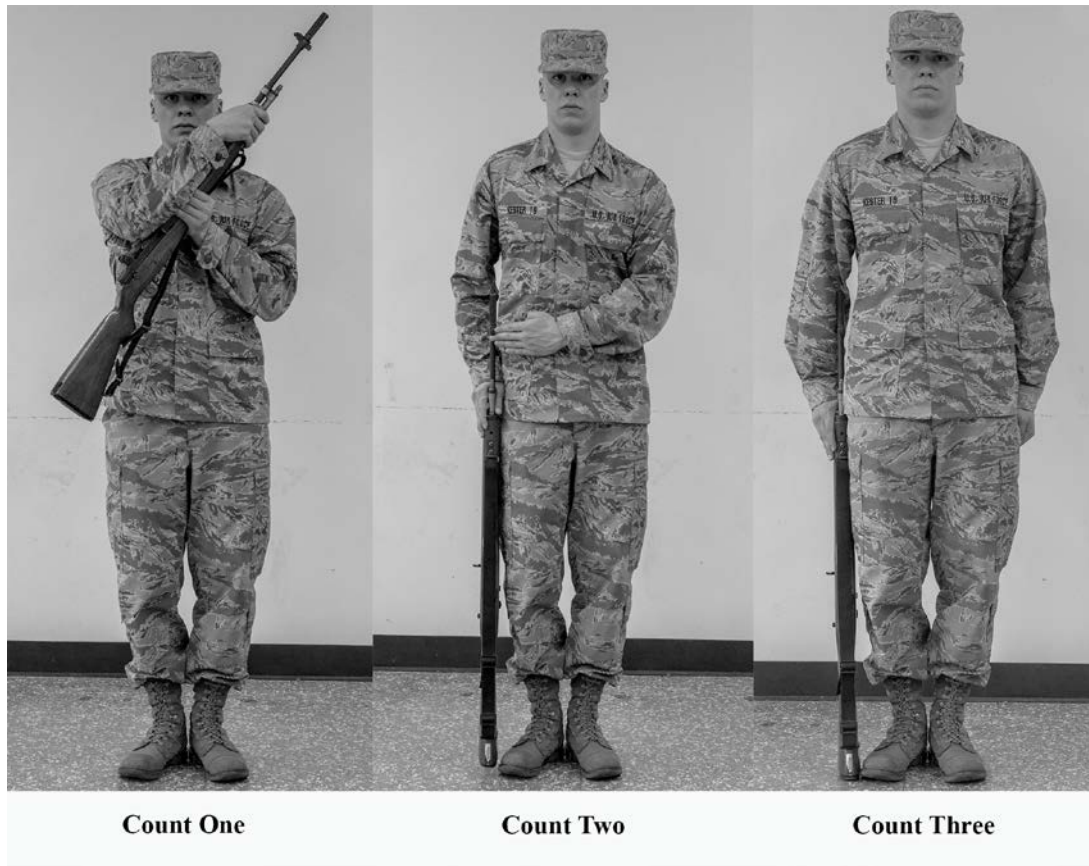


Figure 5.5. Order Arms from Port Arms

5.5. Present Arms.

5.5.1. Present Arms from Order Arms is a three-count movement. The command is **Present, ARMS.**

5.5.1.1. On the command of execution **ARMS**, execute port arms in two counts.

5.5.1.2. On the third count, twist the rifle with the right hand so that the sling is to the front, and move the rifle to a vertical position about four inches in front of and centered on the body. Lower the rifle until the left forearm is horizontal, keeping the elbows in at the sides (Figure 5.6.).

5.5.2. Order arms from present arms is a four-count movement. The command is **Order, ARMS.**

5.5.2.1. On the command of execution **ARMS**, return the rifle to port arms.

5.5.2.2. Counts two, three, and four are the same order as order arms from port arms.

5.5.3. Port Arms is assumed en route to or from Present Arms when going to or from Right Shoulder or Left Shoulder Arms. Present Arms from or to Port Arms is a one-count movement.

5.5.4. When rendering reports or courtesy to an individual from Order Arms, execute Present Arms and turn the head and eyes toward the individual addressed. Order Arms is executed automatically upon acknowledgment of the Salute.

5.5.5. When rendering courtesy to an individual with the rifle at Right Shoulder, Left Shoulder, or Port Arms and not in formation, execute Present Arms. Upon acknowledgment of the Salute, automatically return to the original position.

5.5.6. When double-timing (not in formation), come to Quick Time before rendering the courtesy.



Figure 5.6. Present Arms

5.6. Right Shoulder Arms.

5.6.1. Right shoulder arms from order arms is a four-count movement. The command is **Right Shoulder, ARMS**.

5.6.1.1. On the command of execution **ARMS**, grasp the hand guard with the right hand and raise the rifle diagonally across the body, keeping the right elbow down (without strain). With the left hand, simultaneously grasp the rifle and sling at the balance so that the rifle is about four inches from the waist.

5.6.1.2. On the second count, move the right hand from the hand guard and grasp the heel of the butt between the first two fingers with the thumb and forefinger touching.

5.6.1.3. 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 receiver. Keep the left elbow down, and keep the right forearm horizontal with the right upper arm against the side and on line with the back.

5.6.1.4. On the fourth count, sharply move the left hand back to the left side as in the position of attention (Figure 5.7).

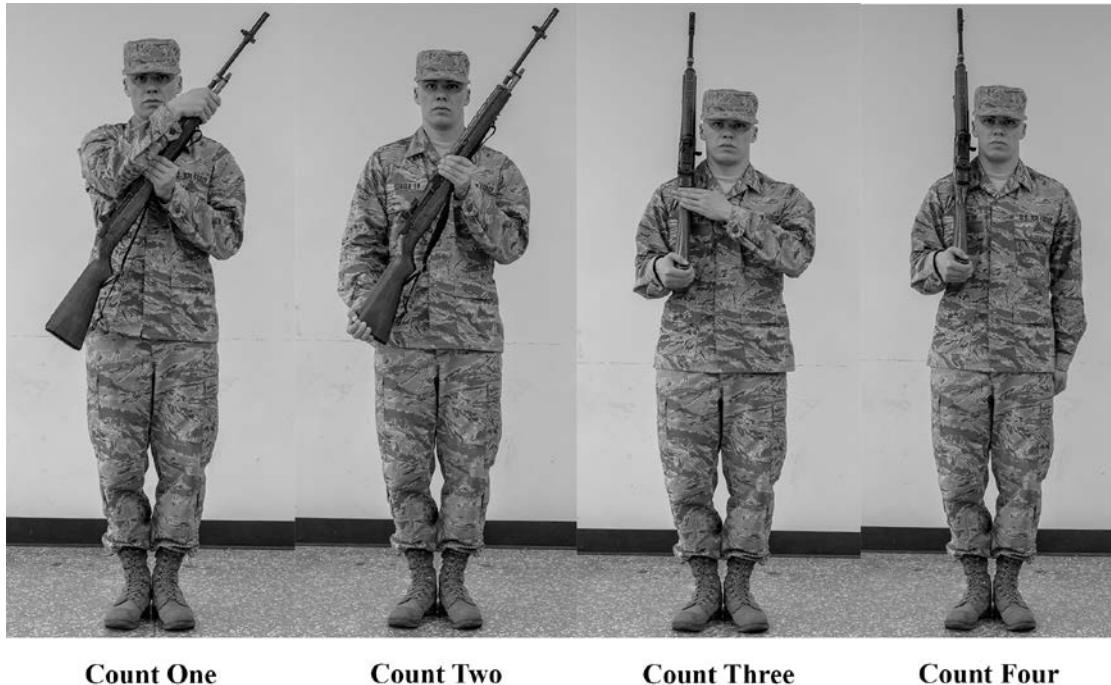


Figure 5.7. Right Shoulder Arms

5.6.2. Order arms from right shoulder arms is a four-count movement. The command is **Order, ARMS**.

5.6.2.1. 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 rifle (with sights up), guiding it diagonally across the body and about four inches from the waist. Grasp the rifle with the left hand at the balance.

5.6.2.2. On the second count, move the right hand up and across the body, grasp the rifle firmly by the hand guard without moving the rifle, and keep the right elbow down without strain.

5.6.2.3. The third and fourth counts are the same as from port arms to order arms (Figure 5.5.).

5.7. Left Shoulder Arms.

5.7.1. Left shoulder arms from order arms is a four-count movement. The command is **Left Shoulder, ARMS**.

5.7.1.1. On the command of execution **ARMS**, execute port arms in two counts.

5.7.1.2. 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, re-grasp 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.

5.7.1.3. On the fourth count, move the right hand to the right side as in the position of attention (Figure 5.8).



Figure 5.8. Left Shoulder Arms

5.7.2. Order arms from left shoulder arms is a five-count movement. The command is **Order, ARMS**.

5.7.2.1. 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.

5.7.2.2. 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 four inches from the waist. At the same time, re-grasp the rifle and sling with the left hand at the balance, and resume port arms.

5.7.2.3. Counts three, four, and five are the same as order arms from port arms (Figure 5.5.).

5.8. Changing Positions.

5.8.1. 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 re-grasp 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.

5.8.2. 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 re-grasp 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.

5.8.3. 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.

5.8.4. 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.

5.8.5. Left shoulder arms from right shoulder arms is a four-count movement. The command is **Left Shoulder, ARMS**. On the command of execution **ARMS**, execute the first count the same as executing order arms. On count two, remove the right hand from the butt of the rifle and re-grasp the small of the stock (port arms). Counts three and four are the same movements as from port arms. When marching, the command is given as the left foot strikes the marching surface.

5.8.6. Right shoulder arms from left shoulder arms is a five count movement. The command is **Right Shoulder, ARMS**. On the command of execution **ARMS**, execute port arms in two counts. Counts three, four and five are the same as from port arms. When marching, the command is given as the right foot strikes the marching surface.

NOTE: When at the halt or while marching at right (left) shoulder arms, it is necessary to make weapon corrections of alignment in order to maintain proper dress of the rifles. This is accomplished from within the formation. Each individual is responsible for correcting the alignment of the person's rifle to their immediate front by stating "**Butt right (left)**", "**Counter right (left)**", or "**Elbow forward (back)**". Proper alignment is indicated by stating "**Steady**".

5.8.7. Present arms from right shoulder arms or left shoulder arms, while in formation, is executed from the halt only. The command is **Present, ARMS**. On the command of execution **ARMS**, come to port arms from either shoulder and then execute present arms (in one count from port arms).

5.8.8. To resume right (left) shoulder arms from present arms, the command is **Right (Left) Shoulder, ARMS**. On the command of execution **ARMS**, execute port arms in one count and then execute the counts as prescribed from port arms.

5.8.9. **15 Count Manual of Arms.** With experience, cadets should be capable of executing the 15-count manual of arms in unison: from order, to right shoulder, to left shoulder, to present and then to order arms. The command is **Fifteen Count Manual, ARMS**.

5.9. Inspection Arms.

5.9.1. Inspection arms is a five-count movement. The command is **Inspection, ARMS**.

5.9.1.1. On the command of execution **ARMS**, execute port arms in two counts.

5.9.1.2. On the third count, release the small of the stock and move the right hand forward (fingers extended and joined, thumb on the opposite side of the receiver). Place the knife edge of the hand in contact with the operating rod handle.

5.9.1.3. On count four, press the operating rod handle sharply to the rear and lock the bolt to the rear by pressing the bolt lock with the thumb. At the same time, lower the head and eyes to check the receiver.

5.9.1.4. On count five, raise the head and eyes back to the front and re-grasp the small of the stock with the right hand, assuming the inspection arms position. (Figure 4.9.)

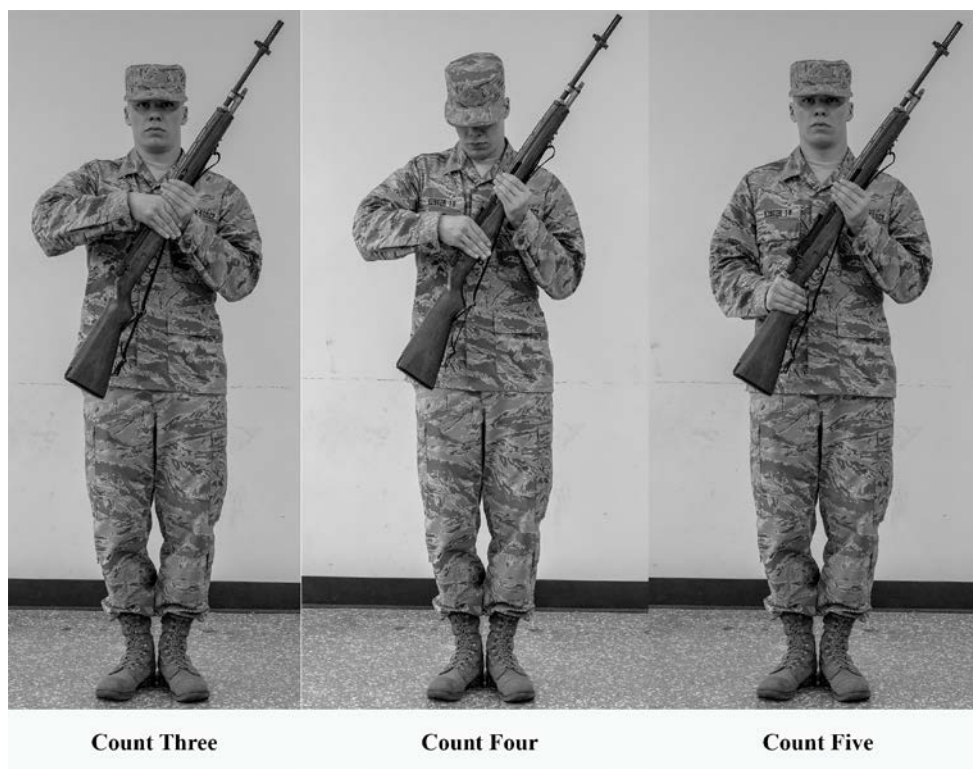


Figure 5.9. Inspection Arms

5.9.2. The only command given from inspection arms is **Ready, Port, ARMS**.

5.9.2.1. On the command **Ready**, relax the grip of the right hand and hook the forefinger over the operating rod handle, pulling it to the rear.

5.9.2.2. On the command **Port**, release the operating rod handle (allowing the bolt to go forward) and place the forefinger on the trigger.

5.9.2.3. On the command of execution **ARMS**, pull the trigger and come to port arms (Figure 5.10.).

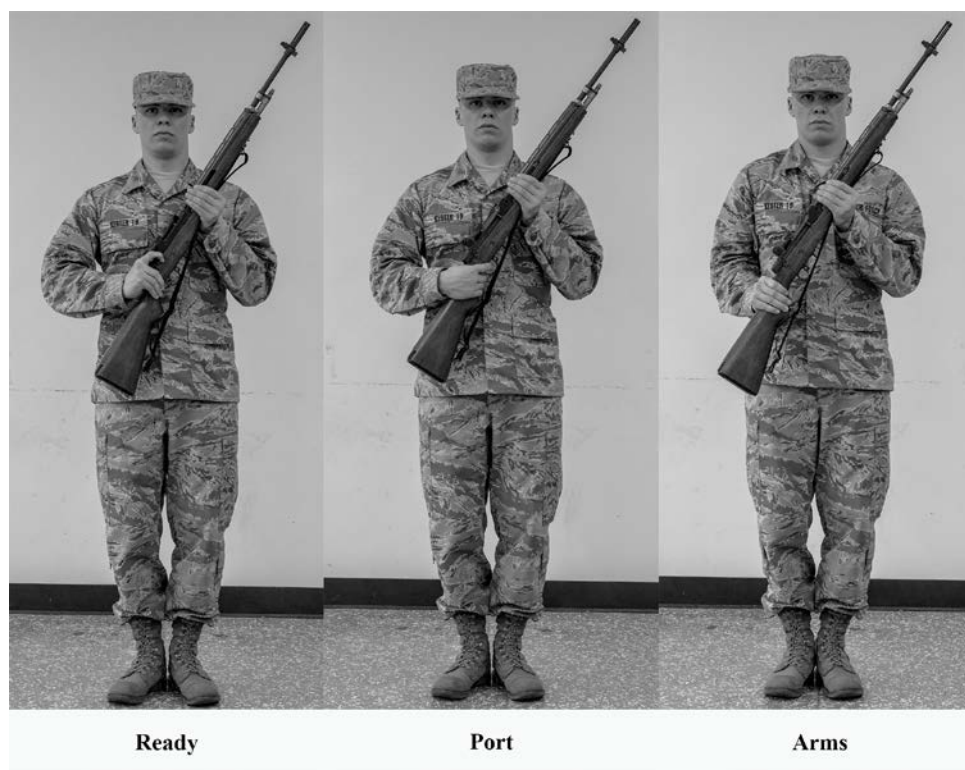


Figure 5.10. Ready, Port, Arms

5.9.3. In Ranks Inspection Procedures (With Weapons).

5.9.3.1. When opening and closing ranks, all individuals with rifles will raise their rifles approximately 1 inch off of the ground on the preparatory command. When taking the required amount of steps, the right arm will not swing. Once halted, the butt of the weapon will be placed back to the position of attention.

5.9.3.2. As the inspecting official halts, is directly in front of, and facing the individual being inspected, the individual executes inspection arms. If the inspecting official wants to inspect the individual's weapon, he will inspect the weapon first, then the individual's uniform and appearance.

5.9.3.3. As soon as the inspecting official grasps the weapon, the individual releases the weapon and resumes the position of attention. When the inspecting official has finished inspecting the weapon, he returns it in the same manner as it was received. The individual receives the weapon by grasping the center of the hand guard just below the upper sling swivel with the left hand and the small of the stock with the right hand. He then executes ready, port arms; order, arms.

NOTE: In the event the inspecting officer does not want to inspect the weapon, the inspector will command **“Ready, Port, ARMS; Order, ARMS”**. The cadet will respond to the commands, then will have his/her uniform inspected.

5.9.3.4. Inspector's Procedures. The correct method of manipulating a rifle for inspection is as follows:

5.9.3.4.1. When receiving the rifle from the inspected individual, reach forward and grasp the rifle at the upper portion of the hand guard with the right hand. Twisting the rifle to the left, bringing the rifle to a proper port arms.

5.9.3.4.2. Extending the right arm fully towards the ground, lower the rifle diagonally to inspect the muzzle (Figure 5.11.).

5.9.3.4.3. Moving the rifle upward, inspect the top of the rifle to the receiver, stopping at port arms.

5.9.3.4.4. Releasing the right hand from the small of the stock, grasp the butt of the rifle with the right hand, palm facing the body, with fingers under the rifle butt. Rotating the right hand away from the body, and relaxing the grip of the left hand, lower the rifle to a horizontal position, sights pointing down, muzzle to the left. Inspect the underside of the weapon.

5.9.3.4.5. When finished inspecting, the inspector will release the right hand, allowing the butt to fall, while raising the left hand slightly. The inspector will then re-grasp the rifle at a reverse port arms position, with the right hand just below the upper sling swivel. Extend the arms forward to return the rifle to the inspected individual (Figure 5.12.). (NOTE: The weapon must be returned in the same manner as received.)

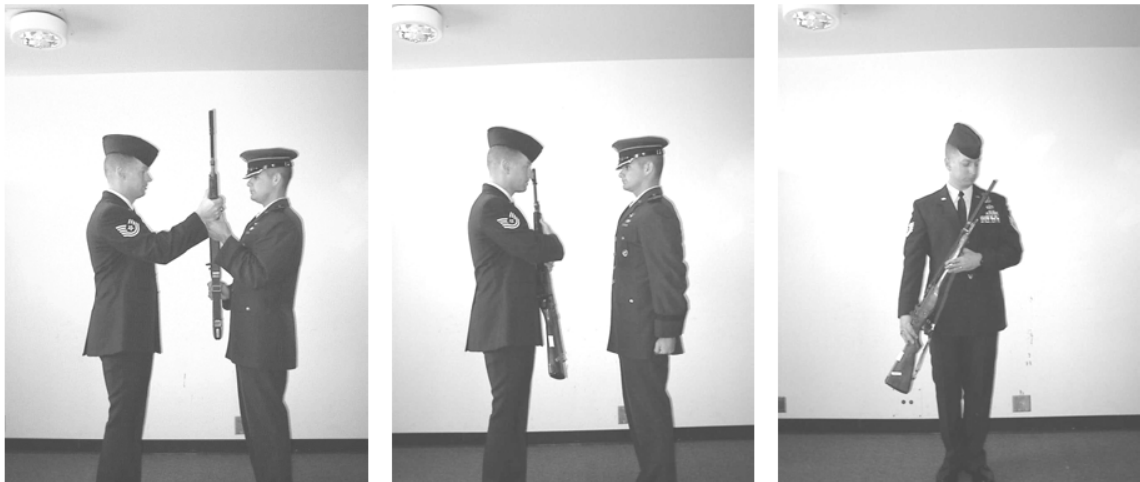


Figure 5.11. Beginning of Rifle Inspection

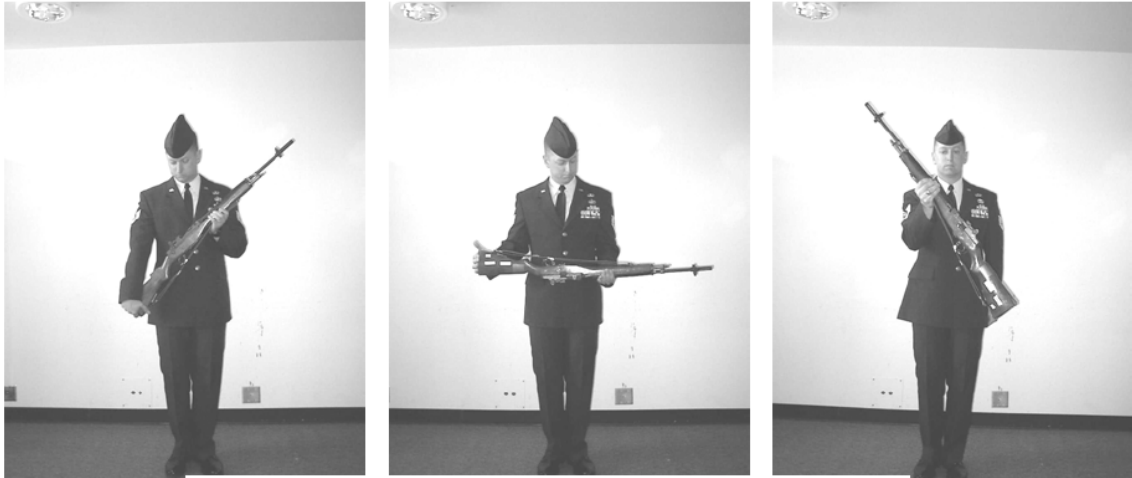


Figure 5.12. End of Rifle Inspection



Figure 5.13. Returning Weapon after Inspection

5.10. Stack and Take Arms.

5.10.1 Stack arms is executed from order arms only. It may be executed while at normal interval in a line (element) or a column formation. Stack arms is not a precise movement; however, it is executed in a military manner. The leader designates the stackmen by numbers (2-5-8) when in a line formation, or by element (second or third) when in a column formation. After the stackmen have been designated, he then commands **Prepare, SLINGS**.

5.10.2. On the command **SLINGS**, each stackman places the butt of his rifle on his right hip and cradles it in the crook of his right arm. He then adjusts the sling keeper to form a 2-inch loop next to the upper sling swivel. As soon as he has prepared the loop, he returns to order arms.

5.10.3. When all stackmen have returned to order arms, the leader commands **Stack, ARMS**. On the command **ARMS**, each stackman places his rifle directly in front of and centered on his body with the sling facing to the front. The heel of the rifle butt is on the marching surface on line with the toes of his shoes. He grasps the rifle by the hand guard with his left hand. The first two fingers of the left hand hold the inner part of the loop against the rifle. He reaches

across the front of the rifle, and holds it open for the insertion of the other rifles. He holds the rifle vertical at all times. On the command **ARMS**, the cadets to the left and right of the stackman perform the following movements simultaneously:

5.10.3.1. The cadet on the stackman's left raises and centers their rifle in front of their body so that their right hand is shoulder high and the rifle is about four inches from their chest, with the sling to the front. They then grasp the rifle with their left hand at the small of the stock and lowers both arms, holding the weapon in a horizontal position (Figure 5.14).

5.10.3.2. The cadet on the stackman's right raises and centers their rifle, wrist shoulder high, with the sling facing the front. They then grasp the rifle with their left hand directly below their right hand, and, in the most convenient manner, grasp the rifle with the right hand at the small of the stock. The cadet then lowers both arms, holding the rifle stock. Finally, they lower both arms, holding the rifle in a horizontal position (Figure 5.14).

5.10.3.3. As soon as both cadets have completed these movements, each moves the foot nearest the stackman 18 inches (half left or right) toward the stackman. In a continuing motion, the cadet on the stackman's left inserts the muzzle of his rifle into the loop held by the stackman until the bayonet stud protrudes past the far end of the loop (Figure 5.14). They hold their rifle in that position until the cadet on the stackman's right inserts the muzzle of his rifle through the loop in the same manner and above the muzzle of the rifle of the left cadet.

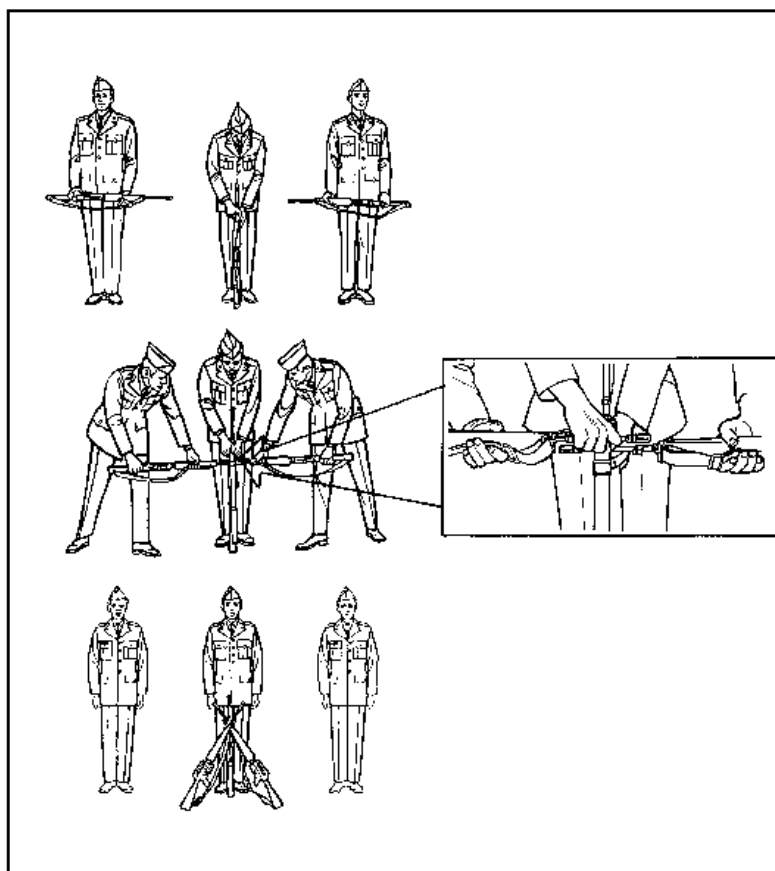


Figure 5.14. Stack Arms

5.10.4. When both rifles have been inserted into the loop, the cadets on each side of the stackman swing the butts of their rifles out and down to the marching surface until the stack is tight with the (two) rifle butts on line and about 2 feet from the baseline.

5.10.5. After necessary adjustments have been made, the three men come to attention (Figure 5.14.)

5.10.6. Extra rifles are passed to the nearest stack on the right. As each rifle is passed, it is grasped at the upper part of the hand guard with the right hand. Then, with the rifle held vertical, it is passed with fully extended arm to the right front. The cadet on the right grasps the rifle at the balance with their left hand, brings the rifle to the center of their body, and re-grasps it at the upper part of the hand guard with their right hand. This action continues until the stackman receives the rifle and places it on the stack with his right hand as nearly vertical as possible. He places the rifles on the stack with the slings away from the stack (if the second element is the stack element, extra rifles are passed to the left).

5.10.7. To take arms, the leader commands **Take, ARMS**.

5.10.7.1. On the command **ARMS**, the stackman passes each extra rifle toward its bearer. The rifles are handled in the manner described for passing them to the stack (left hand at the balance, right hand at the upper part of the hand guard). As the cadets receive their rifles, they come to order arms.

5.10.7.2. After all extra rifles have been returned, the stackman grasps the base rifles, holding the loop open as in stack arms.

5.10.7.3. The cadets to the right and left of the stackman take one step to their left and right fronts, respectively. They reach down, grasp their rifles, and bring the rifles to a horizontal position. The cadet to the right of the stackman frees their rifle from the stack first. Each cadet returns to order arms after retrieving their rifle. They do this by guiding and steadying the rifle with their left hand (as in the next to the last count of order arms).

5.10.7.4. The stackman adjusts the sling of their rifle before returning to order arms.

Section 5C – Sling Arms for the M14 Rifle

5.11. Basic Procedures for Sling Arms.

5.11.1. Sling arms is mainly used when marching long distances or when carrying the rifle and books to class. These procedures apply to all movements while at sling arms.

5.11.1.1. Remain at sling arms during all rest movements.

5.11.1.2. All individual and unit drill movements can be executed at Sling Arms except Double Time and Stack Arms, which are executed from Order Arms.

5.11.1.3. When in formation at Sling Arms, execute the hand salute on the command **Present, ARMS**.

5.12. Sling Arms.

5.12.1. From order arms with the sling loose, the command for sling arms is **Sling, ARMS**. On the command of execution **ARMS**, grasp the rifle barrel with the right hand and raise it vertically. Grasp the sling near the upper sling swivel with the left hand, and release the right hand. Place the right hand and arm between the sling and rifle and place the sling over the

right shoulder. Re-grasp the sling with the right hand so that the wrist is straight, the right forearm is horizontal, the elbow is tight against the side, and the rifle is vertical. Release the grasp of the left hand and move it sharply to the left side as in the position of attention.

5.12.2. To return the rifle to order arms with the sling tight, the command is **Adjust, SLINGS**. On the command of execution **SLINGS**, remove the rifle from the shoulder. Then, grasp the rifle barrel with the right hand and raise it vertically. With the left hand, place the butt of the rifle on the right hip and cradle it in the crook of the right arm. Use both hands to tighten the sling on the ejection port side. Grasp the rifle barrel with the right hand and guide the rifle to the order arms positions.

5.12.3. From order arms with sling(s) tight, the command is **Sling, ARMS**. On the command of execution **ARMS**, grasp the rifle barrel with the right hand and raise the rifle vertically. With the left hand, place the rifle butt on the right hip, cradle the rifle in the crook of the right arm, and use both hands to adjust the sling. Grasp the sling with the left hand near the upper sling swivel and execute sling arms.

5.12.4. If at order arms with the sling loose and the commander wants the slings to be tightened, he commands **Adjust, SLINGS**. On the command of execution **SLINGS**, tighten the sling and guide the rifle to order arms.

5.12.5. To return the rifle to order arms with the sling loose, the command is **Unslung, ARMS**. On the command of execution **ARMS**, reach across the body with the left hand and grasp the sling at the right shoulder. Release the right hand grasp of the sling and remove the rifle from the shoulder. Grasp the rifle barrel with the right hand, release the left hand grasp of the sling, and guide the rifle to the order arms position.

5.13. Salute at Sling Arms.

5.13.1. To salute while at sling arms, the command is **Present, ARMS**. On the command of execution **ARMS**, reach across the body with the left hand and grasp the sling just above the right hand. Release the right hand and execute the hand salute.

5.13.2. To terminate the hand salute, the command is **Order, ARMS**. On the command of execution **ARMS**, lower the right hand sharply to the side as in the position of attention and then re-grasp the sling at the original position. After grasping the sling with the right hand, release the left hand and return it sharply to the left side as in the position of attention.

5.13.3. When rendering reports of courtesy to an individual, the same rules apply for the hand salute (as explained in individual drill).

NOTE: Individuals performing duty in congested areas, which would require frequent salutes, should carry the weapon at sling arms.

5.14. Port Arms from Sling Arms.

5.14.1. The command for this movement is **Port, ARMS**. On the command of execution **ARMS**, reach across the body with the left hand and grasp the sling at the shoulder. Lift the weapon (by the sling), swing it to the front of the body and grasp the small of the stock with the right hand. Release the sling (left hand) and re-grasp the weapon at the balance. Ensure that the rifle is four inches from the belt and held diagonally across the body. Keep the elbows in at the sides and the right forearm horizontal.

5.14.2. To resume sling arms, the command is **Sling, ARMS**. On the command of execution **ARMS**, grasp the sling near the upper sling swivel with the left hand. Release the right hand and swing the rifle back onto the shoulder by placing the right arm between the sling and rifle, immediately resume the position of sling arms.

Section 5D – Manual of Arms for the M16 Rifle

5.15. Order Arms. Execute order arms in the same manner as explained for the M14 rifle except place the butt of the rifle on the marching surface, centered on the right foot, with the toe of the butt touching the foot so that the rear sight and pistol grip form a straight line to the front.

5.16. Rest Positions. Execute rest positions in the same manner as explained for the M14 rifle except, change the grip of the right hand to grasp the barrel while thrusting the muzzle forward.

5.17. Port Arms. Execute port arms in the same manner as explained for the M14 rifle except grasp the rifle barrel to raise the weapon and grasp the handguard just forward of the slip ring on the first count.

5.17.1. Execute order arms from port arms in the same manner as explained for the M14 rifle except grasp the barrel on the first count and guide the rifle to the side by placing the index finger of the left hand at the flash suppressor.

5.18. Present Arms. Execute present arms in the same manner as explained for the M14 rifle.

5.19. Right Shoulder Arms. Execute right shoulder arms in the same manner as explained for the M14 rifle except change the term “receiver” to “charging handle.”

5.20. Left Shoulder Arms. Execute left shoulder arms in the same manner as explained for the M14 rifle.

5.21. Sling Arms. Execute sling arms in the same manner as explained for the M14 rifle.

Chapter 6

Manual of Arms - Saber

Section 6A – Introduction

6.1. General. Tradition dictates that Officers will carry sabers and Noncommissioned Officers (NCO) will carry swords. This requirement has been outlined in every U.S. drill manual going back to the “Blue Book.” Both weapons are a symbol of rank.

6.1.1. All sabers are considered weapons. Cadets are considered to be under arms when wearing the scabbard with saber whether sheathed or unsheathed. In most cases the scabbard, along with headgear, will always be worn when armed with a saber. However there will be instances/situations that call for different protocol. Examples are:

6.1.1.1. Do not wear headgear or the scabbard when carrying/using a sword during the cake cutting ceremony at an Air Force Ball.

6.1.1.2. Sabers can be worn inside a place of worship however they will never be unsheathed and headgear will not be worn.

6.2. Use of the Saber.

6.2.1. The cadet saber is authorized for use by all cadet officers performing ceremonial duties as a unit commander. This includes the squadron command rank, group staff, and wing staff.

6.2.2. The cadet saber is authorized for use by all cadet noncommissioned officers when performing ceremonial duties as part of the group or wing staff.

6.2.3. Sabers are not authorized for wear for ceremonies conducted in utility uniforms. Sabers may be worn in utility uniforms for rehearsals and when conducting training in saber manual.

6.2.4. Drill movements with the saber are made with a fluid, deliberate motion. Trying to “snap” or “whip” the saber will usually result in the execution of the movement seeming to be awkward or ragged. In all cases, the hand follows a direct path from previous to new position.

6.2.5. Cadet officers and noncommissioned officers draw and return sabers, without command, when the commander of their unit does. Unless members of the commander's staff, they execute all other movements of the saber manual on the commander's command to the unit. Staff members execute all other movements on the commander's separate command to his/her staff.

6.3. Equipment.

6.3.1. The saber is the sword. The scabbard is the case used to carry the saber. Figure 6.1 shows the nomenclature for pertinent parts of the saber and scabbard.

6.3.2. The baldric is the diagonally worn sword belt used to carry the scabbard.

6.3.3. The shield is the plate used to size the baldric.

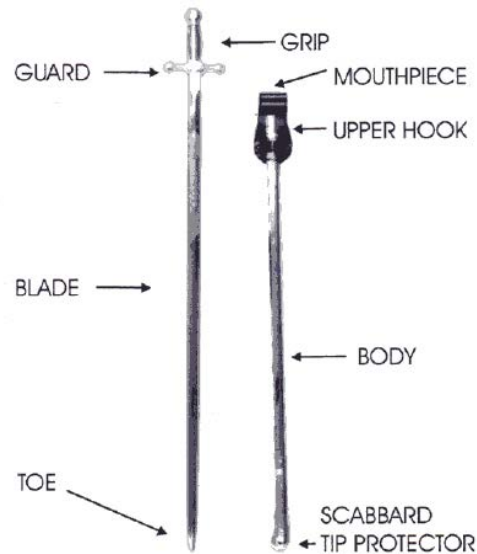


Figure 6.1. Cadet Saber Nomenclature

6.4. How to wear.

- 6.4.1. Place the scabbard into the baldric and ensure hook is secure.
- 6.4.2. The baldric is worn under the epaulet on the right shoulder. Place the baldric under the name tag and over the tie (if worn).
- 6.4.3. The shield is worn in the center of the chest.
- 6.4.4. The scabbard hook should be located at the point of the hip, even with the outside seam of the trousers.

Section 6B - Standing Manual of Arms.

6.5. Positions of Attention.

6.5.1. Attention. This is the position before the command **Draw, SABER**. The command to return the saber/sword to the position of Attention is **Return, SABER**. Stand at attention in the same manner as without the saber, placing the left hand on the side seam of the trousers in front of the scabbard.

6.5.2. Carry Saber. At carry saber the cadet is at the position of attention. The saber is held in the right hand; the wrist is as straight as possible with the thumb along the seam of the trousers. The point of the blade rests inside the point of the shoulder and not along the arm. The tip of the saber will not extend past the top of the ear and will be no lower than the lowest point of the ear orifice. The optimal saber length places the tip of the blade directly in the middle of the ear. The saber is held in this position by the thumb and forefinger grasping the grip, and it is steadied with the second finger behind the grip. The remaining fingers are joined in a natural curl behind the hilt as if holding a pen or pencil (Figure 5.2.).

6.5.2.1. The Carry Saber position is assumed under the following situations:

- 6.5.2.1.1. To give commands.
- 6.5.2.1.2. To change positions.

6.5.2.1.3. Addressing or being addressed by a superior, if the saber is drawn.

6.5.2.1.4. Before returning the saber to the scabbard.

6.5.2.1.5. At the preparatory command for, and while marching at, quick time and any preparatory command directing the cadet to face or march. **EXAMPLE:** *On the preparatory command of **Forward, MARCH**, return saber (sword) to carry from order on the 'W' of "For-Ward."*

6.5.2.2. Carry saber is achieved from order saber by pushing the heel of the palm down on the globe while simultaneously flicking the wrist to bring the saber back to the Carry position. The right thumb should remain on the seam of the trousers.

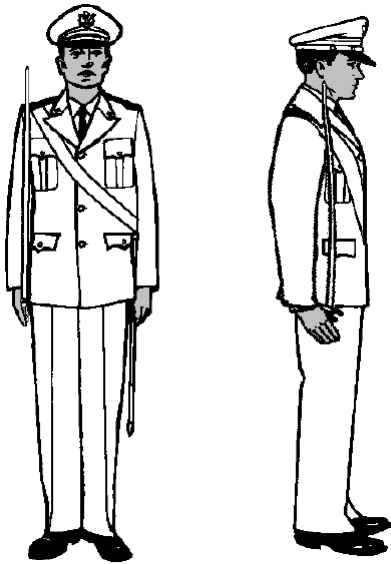


Figure 6.2. Carry Saber

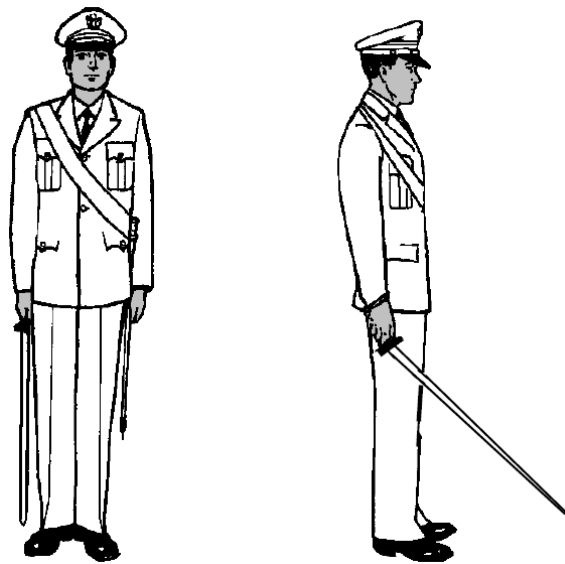


Figure 6.3. Order Saber

6.5.3. Order Saber. At order saber the cadet is at the position of attention. The saber is grasped with the right hand. The blade is declined to the front at a 45 degree angle, the tip of the blade approximately six inches off the ground. The thumb is along the seam of the trouser (Figure 5.3.). The saber is straight and not at an angle inward or outward in relationship to the body. The inscription on the saber is facing away from the body. The rest of the body is at attention (Figure 6.3.).

6.5.3.1. Order saber is achieved from present saber by rotating the blade 90 degrees to the left on the command of execution.

6.5.3.2. Order saber is achieved from carry saber by lowering the blade straight to the front.

6.6. Positions of Rest.

6.6.1. Parade Rest. The command for this movement is **Parade, REST**. This is a one count movement from the position of attention.

6.6.1.1. On the command of execution **REST**, move the left foot approximately twelve inches from the right measured from the insides of the heels. Bring the left hand behind the back, arm extended, un-cupping the hand in the process.

6.6.1.2. If at the position of carry, lower the saber to the order position.

6.6.1.3. If at the position of order, then the saber will not move.

6.6.1.4. To return to the position of attention:

6.6.1.5. On the command of **ATTENTION**, the left hand and foot are returned to the position of attention.

6.6.2. At Ease. The command for this movement is **AT EASE**. It may be executed from any saber position.

6.6.2.1. On the command **AT EASE**, go to order saber if not already at that position. Move the left foot approximately twelve inches from the right and lower the point of the saber to the ground. At the same time, place the left arm behind you and keep it fully extended. Extend and join the fingers, pointing them toward the ground with your palm facing outwards. You may relax and, except for your right foot and sword point, move about. Do not talk.

6.7. Present Arms/Order Arms.

6.7.1. Present Arms. The command for this movement is **Present, ARMS**.

6.7.1.1. On the “S” of **Present**, bring the saber up to a position so the bottom of the grip is approximately four inches from the chin and the tip of the saber is at a 45-degree angle. The elbow is pulled in to the body. The inscription on the saber is facing the ground. Do not extend the chin forward in this position (Figure 6.5.).

6.7.1.2. On the command of execution **ARMS**, bring the saber down smartly to the right side of the leg with the tip approximately six inches from and creating a 45 degree angle with the ground. Straighten the arm so the crossguard is touching the seam of the trousers. The blade is inclined down and to the front. The thumb is resting at the center of the crossguard and in line with the blade. The inscription on the saber is facing the ground (Figure 6.4.).

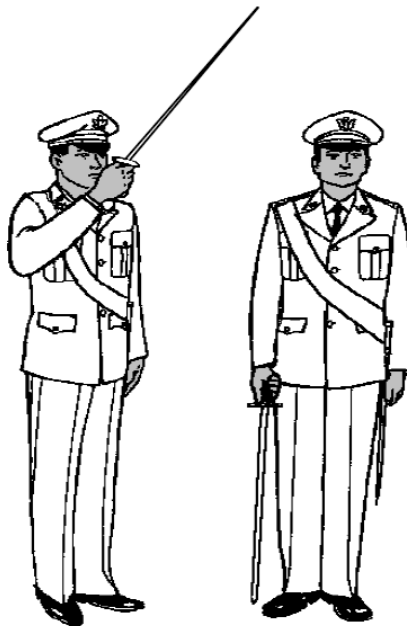


Figure 6.4. Present Saber

6.7.2. Order Arms. The command for this movement is **Order, ARMS**. It is a two-count movement if returning to the position of carry. It is a one count movement if remaining at the position of order.

6.7.2.1. On the command of execution **ARMS**, return the saber to the position of order.

6.7.2.2. If returning to carry, return the saber to the position of carry.

6.8. Draw Saber, Return Saber, and Safety Return.

6.8.1. Draw Saber. The command for this movement is **Officers, Draw, SABER**.

6.8.1.1. On the preparatory command **Draw**, grasp the scabbard with the left hand just below the hook. Tilt it forward to form an angle of 45-degrees with the ground. At the same time, reach across the body and grasp the saber grip with the right hand; draw the saber approximately six inches from the scabbard until the right wrist and forearm are straight and parallel to the ground. The left hand holds the scabbard against the side (Figure 6.5.).

6.8.1.2. On the command of execution **SABER**, the saber is pulled out of the scabbard in a three-count movement and held in the position of order saber.

6.8.1.3. (Count 1) Draw the saber smartly, raising the right arm to its full extent, directly to the front at an angle of about 45 degrees, the saber in a straight line with the arm; drop the left hand to the side (Figure 6.5.).

6.8.1.4. (Count 2) Bring the inner edge of the blade against the shoulder seam, blade vertical, pull the grip to the rear with the arm nearly extended. The saber is held with the inner blade-edge riding in a vertical position along the forward tip of the right shoulder. The inscription on the saber should be facing away from the body.

6.8.1.5. (Count 3) Assume the position of order saber.

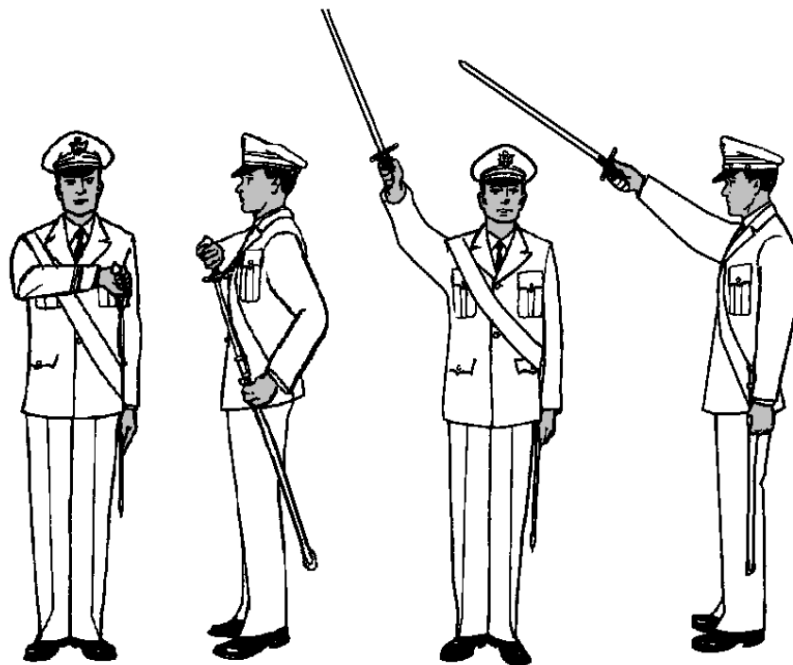


Figure 6.5. Draw Saber

6.8.2. Return Saber. The command is **Officers, Return, SABER**. This is a three-count movement starting from the position of carry. If at the position of order, cadets will move to the carry position on the preparatory command of **Officers**. The saber will be returned to the scabbard when inspecting troops and may be returned when at rest, route step or at ease march.

6.8.2.1. On the preparatory command **Return** the saber is brought to a position six inches in front of the point of the left shoulder, with the blade vertical and flat to the front. The right forearm (wrist) is held parallel to the marching surface. The left hand grasps the scabbard near the mouthpiece and tilts it forward 45 degrees (Figure 6.6.).

6.8.2.2. On the command of execution **SABER**, the saber is pivoted downward so that the tip is pointing at the ground. The saber bearer turns their head to the left and looks down to observe the mouthpiece of the scabbard (the shoulders remain squared to the front and level). As smoothly and as quick as possible, the saber is inserted into the scabbard and stopped so that about twelve inches of the blade is showing; the right forearm (wrist) is horizontal to the marching surface and four inches from the body (Figure 6.6.).

6.8.2.3. Next, the command **Ready, CUT** is given. On the command of execution **CUT**, thrust the saber smartly into the scabbard, releasing the hand. Release the scabbard with the left hand and return to the position of attention (Figure 6.6.).

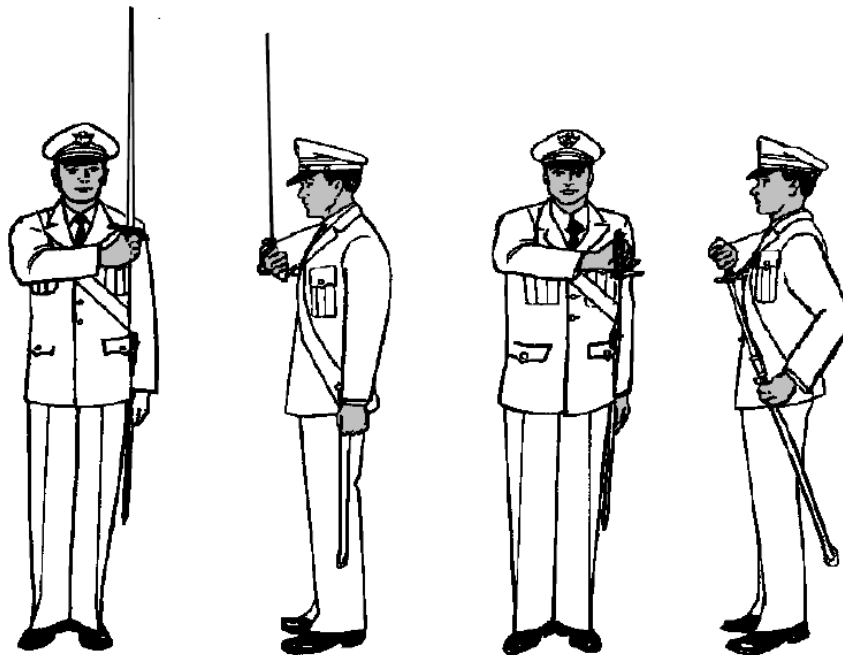


Figure 6.6. Return Saber

6.8.3. Safety Return. Safety Return is utilized individually, without command, when not in formation, or within confined areas where the Return Saber sequence is not practical (such as marching into Mitchell Hall during Noon Meal formation). From the position of carry saber, execute the safety return by grasping the tip of the saber by the thumb and forefinger of the left hand. Guide the tip of the saber, while looking, into the mouthpiece of the scabbard. The saber is then pushed completely into the scabbard.

6.9. Alignment With Saber.

6.9.1. The commands for aligning a drill unit are **Dress Right, DRESS** and **Ready, FRONT**. At the preparatory command, **Right**, the saber is brought to the carry position. When dressing at normal interval, on the command of execution **DRESS**, the left arm is raised laterally so that it is parallel to the ground. As the arm is raised, snap the head and eyes 45 degrees to the right. When dressing at close interval, on the command of execution **DRESS**, the left hand is raised so the heel of the hand rests on the left hip, fingers are extended and joined, thumb is along the index finger, fingertips point towards the ground, and elbow in line with the body. As the arm is raised, snap the head and eyes 45 degrees to the right. At the conclusion of dressing, on the command of execution **FRONT**, in both cases, drop the left arm (hand) and snap the head and eyes to the front. On the second count assume the position of order saber.

Section 6C - Marching Manual of Arms.

6.10. General. While marching, the saber is carried with the inner blade edge riding in a vertical position along the forward tip of the shoulder. March with the shoulders back and chest out to keep scabbard movement at a minimum. Maintain a normal arm swing with both arms.

6.11. Eyes Right (Left)/Ready Front.

6.11.1. **Eyes Right (Left).** Eyes Right (Left) is executed when the formation marches past the colors, a reviewing officer, or a dignitary. The command is **Eyes, RIGHT (LEFT)**.

6.11.1.1. The preparatory command **Eyes** is given when the right (left) heel strikes the ground. While giving the preparatory command, turn the head and eyes 45-degrees to the right.

6.11.1.2. As the next foot strikes the ground, the saber is brought up to the first count of present arms. At the same time, arm swing is suspended.

6.11.1.3. The command of execution **RIGHT (LEFT)** is given when the heel strikes the ground on the fourth step after the preparatory command.

6.11.1.4. As the next foot strikes the ground, bring the saber down smartly, six inches from the marching surface, completing present arms.

6.11.1.5. Resume coordinated arm swing upon completion of the movement. Maintain the 6-inch distance while swinging the arm by bending the wrist and using a motion as if vacuuming a carpet. This requires extending the wrist on the forward movement and elevating the wrist on the rearward movement.

6.11.2. **Ready Front.** To return to the normal marching position (carry saber) from Eyes Right (Left), the command is **Ready, FRONT**.

6.11.2.1. The preparatory command **Ready** is given when the left (right) heel strikes the ground. While giving the preparatory command, keep the head and eyes turned 45-degrees to the right.

6.11.2.2. As the next foot strikes the ground, rotate the saber 90 degrees counter clockwise to the order position. Continue to maintain the 6-inch distance between the tip of the saber and the ground.

6.11.2.3. The command of execution **FRONT** is given when the heel strikes the ground on the fourth step after the preparatory command.

6.11.2.4. As the next foot strikes the ground, bring the saber back to the carry position and simultaneously turn the head and eyes back to the front.

Section 6D – Saber Manual for Parades/Reviews.

6.12. Cadets will march at carry saber at all times during parades/reviews. Saber bearers will not hold onto the scabbard while marching. When stationary, cadets will be at the position of order saber. After each command of Order, ARMS, all saber bearers will remain at the position of order saber.

6.13. Following the preparatory command **Officers**, (prior to Officers Center), all squadron commanders and group staffs will go the position of carry saber. Flight commanders will remain at the position of order saber. Once the officers and guidon bearers have been presented to the commander of troops, they will be given the command, **Order, ARMS**. Following the preparatory command of **Order**, the saber is turned 90 degrees counter clockwise to the order position. At the command of execution, **ARMS**, all saber bearers in the detail will go to the position of carry sabers. All guidon bearers will assume the position of carry guidon. The group staffs and squadron commanders will go to order sabers once they have returned to their positions.

Chapter 7

Academic Year Formations

Section 7A - Introduction

7.1. General. Each cadet group is composed of ten squadrons; the cadet wing is composed of four groups. The wing does not mass and no drill is specified for it. During wing and group ceremonies, the group is under the immediate command of the group commander. All cadets execute commands given by the group commander. Group commanders should permit time between the preparatory command and the command of execution so the squadron commanders can supplement the preparatory command. Groups are marched in a column of squadrons, also known as squadrons in mass.

Section 7B – Meal Formations

7.2. Procedures. For morning and noon meal formations, the wing will form as shown in Figures 7.2. and 7.1 respectively. On the last note of Mess Call/First Call, squadron commanders will form their squadrons as described in paragraph 3.3. Once the squadrons are formed and sized they will be placed at parade rest.

7.2.1. Morning Meal Formation Sequence. See Figure 7.3.

6.2.2. Noon Meal Formation Sequence. See Figure 7.4.

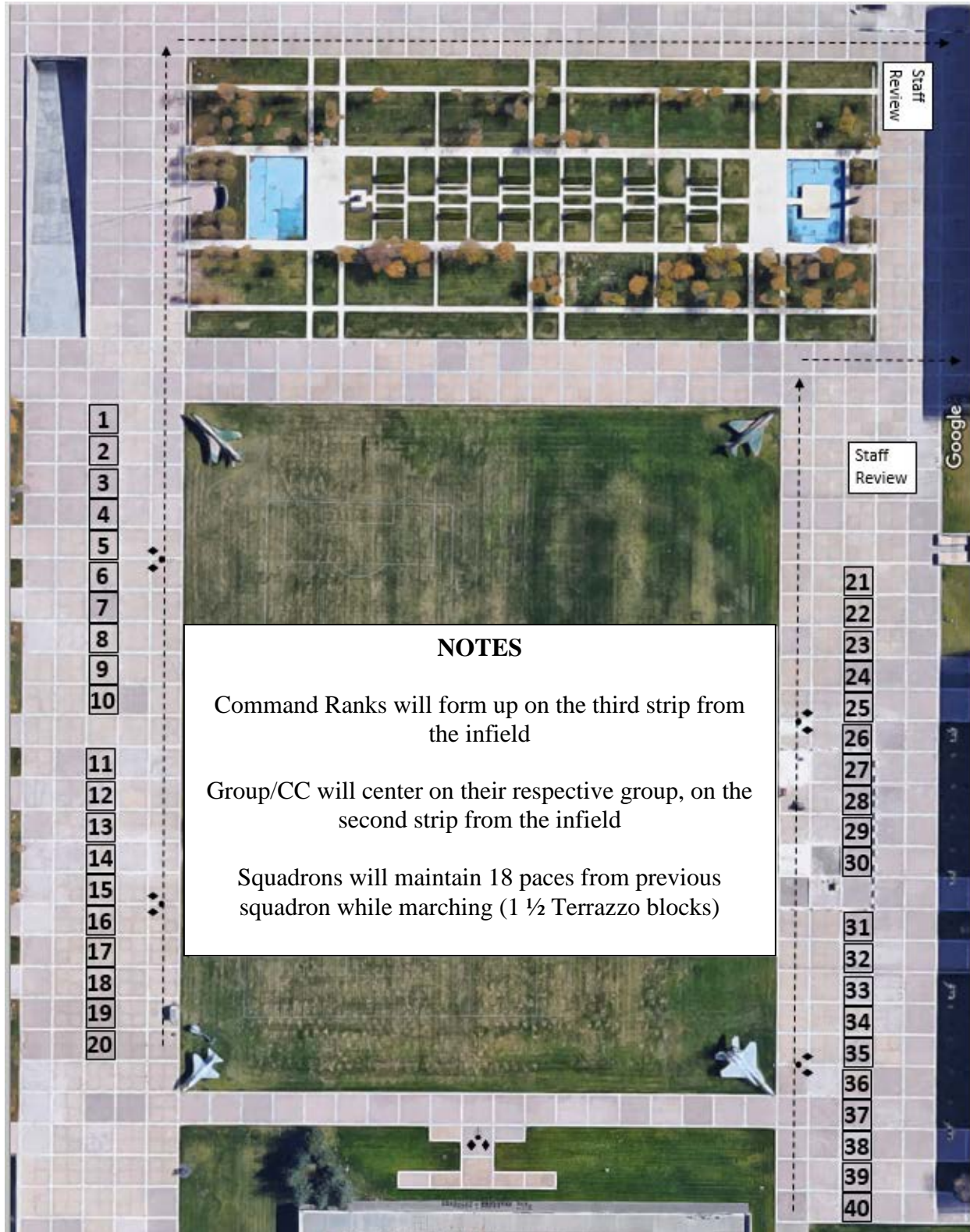


Figure 7.1. Noon Meal Formation

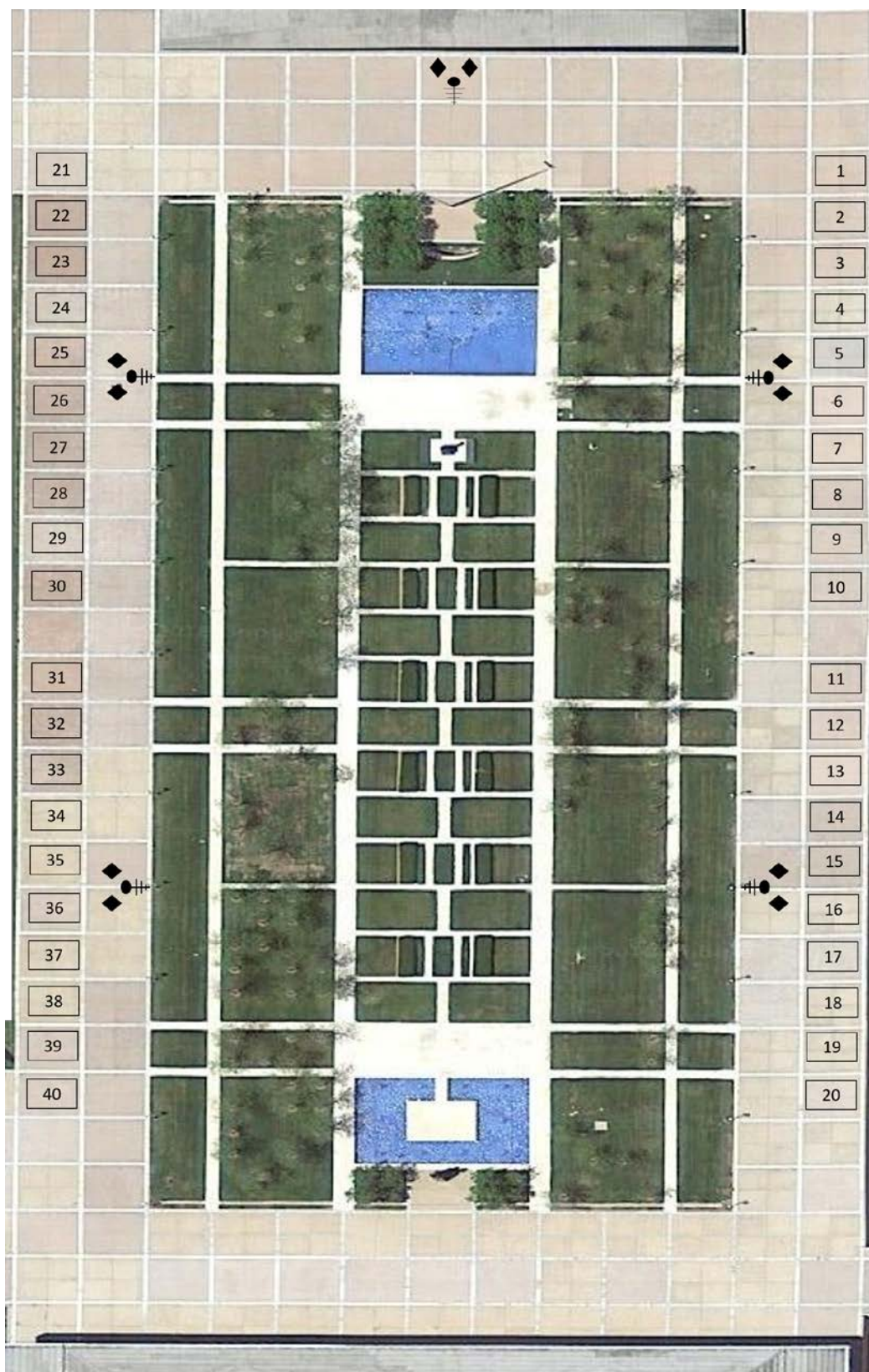


Figure 7.2. Wing Reveille and Retreat Formation

Figure 7.3. Morning Meal Formation Sequence.

POSITION	DUTIES
D&B	Plays ASSEMBLY
Squadron/CCs	On the first note of ASSEMBLY, comes to attention, faces about, and commands Squadron, ATTENTION , then faces about.
Group/CCs	On the last note of ASSEMBLY, commands R-E-P-O-R-T .
Squadron/CCs	Salute and say [Squadron Name], ALL PRESENT OR ACCOUNTED FOR, SIR (MA'AM) .
Group/CCs	Returns the salute from each commander without comment then faces about.
Wing/CC	Once all group commanders are facing front, commands R-E-P-O-R-T .
Group/CCs	Salute and say _____ GROUP , _____ CADETS ABSENT, SIR (MA'AM) .
Wing/CC	Returns the salute from each commander then commands GIVE YOUR GROUPS PARADE REST and Staff, Parade, REST . When all groups are at parade rest, comes to attention and commands SOUND REVEILLE , then resumes parade rest.
D&B	Plays REVEILLE.
Wing/CC	Comes to attention and commands Staff, ATTENTION and GIVE YOUR GROUPS ATTENTION .
Group/CCs	Comes to attention and commands Staff, ATTENTION , faces about then commands Group, ATTENTION . When all squadrons are at attention, faces about.
Squadron/CCs	Echo SQUADRON .
Wing/CC	Commands GIVE YOUR GROUPS PRESENT ARMS .
Group/CCs	Face about and commands Present, ARMS . When all squadrons are at present arms, faces about and commands Staff, Present, ARMS .
Squadron/CCs	Echo PRESENT .
Wing/CC	When all groups are at present arms commands Staff, Present, ARMS .
D&B	Plays TO THE COLORS.
Wing/CC	On the last note of the music, commands Staff, Order, ARMS then GIVE YOUR GROUPS ORDER ARMS .
Group/CCs	Commands Staff, Order, ARMS , faces about and commands Order, ARMS . When all squadrons are at order arms, faces about.

Squadron/CCs	Echo ORDER.
Wing/CC	Commands GROUP COMMANDERS, DISMISS YOUR GROUPS.
Group/CCs	Face about and command SQUADRON COMMANDERS, DISMISS YOUR SQUADRONS.
Squadron/CCs	[Squadron Name], DISMISSED

Figure 7.4. Noon Meal Formation Sequence.

POSITION	DUTIES
D&B	Plays ASSEMBLY
Squadron/CCs	On the first note of ASSEMBLY, comes to attention, faces about, and commands Squadron, ATTENTION , then faces about.
Group/CCs	On the last note of ASSEMBLY, commands R-E-P-O-R-T.
Squadron/CCs	Salute and say [Squadron Name], ALL PRESENT OR ACCOUNTED FOR, SIR (MA'AM).
Group/CCs	Returns the salute from each commander without comment then faces about.
Wing/CC	Once all group commanders are facing front, commands R-E-P-O-R-T.
Group/CCs	Salute and say ____ GROUP, ____ CADETS ABSENT, SIR (MA'AM).
D&B	Plays AIR FORCE SONG then selected music and cadence until all marching elements have dismissed at the entrance to Mitchell Hall.
Group/CCs	After the first verse of the Air Force Song, face about and command SQUADRON COMMANDERS, TAKE CHARGE OF YOUR SQUADRONS. Group staffs that are to march first will follow the route of march as shown in Figure 6.1. First and Second Group tripods will step off immediately after the colors step off. Third and Fourth Group tripods will step off after the colors have marched past their group.
Squadron/CCs	Face about and command, [SQUADRON NAME], PARADE REST until it is their turn to march.
Groups 1 & 2	Group staffs and squadrons will execute an eyes right in front of the flagstaff and memorial wall.
All Squadrons	Execute an eyes right at the staff review position as show in Figure 6.1.

Group/CCs	Position their staff element in the assigned review position. Return each squadron commander's salute. Follow the final squadron of their group, along the route of march, into Mitchell Hall.
Squadron/CCs	Upon reaching the Terrazzo block closest to Mitchell Hall, turns to face the squadron and commands [Squadron Name], DISMISSED.

Section 7C - Retreat Formations

7.3. Group Retreat Formation. 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. Groups may be scheduled to conduct retreat ceremonies during the academic year. The group scheduled for retreat will form on the terrazzo in front of the flag pole prior to First Call, which will typically be ten minutes prior to Retreat (Figure 7.2).

7.3.1. Squadron commanders will form squadrons using the procedures in paragraph 3.3. Once the squadron is formed and sized, they will be placed at parade rest. Squadron commanders will then face about and go to parade rest. Group staff will assemble facing the flag and go to the position of parade rest. When sabers are carried, they will be carried in the scabbards.

7.3.2. Group Retreat Sequence. See Figure 7.5.

Figure 7.5. Group Retreat Sequence.

POSITION	DUTIES
D&B	(Ten minutes prior to retreat) Plays FIRST CALL.
Group/CC	On the last note of First Call commands Staff, ATTENTION; faces about and commands Officers, Draw, SABER (if required); and Staff, Parade, REST.
Squadron/CCs	On the last note of First Call comes to attention, faces about, and commands Squadron, ATTENTION; Officers, Draw, SABER (if required); and Parade, REST; then faces about, goes to order saber, and parade rest.
D&B	(Five minutes prior to retreat) Plays ASSEMBLY.
Group/CC	On the last note of assembly commands Staff, ATTENTION; then faces about and commands Group, ATTENTION.
Squadron/CCs	Echo SQUADRON.
Group/CC	Commands R-E-P-O-R-T.
Squadron/CCs	Salute and say [Squadron Name], ALL PRESENT OR ACCOUNTED FOR, SIR (MA'AM).
Group/CC	Returns the salute from each commander without comment then commands Parade, REST and Staff, Parade, REST.

Squadron/CCs	Echo PARADE.
Group/Supt	Signals Group/CC when it is two minutes prior to retreat.
Group/CC	Comes to attention and commands SOUND RETREAT ; then faces about and commands Staff, Parade, REST.
D&B	Plays RETREAT.
Flag Security Detail (FSD)	If the flag is at half-staff, it will be hoisted briskly to the top of the staff during the playing of retreat. The formation will remain at parade rest.
Group/CC	After retreat is played commands Staff, ATTENTION ; then faces about and commands Group, ATTENTION.
Squadron/CCs	Echo SQUADRON.
Group/CC	Commands Present, ARMS.
Squadron/CCs	Echo PRESENT.
Group/CC	Faces about and commands Staff, Present, ARMS.
D&B	Plays the NATIONAL ANTHEM or TO THE COLORS.
Group/CC	After the last note of music and the flag has been detached from the halyard, commands Staff, Order, ARMS ; faces about and commands Order, ARMS ; then faces about.
Squadron/CCs	Echo ORDER.
FSD/CC	Once the flag has been folded, salutes the group commander and says SIR (MA'AM), THE COLORS ARE SECURE.
Group/CC	Returns salute without comment.
FSD	Depart by executing a right turn, marching to the end of the group formation, and then turning left, marching toward the CWOC.
Group/CC	Faces about after the FSD completes their right turn. When the FSD has turned left and cleared the last rank of the squadron nearest the CWOC, command SQUADRON COMMANDERS, TAKE CHARGE OF YOUR SQUADRONS.
Squadron/CCs	Face about and command [Squadron Name], DISMISSED.

7.4. Wing Retreat Formation. The wing will form on either side of the Air Gardens prior to First Call as shown in Figure 7.2.

7.4.1. Squadron commanders will form squadrons using the procedures in paragraph 3.3. Once the squadron is formed and sized, they will be placed at parade rest. Group staffs will assemble centered on their group and go to the position of parade rest. Wing staff will assemble facing the flag and go to the position of parade rest. When sabers are carried, they will be carried in the scabbards.

7.4.2. Wing Retreat Sequence. See Figure 7.6.

Figure 7.6. Wing Retreat Sequence.

POSITION	DUTIES
D&B	(Ten minutes prior to retreat) Plays FIRST CALL .
Wing/CC & Group/CCs	On the last note of First Call commands Staff, ATTENTION ; faces about and commands Officers, Draw, SABER (if required); and Staff, Parade, REST .
Squadron/CCs	On the last note of First Call comes to attention, faces about, and commands Squadron, ATTENTION; Officers, Draw, SABER (if required); and Parade, REST ; then faces about, goes to order saber, and parade rest.
D&B	(Five minutes prior to retreat) Plays ASSEMBLY .
Wing/CC	On the first note of assembly commands Staff, ATTENTION .
Group/CCs	On the first note of assembly commands Staff, ATTENTION then faces about.
Squadron/CCs	On the first note of assembly comes to attention, faces about, and commands Squadron, ATTENTION , then faces about.
Group/CCs	On the last note of ASSEMBLY , commands R-E-P-O-R-T .
Squadron/CCs	Salute and say [Squadron Name], ALL PRESENT OR ACCOUNTED FOR, SIR (MA'AM) .
Group/CCs	Returns the salute from each commander without comment then faces about.
Wing/CC	Once all group commanders are facing front, commands R-E-P-O-R-T .
Group/CCs	Salute and say ____ GROUP , ____ CADETS ABSENT, SIR (MA'AM) .
Wing/CC	Returns the salute from each group commander then commands GIVE YOUR GROUPS PARADE REST .
Group/CCs	Face about, commands Parade, REST .
Squadron/CCs	Echo PARADE .
Group/CCs	Faces about and commands Staff, Parade, REST .
Wing/CC	Commands SOUND RETREAT ; then commands Staff, Parade, REST .
D&B	Plays RETREAT .
Flag Security Detail (FSD)	If the flag is at half-staff, it will be hoisted briskly to the top of the staff during the playing of retreat. The formation will remain at parade rest.

Wing/CC	After retreat is played commands Staff, ATTENTION ; then commands GIVE YOUR GROUPS ATTENTION .
Group/CCs	Commands Staff, ATTENTION ; then faces about and commands Group, ATTENTION , and faces about.
Squadron/CCs	Echo SQUADRON .
Wing/CC	Once all group commanders are facing front commands GIVE YOUR GROUPS PRESENT ARMS .
Group/CCs	Face about, commands Present, ARMS .
Squadron/CCs	Echo PRESENT .
Group/CC	Faces about and commands Staff, Present, ARMS .
Wing/CC	Once all group commanders are saluting, commands, Staff, Present, ARMS .
D&B	Plays the NATIONAL ANTHEM or TO THE COLORS.
Wing/CC	After the last note of music and the flag has been detached from the halyard, commands Staff, Order, ARMS ; and commands GIVE YOUR GROUPS ORDER ARMS .
Group/CCs	Command Staff, Order, ARMS ; faces about and commands Order, ARMS then faces about.
Squadron/CCs	Echo ORDER .
FSD/CC	Once the flag has been folded, salutes the wing commander and says SIR (MA'AM), THE COLORS ARE SECURE .
Wing/CC	Returns salute without comment.
FSD	Depart by executing a right turn, marching to the end of the Core Values Ramp, and then turning left, marching toward the CWOC.
Wing/CC	Faces about after the FSD completes their right turn. When the FSD has turned left command GROUP COMMANDERS, TAKE CHARGE OF YOUR GROUPS .
Group/CCs	Face about and command SQUADRON COMMANDERS, TAKE CHARGE OF YOUR SQUADRONS .
Squadron/CCs	Face about and command [Squadron Name], DISMISSED .

Section 7D – Open Ranks Inspections

7.5. Wing Open Ranks Inspection.

7.5.1. The wing forms for an open ranks inspection in squadrons with flights in line formation. Group commanders coordinate closely to ensure formations are symmetrical from all perspectives (Figure 7.3 and 7.4). Unit Colors will not be carried for open ranks inspections. Hats will not be removed at any time during the inspection.

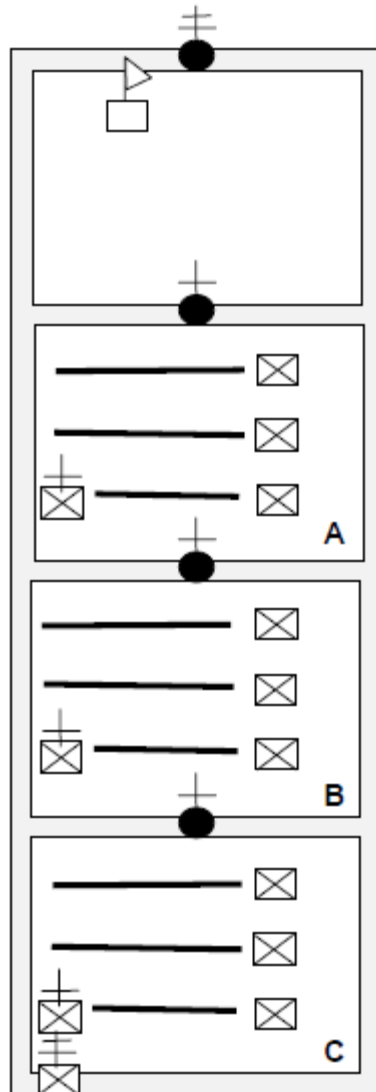


Figure 7.7. Typical Squadron Open Ranks Inspection Formation

7.5.2. All cadets must be in place by first call. Wing commanders and group commanders give their staffs **Parade, REST**. Flight commanders command (A, B, or C). **Flight, FALL IN**. After the flights have formed and been sized, flight commanders receive the report from their element leaders. After receiving the report, flight commanders command, **Parade, REST**. Flight commanders then face about and assume the position of parade rest.

7.5.3. At the last note of assembly, Squadron commanders command, **Squadron, ATTENTION (pause) REPORT**. Flight commanders salute and report in turn. After squadron commanders have received reports from flights, they face about. Group commanders then command, **REPORT**. Squadron commanders salute and report in turn. Group commanders then face about.

7.5.4. When all group commanders have faced about, the wing commander commands, **REPORT**. Group commanders salute and report in turn. The wing commander then commands, **PREPARE FOR INSPECTION**. Without saluting, group commanders face

about, return sabers, and command, **PREPARE FOR INSPECTION**. Without saluting, squadron commanders face about, return sabers, and direct, **PREPARE FOR INSPECTION**.

7.5.5. At the command **PREPARE FOR INSPECTION**, flight commanders face about, return sabers, and command, **Open Ranks, MARCH**. Open Ranks and Alignment Procedures are found in paragraphs 2.5. and 2.4.1.4. of this instruction.

7.5.6. When all flights are prepared for inspection, the squadron commander will begin by inspecting the guidon bearer. After being inspected, the guidon bearer will assume the position of parade rest. The squadron commander will proceed to each flight and conduct the inspection IAW paragraph 1.5. of this instruction. These procedures will be repeated until all flights have been inspected. Following the inspection and debrief of the last flight, the squadron commander will return to his/her original position, facing forward, draw saber, and assume the position of parade rest.

7.5.7. **Guest Inspector (other than Squadron Commander)**. Prior to first call, squadron commanders will be informed if they will have a guest inspector. The guest inspector will have the inspection clipboard, and take a position to the right rear of the squadron. When all flights have opened ranks, and are prepared for inspection, the guest inspector will take the most direct route to the front of the squadron commander. The squadron commander will salute and report: **“SIR/MA’AM, THE SQUADRON IS PREPARED FOR INSPECTION.”** The inspector will return the salute and begin inspecting the squadron commander. After inspecting the squadron commander, the inspector will hand them the clipboard and instruct them to accompany on the inspection. The guidon bearer will be the next to be inspected. After being inspected, the guidon bearer will assume the position of parade rest, and the inspecting party will move to the first flight. Flight commanders will not accompany the guest inspector, nor will they be de-briefed individually. The squadron commander will fill the flight commander’s position while accompanying during the inspection. The inspection procedures will be the same as described in paragraph 1.5. When flight commanders hear their third elements placed at parade rest, they will assume the position of attention, face to the left and command **“Flight, ATTENTION, Close Ranks, March, and Parade, REST”** as stated in paragraph 2.5.5. When the last flight is inspected, the squadron commander will return to their original position, face the squadron and command **“Squadron, ATTENTION”**. The squadron commander will face about, receive comments from the inspector and hand over the clipboard. Following the remarks, the two will exchange salutes, the inspector will depart, and the squadron commander will face about and command **“Parade, REST”**. The squadron commander will face about and assume the position of parade rest.

7.5.8. When squadron commanders are at the position of parade rest, group commanders and staff return to original positions, draw sabers, and wait for command from the wing commander. When group commanders are in place, the wing commander and staff return to original positions and the wing commander commands, **GIVE YOUR GROUPS ATTENTION**. Group commanders will face about and command, **(First, Second, Third or Fourth) Group, ATTENTION**, in succession, then face about. After all groups are at attention, the wing commander will command, **DISMISS YOUR GROUPS**. Group commanders salute, face about and command, **TAKE CHARGE OF YOUR SQUADRONS**. Squadron commanders salute, face about and command, **TAKE CHARGE OF YOUR FLIGHTS**.

7.6. Indoor In-Ranks Inspection Procedures (With Guest Inspector) *(NOTE: For indoor inspections, without a guest inspector, the squadron commander will be the inspector with each flight commander accompanying during the inspection.)*

7.6.1. In the event of inclement weather, In-Ranks inspections will be conducted in the halls of each squadron. Squadrons will form by flight, in line, at close interval in the center of the hallway. If three halls intersect the CQ desk, one flight will be in each hallway. If there are only two hallways, two flights will occupy the long hallway.

7.6.2. Flight commanders will be positioned at the end of their flight closest to the CQ desk. Flights will be formed by element with element leaders closest to the CQ desk. The squadron commander will be positioned near the CQ desk and will command **“Squadron, ATTENTION”**. The squadron commander will salute the inspector and report: **“Sir/Ma’am, The Squadron Is Prepared For Inspection”**. The inspector will return the salute and inspect the squadron commander. After inspecting the squadron commander, the inspector will hand the clipboard to the squadron commander and instruct them to accompany on the inspection. The squadron commander will command **“B and C Flights, Parade, REST,”** and position themselves one pace to the right and to the rear of the inspector. The inspecting party will move down each hall side-stepping from person to person.

7.6.3. As the inspector approaches, the “A” flight commander will salute and report: **“Sir/Ma’am, A-Flight Is Prepared For Inspection.”** The inspector will return the salute and begin inspecting the flight commander. After the flight commander is inspected, they will turn their head down line and command **“Second and Third Elements, Parade, REST.”** The commander will then assume the position of parade rest. As the inspector completes each element, the subsequent element leader will assume the position of attention, turn their head down line and command: **“Second (Third) Element, ATTENTION.”** After an element has been inspected, the element leader will turn their head down line and command **“First (Second or Third) Element, Parade, REST.”** Each flight will follow these same procedures. After an entire hall is inspected, and all elements are at parade rest, the squadron commander will command the flights in that hallway to attention (**“A and B Flights, ATTENTION”**). The inspector will pass behind the flights, inspecting the rear of the individuals. As the inspecting party passes each flight commander in the hall, the flight commanders, in order will command their flights to **“Parade, REST.”**

7.6.4. Once all flights have been inspected, and the entire squadron is at parade rest, the squadron commander will position themselves near the CQ desk, command: **“Squadron, ATTENTION”**, and await the de-brief from the inspector. Following the de-brief, the squadron commander will hand the clipboard over to the inspector, exchange salutes, and take charge of their squadron.

7.7. Noon Meal Personal Appearance Inspection (PAI).

7.7.1. Squadrons may be subject to a no-notice PAI during the noon meal formation. When a squadron is selected, they will be notified by the lead Group or Wing Standardization and Evaluation (Stan/Eval) Officer.

7.7.2. Squadrons will form in the row of Terrazzo blocks closest to the dormitory behind their NMF position with flights in line formation as prescribed in Figure 7.7. Hats will not be removed at any time during the inspection.

7.7.3. The squadron commander commands, **FALL IN**. Flight commanders command (**A, B, or C**). **Flight, FALL IN**. After the flights have formed and been sized flight commanders will face about.

7.7.4. The lead Stan/Eval officer will command **PREPARE FOR INSPECTION**. Without saluting, the squadron commander will face about, return saber, and command **PREPARE FOR INSPECTION**. Without saluting the flight commanders will face about, return sabers, and command, **Open Ranks, MARCH**. Open Ranks and Alignment Procedures are found in paragraphs 2.5. and 2.4.1.4. of this instruction.

7.7.5. When all flights have opened ranks, and are prepared for inspection, the guest inspector will take the most direct route to the front of the squadron commander. The squadron commander will salute and report: **“SIR/MA’AM, THE SQUADRON IS PREPARED FOR INSPECTION.”** The inspector will return the salute and begin inspecting the squadron commander.

7.7.6. When the squadron commander’s PAI is complete they will accompany the lead stan/eval officer on their inspection of each flight commander. After the final flight commander is inspected, the squadron commander will take the most direct route to their position in front of and facing the squadron, and stand at parade rest.

7.7.7. **Inspecting the Flights.** Due to the limited time available to conduct this PAI, each element will have their own inspector.

7.7.7.1. When the squadron is formed, inspectors for each flight will assemble to the rear of their assigned flight, standing at parade rest.

7.7.7.2. After the squadron commander reports to the lead Stan/Eval officer, the right-most grader of each inspection team will command, **Detail, ATTENTION, Right, FACE and Forward, MARCH**. The grader in the front of the detail will march forward and then execute a column left, marching forward towards the first element leader. Every grader will follow marching up to each subsequent element leader.

7.7.7.3. The grader will inspect the element leader first. The element leader will take his or her position to the inspector’s right to accompany them on the rest of the inspection. This is to provide the element leader with feedback as to how their element’s uniforms look. The element leader is merely an observer and not an active party member.

7.7.7.4. Upon inspecting the last member of the element, the element leader will march around the back of the flight and return to his or her spot, using column movement. The grader will take the most direct route to his or her original spot behind the flight and the element leader may give the element parade rest.

7.7.7.5. When the flight has been completely inspected, the flight commander will command **Flight, ATTENTION** and **Close Ranks, MARCH**. When the flight has returned to closed ranks, the flight commander will give **Parade, REST**.

7.7.8. When all flights are standing at parade rest, the squadron commander will command **Squadron, ATTENTION** and face about. The lead stan/eval officer will center on the squadron commander, provide any feedback on the inspection then command **DISMISS YOUR SQUADRON**. The squadron commander and lead stan/eval officer will exchange salutes and face about. Squadron commanders the command **FLIGHT COMMANDERS**

DISMISS YOUR FLIGHTS. The flight commanders and squadron commander will exchange salutes, and the flight commanders will face about. Flight commanders will then command, **FALL OUT.** Once the formation is dismissed, cadets will enter Mitchell Hall behind the last marching squadron.

PART 2 - CEREMONIES

Chapter 8

Cadet Wing Reviews and Parades

Section 8A – Introduction

8.1. General. This chapter explains general procedures for cadet wing reviews and parades. A review is the formation of the cadet wing marching in a prescribed manner. Its purpose is to observe the cadet wing state of training and inspect the degree of its drill proficiency. A parade is a review with honors. Parades may also be used to formalize ceremonies such as changes of command, honors to individuals and groups, or retreat. (NOTE: While commonly called "parades", most of the marching ceremonies the cadet wing performs during the year are in fact, reviews).

Section 8B – Academic Year Reviews and Parades

8.2. Sequence. The following is the sequence of events for an academic year review/parade: First Call; Assembly; Adjutant's Call; March On; Sound Off; National Anthem; Formation of Troops; Officers Center; Presentation of Troops; Presentation of Awards and Decorations (parade only); and March in Review. (NOTE: throughout this section an overall sequence for both ceremonies is detailed with differences between the two ceremonies noted where appropriate).

8.3. First Call. The wing forms on the terrazzo in front of Vandenberg Hall (Figure 8.1). Once assembled, the wing marches down the Core Values Ramp to the parade field ramp in the following order: Wing Staff; First and Second Group, side by side; and Third and Fourth Group, side by side. (NOTE: Color Guard, Band or Drum and Bugle Corps will form-up at the bottom of the parade field ramp). In preparation for Assembly, the command forms at the bottom of the parade field ramp (Figure 8.2).

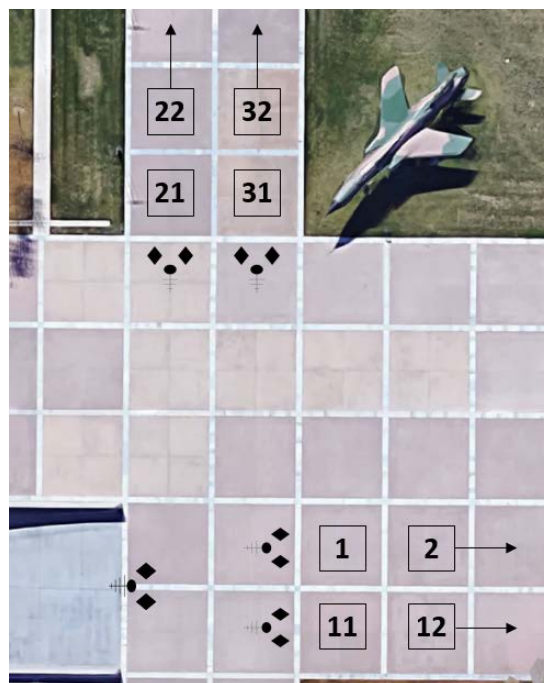


Figure 8.1. Wing Form Up on Terrazzo

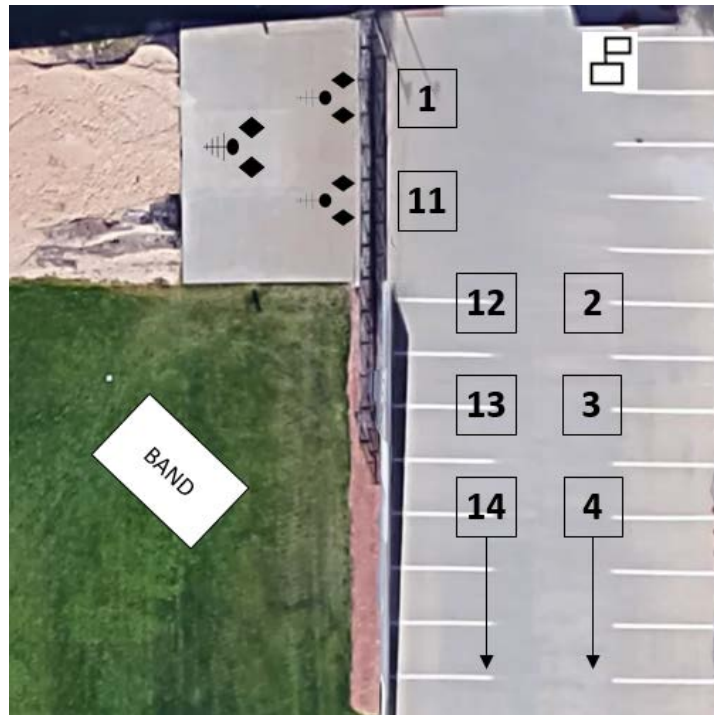


Figure 8.2. Command Form Up at Bottom of Parade Field Ramp

8.4. Assembly. Upon direction of the Cadet Wing NCOIC of Drill and Ceremonies, the ceremony begins with a volley from the 75mm Howitzer followed by the band playing Adjutant's Call. At the first note of the music, all cadet commanders face their units and call them to attention.

8.4.1. Upon direction of the Drill and Ceremonies staff representative at the bottom of the parade field ramp, the command marches onto the field in the following order: Wing Staff; First and Second Groups, side by side; Color Guard; Unit Colors Flag Mass; Band or Drum and Bugle Corps; and Third and Fourth Groups, side by side. All units proceed directly east on the initial line of their designated turn markers. Each squadron executes the appropriate moves to reach its position on the ready line (Figure 8.3).

8.4.2. Wing and group staffs guide left 90 degrees at their respective markers and move forward to their final positions. As the wing staff reaches its final position, the wing commander commands **Staff, Halt** or **Staff, Counter, HALT**. As the group staffs reach their final positions, the group commanders command **Staff, HALT** and face about.

8.4.3. The Color Guard executes a left wheel at its marker and moves to its final position.

8.4.4. The Unit Colors Flag Mass executes a left turn at its marker and moves to its final position.

8.4.5. As each squadron reaches its turn marker, the squadron commander turns around and commands **Left Turn, MARCH**. Left turns are executed immediately after the command element passes the turn flag. At the completion of the turn, the squadron commander commands, **Forward, MARCH**; and turns around to march forward. When the squadron approaches the ready line, the squadron commander faces about and commands, **Squadron,**

HALT. The squadron commander commands, **Parade, REST**, faces about and assumes parade rest.

8.4.6. When all squadrons of a group are at parade rest, the group commander faces about and commands **Staff, Parade REST**. After all four groups are at parade rest, the Wing Staff goes to parade rest (Figure 8.4).

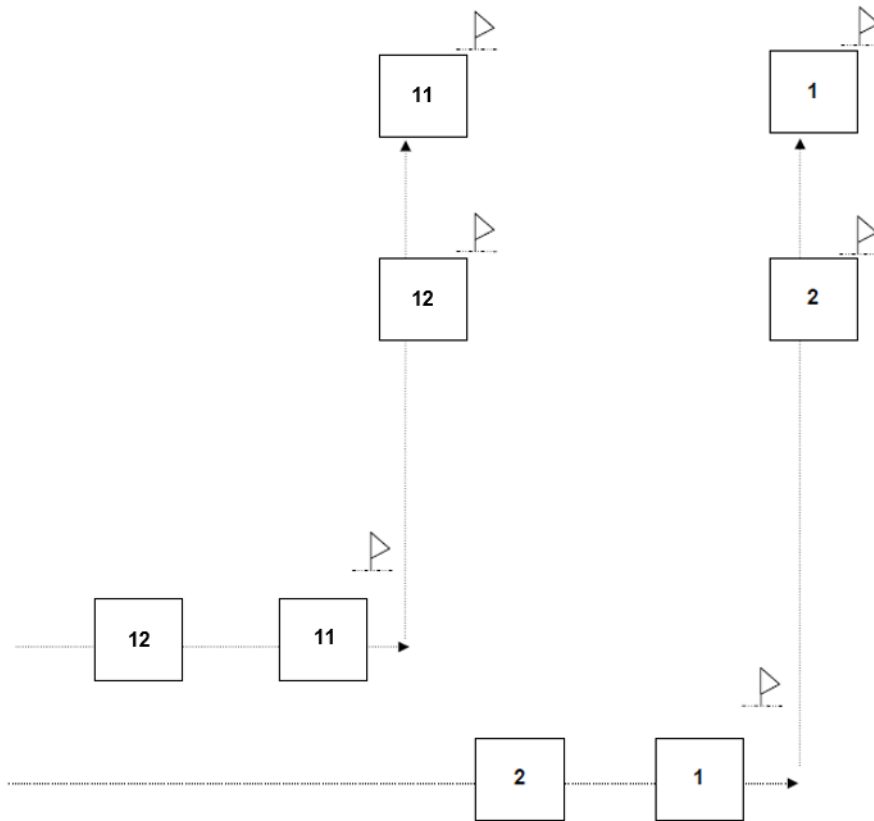


Figure 8.3. Turn Flags and Stop Markers

8.5. Adjutant's Call. Prior to Assembly, the adjutant takes a position on the final line six paces to the right of CS-01's flag marker, facing down the line. Upon signal from the wing commander or NCOIC, Drill and Ceremonies, the adjutant continues the ceremony by commanding the band to sound Adjutant's Call.

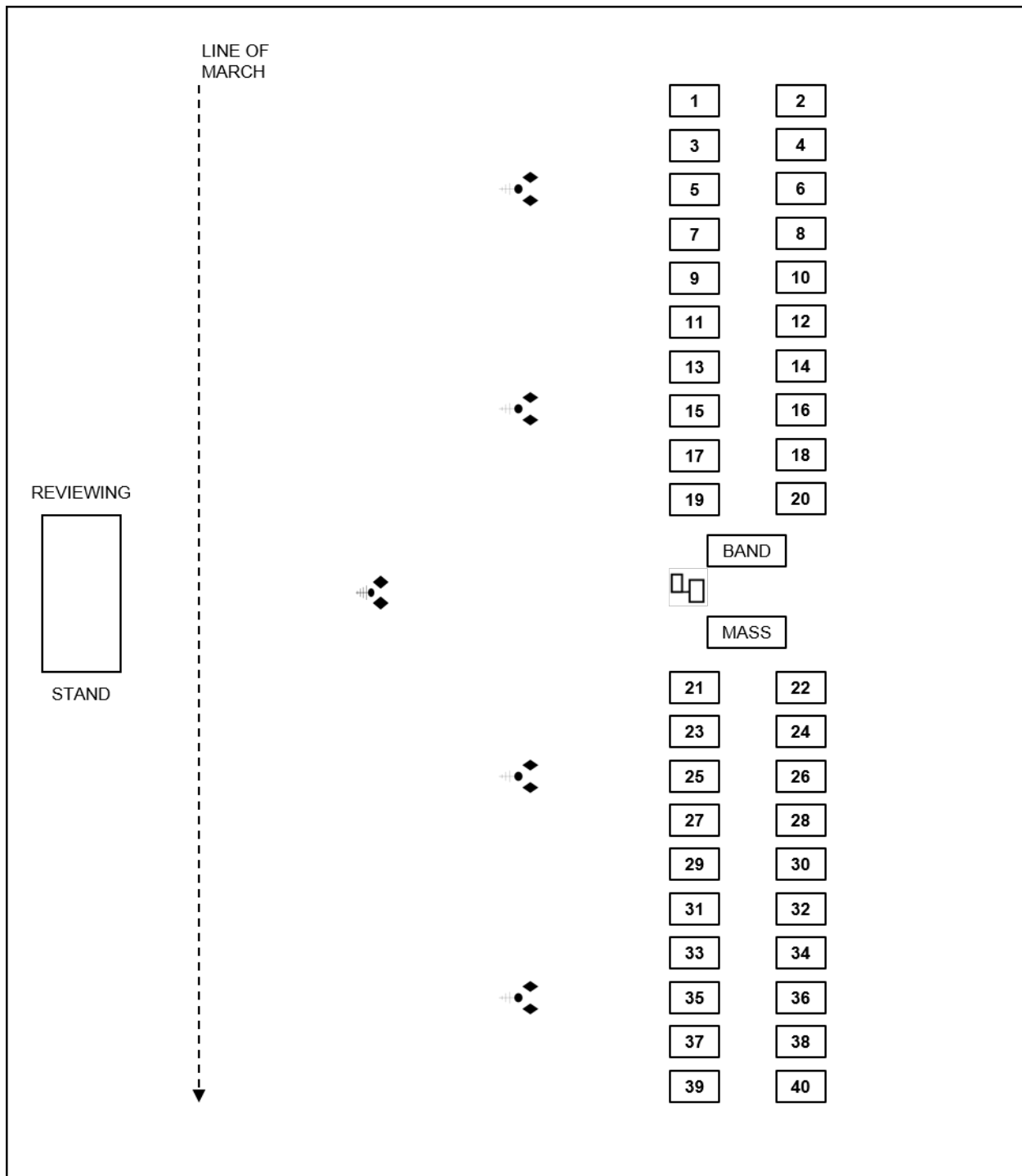


Figure 8.4. Wing Formation on Parade Field

8.6. March On.

8.6.1. As soon as Adjutant's Call is played, in order from right to left in each group, the squadron commanders give the following commands: **GUIDE ON LINE; Forward, MARCH; Squadron, HALT; At Close Interval, Dress Right, DRESS; Ready, FRONT;**

and **COVER**. On the command **GUIDE ON LINE**, the guide double times to the final line, halts, faces to the right, and aligns on the adjutant.

8.6.2. The squadron commander halts the squadron so the chest of the first person in the right file touches the right shoulder of the guide.

8.6.3. The squadron commander dresses the squadron then commands **Ready, FRONT and COVER**. The squadron commander then faces to the front and aligns on other commanders to the right.

8.6.4. After the group is dressed, the group commander faces to the front.

8.6.5. After all squadrons in the front row have come on line, the adjutant marches at adjutant's cadence to a point between the Commander of Troops and the front line of commanders. The adjutant halts facing the line of the troops, executes left face, and commands in a loud and distinct voice **G-u-i-d-e-s, POST**.

8.6.6. On the command **Guides, POST**, the guides move to their positions in the ranks by executing a left face and taking one pace forward.

8.6.7. The adjutant then commands **GIVE YOUR GROUPS PARADE REST**. Each group commanders faces about and commands **Parade, REST** then faces about and commands **Staff, Parade Rest**.

8.7. Flyover. If a flyover is scheduled to occur during the parade sequence, it should be timed so the wing is at parade rest. The adjutant will wait until the sounds from the aircraft and/or audience have quieted down before continuing.

8.8. Sound Off. When the last group commander has faced about and is at parade rest, the adjutant commands, **IN PLACE, SOUND OFF**. The band or D&B plays the appropriate music. The Commander of Troops and staff stand at attention during the sound off ceremony.

8.9. Formation of Troops. At the conclusion of the music, the adjutant commands, **GIVE YOUR GROUPS ATTENTION; GIVE YOUR GROUPS PRESENT ARMS**. Group commanders execute carry saber, face about and in turn give **Group, ATTENTION; Present, ARMS**. The group commanders again face about, and command, **Staff, Present, ARMS**.

8.9.1. **Review Sequence.** The wing commander gives **Staff, Present, ARMS**. The band or D&B plays the National Anthem. At the conclusion of the National Anthem, the wing commander gives **Staff, Order, ARMS; Carry, SABER**. The adjutant faces about, salutes and reports **SIR/MA'AM, THE PARADE IS FORMED**. The wing commander returns the salute and commands, **TAKE YOUR POST**.

8.9.1.1. The adjutant moves to their staff position. When the adjutant is in place, the wing commander commands, **GIVE YOUR GROUPS ORDER ARMS**. The group commanders command **Staff, Order Arms**, face about, and in turn, give **Order, ARMS**. When all groups have come to order arms, the wing commander instructs the adjutant to **RECEIVE THE REPORT**. The adjutant returns to position in front of the wing commander and commands, **REPORT**. The group commanders, in turn, salute and report (number of group) **GROUP ALL PRESENT OR ACCOUNTED FOR, SIR/MA'AM** or (number of group) **GROUP REPORTS (number) CADET(S) ABSENT, SIR/MA'AM**. The adjutant returns the salute of each group commander.

NOTE: For parades and reviews only, it has become traditional to report absences to "spell out" the year of the firstie class. Example for 2020:

"First Group, two cadets absent, Sir."

"Second Group, zero cadets absent, Sir."

"Third Group, two cadet absent, Sir."

"Fourth Group, zero cadets absent, Sir."

8.9.1.2. The adjutant will face about and report to the wing commander: **SIR/MA'AM, ALL PRESENT OR ACCOUNTED FOR.** The wing commander will return the salute and command **PUBLISH THE ORDERS.**

8.9.1.3. The adjutant faces about and commands: **ATTENTION TO ORDERS, Detail for today, Officer of the Day _____, Senior Officer of the Day _____, by Command of Brigadier General (Commandant's last name).**

8.10. **Officers Center.** Immediately after publishing the orders, the adjutant commands **OFFICERS, (pause until all commanders are on the front line) CENTER, MARCH,** then faces about and takes a position in the staff behind the Commander of Troops.

8.10.1. On the command **Officers**, group staffs and squadron commanders execute carry saber and guidon bearers come to the carry position then execute the following movements:

8.10.1.1. Squadron commanders on the front line of march will take eight paces forward and halt. Guidon bearers will execute a face in marching 45 degrees to the right, taking four paces so that they are directly behind the squadron commander, then halt (Figure 7.5).

8.10.1.2. For squadrons on the rear line of march, commander and guidon bearers (key personnel) will perform the above procedures with additional movements: When the guidon bearer is halted behind the squadron commander, the squadron commander commands **POST** and the key personnel will face to the left. The squadron commander will then command **Forward MARCH** and key personnel will march forward 9 paces and execute a right flank. Following the flanking movement, key personnel will march forward until they are in line with the front squadron key personnel and halt. Once all movement has stopped, the adjutant will command **CENTER.**

8.10.2. On the command **Center**, group staffs, squadron commanders, and guidon bearers (key personnel) execute the appropriate facing movement toward the center of the parade field.

8.10.3. On the command **MARCH**, the band plays and all key personnel march toward the center, maintaining relative positions. On reaching the center, each individual halts and automatically faces the front at close interval. The group commanders and their staffs close to the center, maintaining relative unit positions. CS-20 and CS-21 squadron personnel halt at the formation center. When key personnel have reached the center and faced to the front, the CS-01 squadron commander will say **Sir (Ma'am), all in from the right.** The CS-40 squadron commander will say **Sir (Ma'am), all in from the left.**

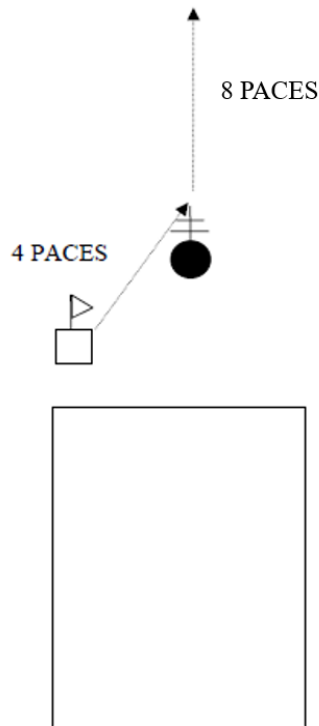


Figure 8.5. Officers Center

8.10.4. When all key personnel are in position, the second or third group commander will command (over the shoulder) **Forward, MARCH**. While marching forward, each rank of personnel will dress to the **center**. Guidon bearers **MUST** allow the squadron commander rank to pull away gradually, increasing the distance, to avoid hitting them with the guidons.

8.10.5. The group commander in charge of the detail commands **Officers, HALT** so that the formation halts with group commanders six paces in front of the wing commander. The key personnel halt and present arms in five counts. If armed with sabers, officers take one step (count 1), halt (count 2), execute present arms (counts 3-4), stand fast (count 5). If not armed, officers take one step (count 1), halt (count 2), stand fast (count 3), execute present arms (count 4), stand fast (count 5). Guidon bearers execute the first movement of present arms on the preparatory command **Officers**. On the command **HALT**, guidon bearers take one pace (count 1), halt (count 2), stand fast (count 3), complete present arms (count 4) and cut the left hand away to the left side (count 5). Color bearers take one pace (count 1), halt (count 2), stand fast (count 3), execute present arms (count 4), and stand fast (count 5).

8.10.5.1. The Commander of Troops returns the salute and commands **Order, ARMS** to end the salute and return key personnel to carry saber and carry guidon.

8.11. Officers Post. The Commander of Troops commands **Officers, Post, MARCH**.

8.11.1. On the command **Post**, key personnel face about. On the command **MARCH**, they step off.

8.11.2. The group commander in charge of the detail commands **Officers, HALT** so that the guidon bearers halt four paces from the front line of squadrons.

8.11.3. The group commander in charge of the detail commands **Post, MARCH**. On the command **Post**, all key personnel face away from center. On the command **MARCH**, officers and guidon bearers move off in succession at four-pace distances. Squadron key personnel use flanking movements to move back to their original positions in the formation. All face about at the squadron commanders command **Post**. Immediately following the facing movement, all sabers and guidons will be returned to the order.

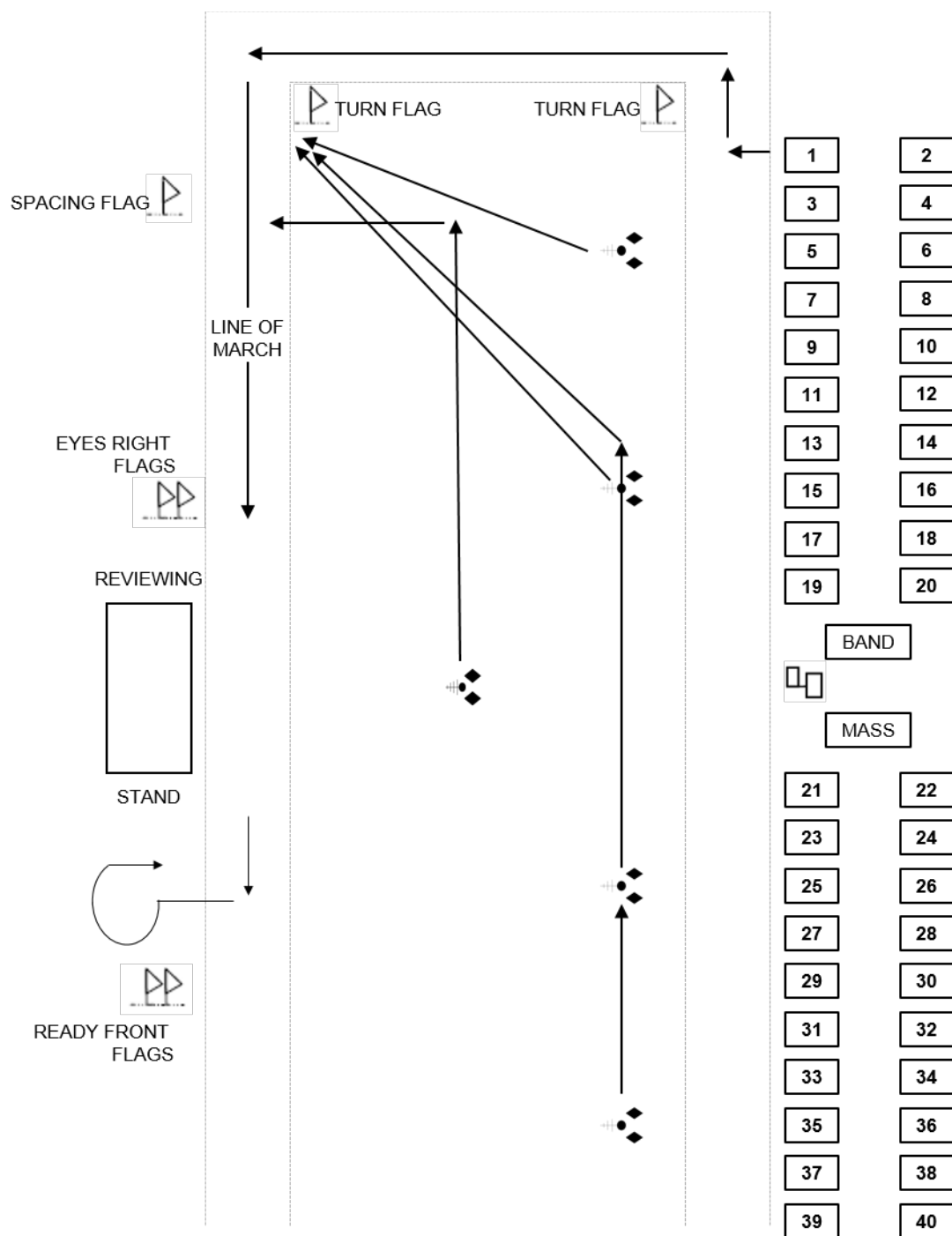
8.12. **Presentation of Troops.** When all movement stops, the wing commander commands **GIVE YOUR GROUPS PRESENT ARMS**. Group commanders face about, and in turn, command **Present, ARMS**. Group commanders then face about and give **Staff, Present, ARMS**. When the Fourth Group staff assumes present arms, the wing commander faces about, gives **Staff, Present, ARMS**, salutes the reviewing officer, and says **SIR/MA'AM, I PRESENT THE COMMAND**.

8.12.1. The band plays Honors. At the conclusion of Honors, the reviewing officer commands **MARCH THE COMMAND IN REVIEW**. The wing commander gives **Staff, Order, Arms, and Carry SABER**. The wing commander then faces about and commands, **GIVE YOUR GROUPS ORDER ARMS**. After all four groups are at order arms the Wing Commander commands, **PASS IN REVIEW** (Figure 7.6).

8.13. March in Review.

8.13.1. On **PASS IN REVIEW**, all group commanders face about. The first group commander will command **COLUMN OF SQUADRONS, RIGHT SQUADRON, RIGHT TURN, MARCH**. On **Column of Squadrons**, all squadron commanders will go to carry saber. On **Right Squadron**, all squadron commanders will execute an about face and the band will begin playing a drum cadence. On **Right Turn**, the first squadron commander to march will supplement the command with **Right Turn** while all other squadron commanders will supplement with **STANDBY**. On **MARCH** (given in time with the cadence) the first squadron will execute a right turn. Each subsequent squadron commander is responsible for commanding **Forward or Right Turn, MARCH** so as to allow approximately 18 paces between the previous squadron. As the first group begins the pass in review, the other group commanders will, in turn, give, **Parade, REST**. The group commanders and staffs remain at attention. As the first group begins marching, the wing commander and staff marches toward the east end of the reviewing line and into the line of march and begins marking time. The wing commander will face backwards until the First Group staff reaches the proper position behind them (18 paces). The wing commander gives **Forward, MARCH**, and turns back down the line of march.

8.13.2. **First Group Staff.** The First Group commander remains facing his/her group until the first squadron has begun marching. At that time, the first group commander will face about and command, **Staff, Forward, MARCH**. First Group staff marches directly to a point on the line of march just after past the final turn, to the right of the wing staff (the staff will guide to that point, with no staff turns.) At that point, the First Group commander marches the staff into the line of march and begins marking time. The first group commander will face backwards until the first squadron of their group is 18 paces away. (There will be 18 paces between the first group staff and wing staff as well) The group commander will command **Forward MARCH** and turn back down the line of march.



*NOT TO SCALE

Figure 8.6. March In Review

8.13.3. **Remaining Group Staffs.** The second, third, and fourth group commanders will give **Group, ATTENTION** when the eighth squadron from the previous group begins marching. As the final squadron in the previous squadron begins marching, the group commanders will use the same sequence of commands as described in paragraph 8.13.1. Group staffs will follow the same procedures for passing in review as first group staff.

8.13.4. **Squadron Commanders.** When the third from the last rank of the squadron to the right is turning, the front squadron commander gives, **Right Turn, MARCH**; the rear squadron commanders give **Forward, MARCH** four paces after the front squadron marches off, and commands **Right Turn, MARCH** using the front squadron's stop flag as a turn guide.

8.13.5. **Eyes Right.** As each commander reaches the appropriate marker on either side of the reviewing party, he/she will give **Eyes, RIGHT** and **Ready, FRONT**. Commands are given so that the movement is executed as the commander reaches the marker. After the wing commander gives **Ready, FRONT**, he/she gives **Staff Right, MARCH**. The wing staff moves to a position six paces past and one pace behind the reviewing party and goes to **Order, SABER**. The staff observes the parade from this position. As the wing commander is part of the review, and not part of the reviewing party, he/she does not return salutes of passing units. He/she will ensure appropriate honors are given to the colors as they pass. At the end of the reviewing line, units execute the necessary turning movements, march back to the terrazzo and dismiss. After the band has passed in review, the wing commander gives **Carry, SABER**; and **Forward, MARCH**. When the staff reaches a position six paces in front of and centered on the reviewing officer, the wing commander salutes and reports **SIR/MA'AM, THIS CONCLUDES TODAY'S CEREMONY**. The reviewing officer returns the salute and says, **CONTINUE YOUR SCHEDULED ACTIVITIES**. The wing commander faces about and dismisses the staff.

Chapter 9

Football Game March-Ons

Section 9A – Introduction

9.1. **General.** This chapter explains specific procedures for pre-game march-ons at USAFA home football games. Normally, march-ons will consist of two cadet groups, however, for games against the sister service academies, the entire wing will march on. Following the wing march-on prior to the interservice games, a “Prisoner Exchange” will take place as well. The NOTAM for home game weekends will reflect which groups are scheduled for each game.

9.1.1. **Uniforms.** The uniform for march-ons will be announced prior to the game. Unless specifically authorized, spirit uniforms WILL NOT be worn. If ABUs/OCPs are worn, only berets and patrol caps will be worn. There will be no sunglasses in the formations. All squadrons will carry guidons.

9.1.2. **Assembly and formation.** All participating squadrons will form up at the stadium tunnel entrance no later than 45 minutes prior to kick-off. Due to the limited space in the tunnel, formations will be 6x6 plus a commander and guidon bearer (38 total cadets).

Section 9B – Two Group March-On

9.2. **Two Group March-On Procedures.** Groups will form at the tunnel entrance in numerical order from west to east. Squadrons will be in mass formation in numerical order from south to north. Group staffs will form in front of their first squadron. The formation will be led by the Drum and Bugle Corps (D&B) and Wing Staff. The Color Guard will form on the east side of the north end zone. When instructed, the formation will move into the tunnel.

9.2.1. When the football teams leave the field, the Drill and Ceremonies NCOIC, in coordination with AD personnel, will initiate the march on to the field. The D&B will march straight into the end zone, and halt on the goal line, keeping the band within the hash marks on the field. After the D&B steps off, the Wing Commander will command **Forward, MARCH**. The wing staff will march ahead inclining to the left, and back to the right, marching down the field centered between the east hash marks and field numbers. The wing commander will turn the tripod to the right at the 50 yard line, march west across the center of the field, and command **Staff, HALT** so that the commander is standing on the west hash marks just beyond the midfield logo. The Color Guard will march directly forward after the wing staff passes their position. The colors will march forward to the 50-yard line, execute a right wheel and halt on the midfield logo.

9.2.2. The west group staff will exit the tunnel, incline to the right and march toward the west hash marks. The group staff will incline to the left so that the commander is marching approximately 12 paces to the right of the west hash marks, clearing the D&B. They will turn right at the 50-yard line and halt. The group commander will face to the east, watching their group march on, until all squadron commanders and guidon bearers have posted (Figure 8.1.)

9.2.3. The east group staff will exit the tunnel, incline to the left and march toward the east hash marks. The group staff will incline to the right so that the commander is marching approximately three paces to the left of the east hash marks. They will turn right at the 50-yard line and halt so that the commander is standing approximately three paces past the hash

marks. The group commander will face to the east, watching their group march on, until all squadron commanders and guidon bearers have posted (Figure 9.1.)

9.2.3.1. Each squadron will follow their group staff out of the tunnel and to the hash marks. (Guidon bearers must use caution exiting the tunnel due to a low ceiling.) Squadrons will incline around the D&B so that the nearest flank of their squadron is on the outside of the hash mark, with the D&B on the inside. Squadron commanders will turn around and command **Squadron, HALT** so that their front ranks are halted exactly on their designated yard line (Figure 9.1.) Squadron commanders will give the commands **Cover**, and **Right, FACE**, then post two paces in front of and centered on their squadron. Guidon bearers will post one pace behind and to the left of their commander.

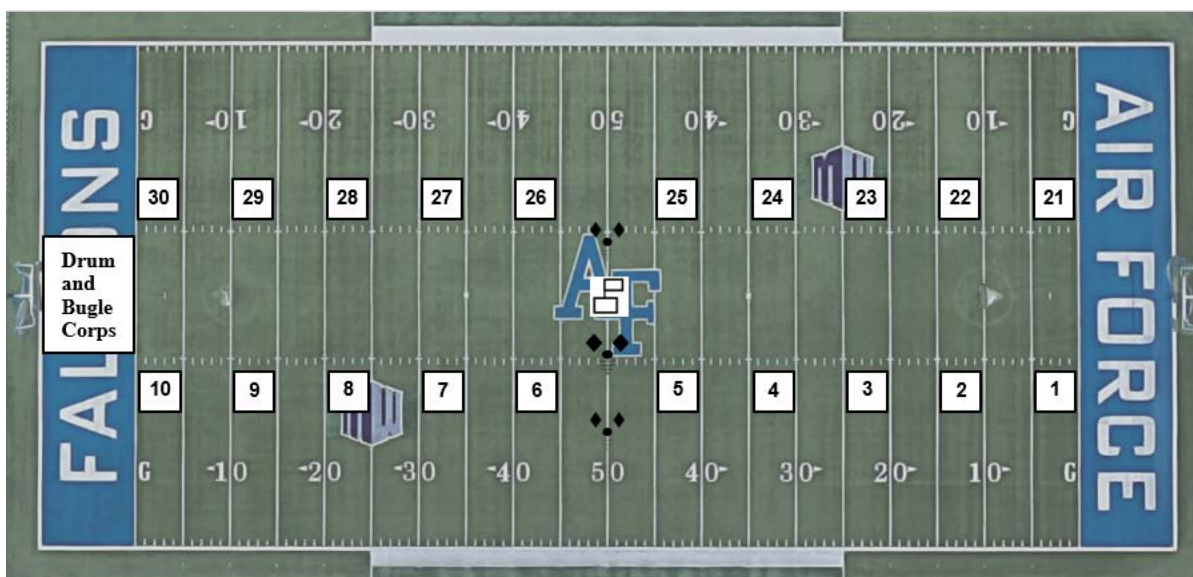


Figure 9.1. Two Group March-On

9.2.4. Once in position, cadets must watch for the signal flags located approximately at mid field, half way up the stands. The flag signalers will wave both flags to mark their position. After waving both flags, the signalers will pause then raise each flag, one at a time. The two flags going up individually serve as the preparatory command **PRE-SENT**. The command of execution **ARMS** will be when both flags are dropped. Guidon bearers will execute count one of present guidon upon the second flag being raised. Following the National Anthem, the signalers will repeat the above procedures twice, the first time for **OR-DER ARMS**. Guidon bearers will execute count one of order guidon upon the second flag being raised. The second time serves as the command for **A-BOUT FACE**.

9.2.4.1. There will be additional flag signalers on the east side of the stadium, near the top of the stands approximately on the 50 yard line. They will mark their position by waving both flags. The next series of flag movements will be for the USAFA cheer. Following the cheer, the signalers will signal another three count movement. The counts are **DOUBLE TIME, MARCH**. On **MARCH**, the command of execution, all cadets will run to their pre-designated area. When leaving the field, speed is important, but safety is critical. Guidons will be carried at the port. There will be no piling on or other horseplay during the field exit.

9.2.4.2. The southernmost squadrons (CS01-04, CS11-14, CS21-24, and CS31-34) will make an expeditious, yet orderly transition to the southeast corner of the field, ensuring cadets avoid the visiting team's bench, and then proceed in an orderly fashion behind the visiting team's bench to the Cadet Seating area. The remaining squadrons on the north end make an expeditious, yet orderly transition toward the northeast corner of the field, and then to the cadet seating area ensuring all cadets avoid the visiting team's bench area.

Section 9C – Wing March-On

9.3. **Wing March-On Procedures.** Prior to interservice games, or other special occasions, as directed all 40 squadrons of the Cadet Wing will march on to the field.

9.3.1. The wing will assemble and form outside the stadium at the tunnel entrance. First Group will be on the west side of the tunnel, followed by Second Group. Third Group will form next to First Group, on the east side of the tunnel, followed by Fourth Group. Squadrons must be formed side-by-side to ensure that adjacent squadrons depart the tunnel simultaneously. The color guard and D&B will follow the same procedures outlined in paragraph 8.2. The Wing Staff will lead the formation, with the respective group staffs in front of their groups (Figure 8.2.) First and Third Groups, led by their staffs, will march out of the tunnel simultaneously. Second and Fourth Groups, led by their staffs, will march out of the tunnel simultaneously.

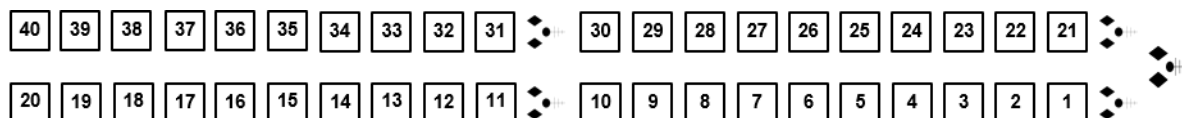


Figure 9.2. Wing March-On Assembly

9.3.2. First Group Staff will incline to the right toward the west sideline, inclining back to the left so that they are marching down the middle of the numbers on the field. They will turn right on the 50-yard line and halt so that the commander is approximately three paces past the numbers. The group commander will face to the east (watching the group march on) until all commanders and guidon bearers have posted (Figure 9.3.)

9.3.2.1. The squadrons of First Group will follow the staff out of the tunnel inclining back to the left so that they are marching down the middle of the numbers on the field. Squadron commanders will turn around and command **Squadron HALT** so that their front ranks are halted exactly on their designated yard line (Figure 9.3.) Squadron Commanders will give the commands **Cover**, and **Right, FACE**, then post two paces in front of and centered on their squadron. Guidon bearers will post one pace behind and to the left of their commander.

9.3.3. Third Group Staff will incline to the left and march toward the east hash marks. The group staff will incline to the right so that the staff is approximately three paces to the left of the east hash marks. They will turn right at the 50-yard line and halt so that the staff is standing approximately two paces from the hash marks. The group commander will face to the east, watching their group march on, until all squadron commanders and guidon bearers have posted (Figure 9.3.)

9.3.3.1. The squadrons of Third Group will follow the staff out of the tunnel, inclining back to the right so that the east hash marks are running along the right flank of their squadrons. Squadron commanders will turn around and command **Squadron HALT** so that their front

ranks are halted exactly on their designated yard line (Figure 9.3.) Squadron Commanders will give the commands **Cover**, and **Right, FACE**, then post two paces in front of and centered on their squadron. Guidon bearers will post one pace behind and to the left of their commander.

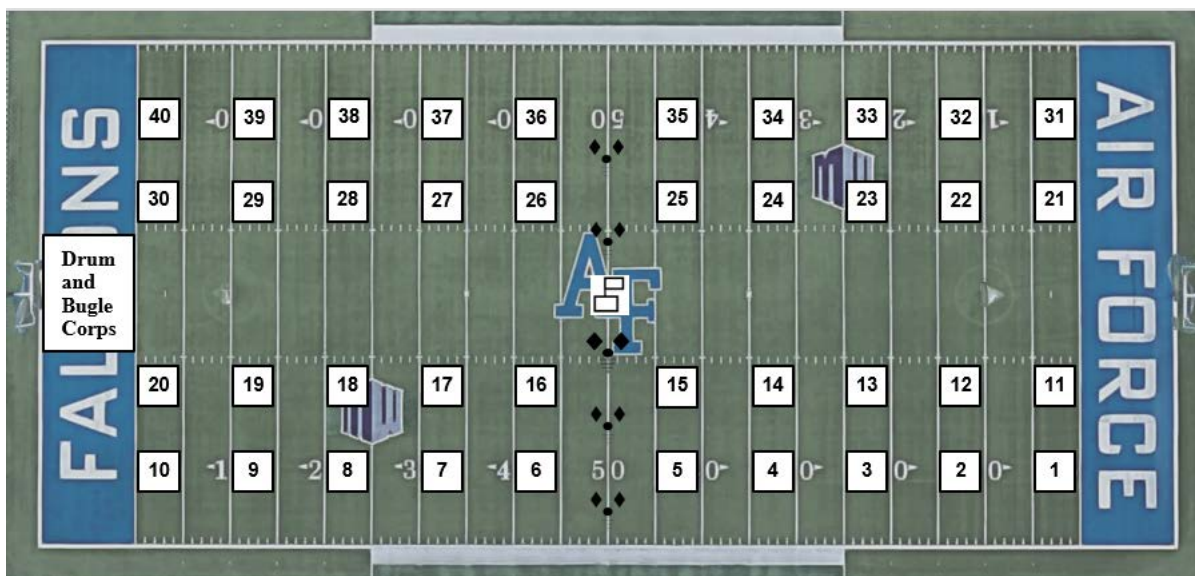


Figure 9.3. Wing March-On

9.3.4. Second Group staff will follow closely behind the last squadron in front of them, incline to the right and march toward the west hash marks. The group staff will incline to the left so that the commander is marching approximately 12 paces to the right of the west hash marks. They will turn right at the 50-yard line and halt. The group commander will face to the east, watching their group march on, until all squadron commanders and guidon bearers have posted (Figure 9.3.)

9.3.4.1. The squadrons of Second Group will follow their staff out of the tunnel, inclining back to the left so that the west hash marks are running along the left flank of their squadrons. Squadron commanders will turn around and command **Squadron HALT** so that their front ranks are halted exactly on their designated yard line (Figure 8.3.) Squadron Commanders will give the commands **Cover**, and **Right, FACE**, then post two paces in front of and centered on their squadron. Guidon bearers will post one pace behind and to the left of their commander.

9.3.5. Fourth Group staff will follow closely behind the last squadron in front of them, incline to the left and march toward the east sideline. The group staff will incline to the right so that they are marching down the middle of the numbers on the field. They will turn right at the 50-yard line and halt so that the commander is approximately three paces past the numbers. The group commander will face to the east, watching their group march on, until all squadron commanders and guidon bearers have posted (Figure 9.3.)

9.3.5.1. The squadrons of Fourth Group will follow the staff out of the tunnel inclining back to the right so that they are marching down the middle of the numbers on the field. Squadron commanders will turn around and command **Squadron HALT** so that their front ranks are halted exactly on their designated yard line (Figure 8.3.) Squadron Commanders will give the commands **Cover**, and **Right, FACE**, then post two paces in front of and

centered on their squadron. Guidon bearers will post one pace behind and to the left of their commander.

9.3.6. Once the wing is on the field, facing west, the sequence is the same as for the two group march-on.

Section 9D – Prisoner Exchange

9.4. **“Prisoner of War” Exchanges (For interservice games).** Following the march-on, there will be a “prisoner exchange” in which exchange cadets are returned to their commander to watch the game from their sidelines. The Drill and Ceremonies NCOIC is responsible for prior coordination with the visiting academy to ensure their staff is aware of these procedures.

9.4.1. **General.** Participants in the exchange will include the Wing Commander, visiting team’s exchange cadets, visiting cadet commander, USAFA exchange cadets from the visiting academy. The exchange will take place immediately following the cadet wing departure from the field as directed by the Drill and Ceremonies NCOIC. With the exception of the march to the center of the field, all commands will be initiated by the Wing Commander, and supplemented by the visiting commander, unless otherwise specified. All contingent members will execute on the Wing Commander’s commands of execution.

9.4.2. **Visiting contingent.** The visiting contingent (commander and USAFA cadets) will be pre-positioned on the visitor’s sideline during the march-on. As the Cadet Wing departs the field, the contingent will form on the sideline, normally around the south 35 yard line (Figure 9.4.) The contingent will begin marching toward midfield after the USAFA contingent begins marching. The contingent will halt approximately three paces from midfield.

9.4.3. **USAFA contingent.** The USAFA contingent (Wing Commander and exchange cadets) will muster on the USAFA sideline normally around the south 35 yard line. As the Cadet Wing departs, the wing commander proceeds to the USAFA sideline where the exchange cadets are pre-positioned. After the contingent has formed, the Wing Commander will face about and command **Forward, MARCH**. The USAFA contingent will march forward until the Wing Commander commands **Detail, HALT** approximately three paces from midfield.

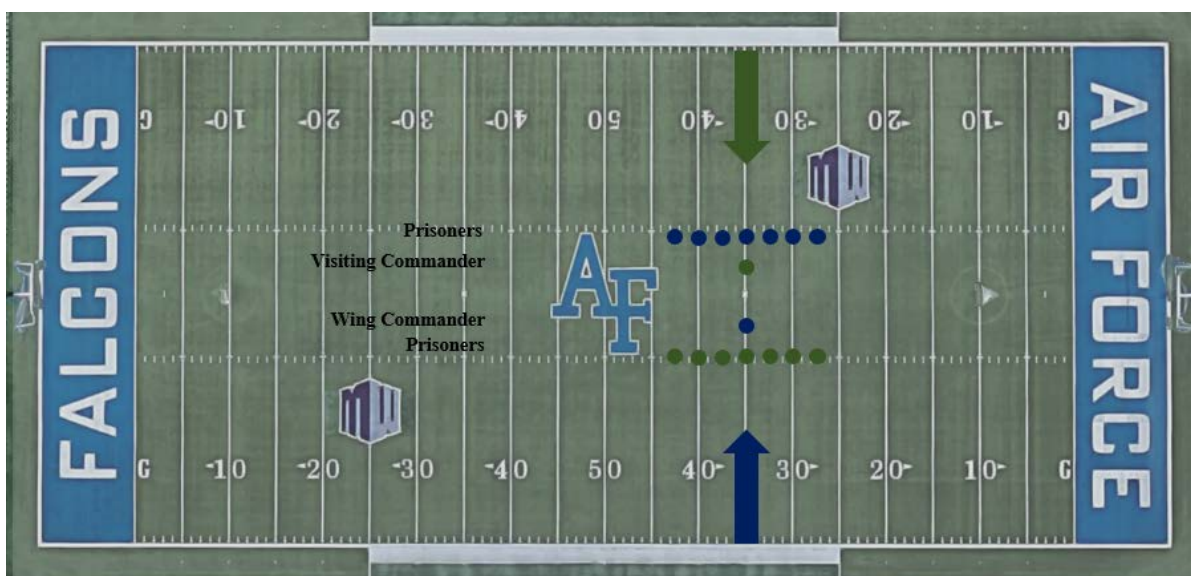


Figure 9.4. Prisoner Exchange Formation

9.4.4. **Exchange procedures.** After both contingents halt, the visiting commander will salute the Wing Commander. After the Wing Commander returns the salute he/she will command **Right, FACE** and **Forward, MARCH**. The prisoners from both contingents will face to the right and step off. Each prisoner contingent will execute two column lefts to position themselves behind their respective commanders (Figure 9.5.) Once in position, the prisoners will mark time, ensuring proper positioning behind their commanders. The Wing Commander will command **Detail, HALT**. All prisoners will halt and automatically face to the left.

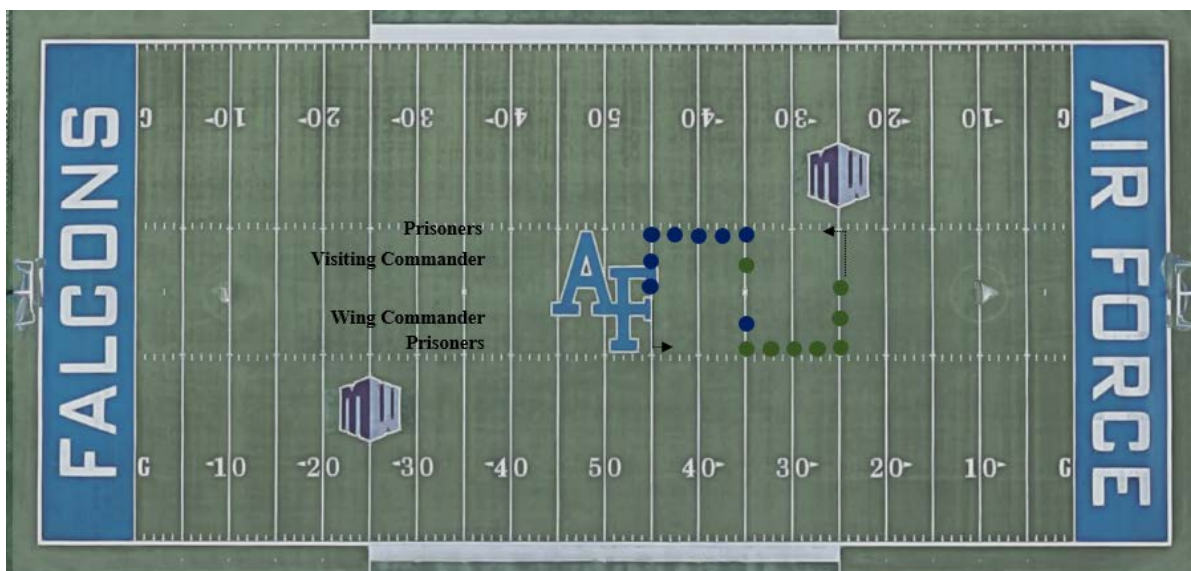


Figure 9.5. Prisoner Exchange Procedures

9.4.4.1. The Wing Commander will command **Present, ARMS** allowing time for the visiting commander to echo **Present**. The Wing Commander will command **Order, ARMS**, allowing time for the visiting commander to echo **Order**. Following the order arms, both commanders will advance and shake hands then return to their position.

9.4.4.2. The Wing Commander will command **About, FACE** and **Forward, MARCH**, allowing time for the visiting commander to echo both preparatory commands. The commanders and prisoners will begin marching toward their respective sidelines (Figure 9.6.)

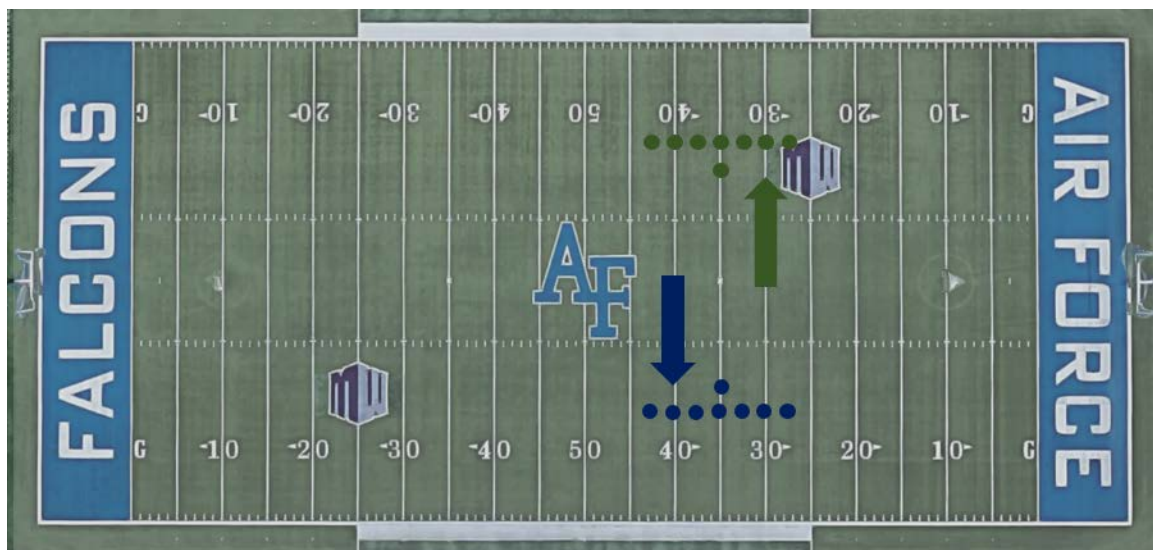


Figure 9.6. Prisoner March-Off

9.4.4.3. When the contingents are clear of the field, the commanders will give **Detail, HALT**. Once halted, the prisoners will be dismissed to rejoin their classmates for the game.

Chapter 10

Acceptance Parade

Section 10A – Introduction

10.1. **General.** The Acceptance Parade is the first wing parade of the academic year. It signifies the completion of basic cadet training and the formal acceptance of the new fourth class cadets into the cadet wing. This parade is one of the highlights of Academy life, and is attended by parents, friends, and distinguished visitors of the military and civilian communities.

Section 10B – Parade

10.2. **Sequence of Events.** The following is the sequence of events for the Acceptance Parade: First Call; Assembly; Guest Speaker from Legacy Class of Incoming Class; Contrails Presentation to Eight Outstanding Basics; Adjutant's Call; March On; Sound Off; National Anthem; Formation of Troops; Officers Center; AFCW Change of Command; Honor Oath; Acceptance Sequence; Presentation of Troops; and March in Review.

10.3. **First Call.** The wing forms as prescribed in Chapter 8.

10.3.1. Basic Cadet Training (BCT) flights form up on the west end of Stillman Field, in column formation, and facing north (Figure 10.1.) BCT flights will be lead by their flight NCO and elements may not contain more than nine cadets. Fall semester cadet group superintendents pre-position themselves in front of the bleachers ready to march out to positions centered on their BCT groups.

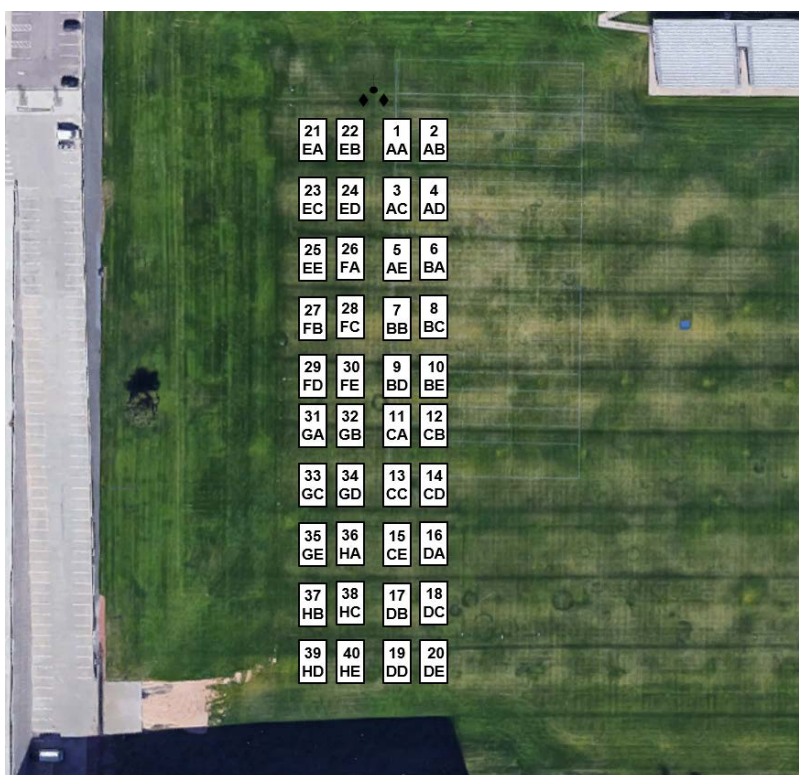


Figure 10.1. BCT Flight Assembly

10.4. **Assembly.** The wing will assemble on the parade field as prescribed in Chapter 8.

10.4.1. The BCT Group Commander and staff march to their marker, turn, and halt. The BCT Group commander executes an about face and remains facing the BCT flights at the position of attention.

10.4.2. BCT flights will march east along the north edge of the parade field. The northern squadrons will march along the fence line, just to the left of their flag markers, and position themselves at their respective flags. The southern squadrons will march directly between the flag markers, with their respective flags to their right. As the BCT flights reach their stop flag, flight NCOs command, **Flight Halt, Cover, Right, FACE, and Parade, REST**. The flight NCOs then move to a position three paces in front of and centered on the flight, facing the BCT Commander, and assume the position of parade rest.

10.4.3. Once their BCT flights are in place, fall semester cadet group superintendents will march out to their position and execute parade rest.

10.4.4. At this point all BCT flights are positioned in front of the bleachers at parade rest and all academic year squadrons are on the ready line at parade rest (Figure 10.2.)

10.5. Guest Speaker and Contrails Presentation. The guest speaker will speak from the podium at the parade field level. If needed, he/she will help give out Contrails following their remarks. If not, they will stand and wait until the Contrails exchanges is complete.

10.5.1. For the Contrails exchange, the Legacy Class members will form on the west side of the reviewing stand and the Eight Outstanding Basics will form on the east side. When directed, each group will march to the reviewing stand, face each other, and the Legacy Class members will hand over the Contrails to the Outstanding Basics. Once complete, each group will turn and march off the opposite side from where they came (Figure 10.3.)

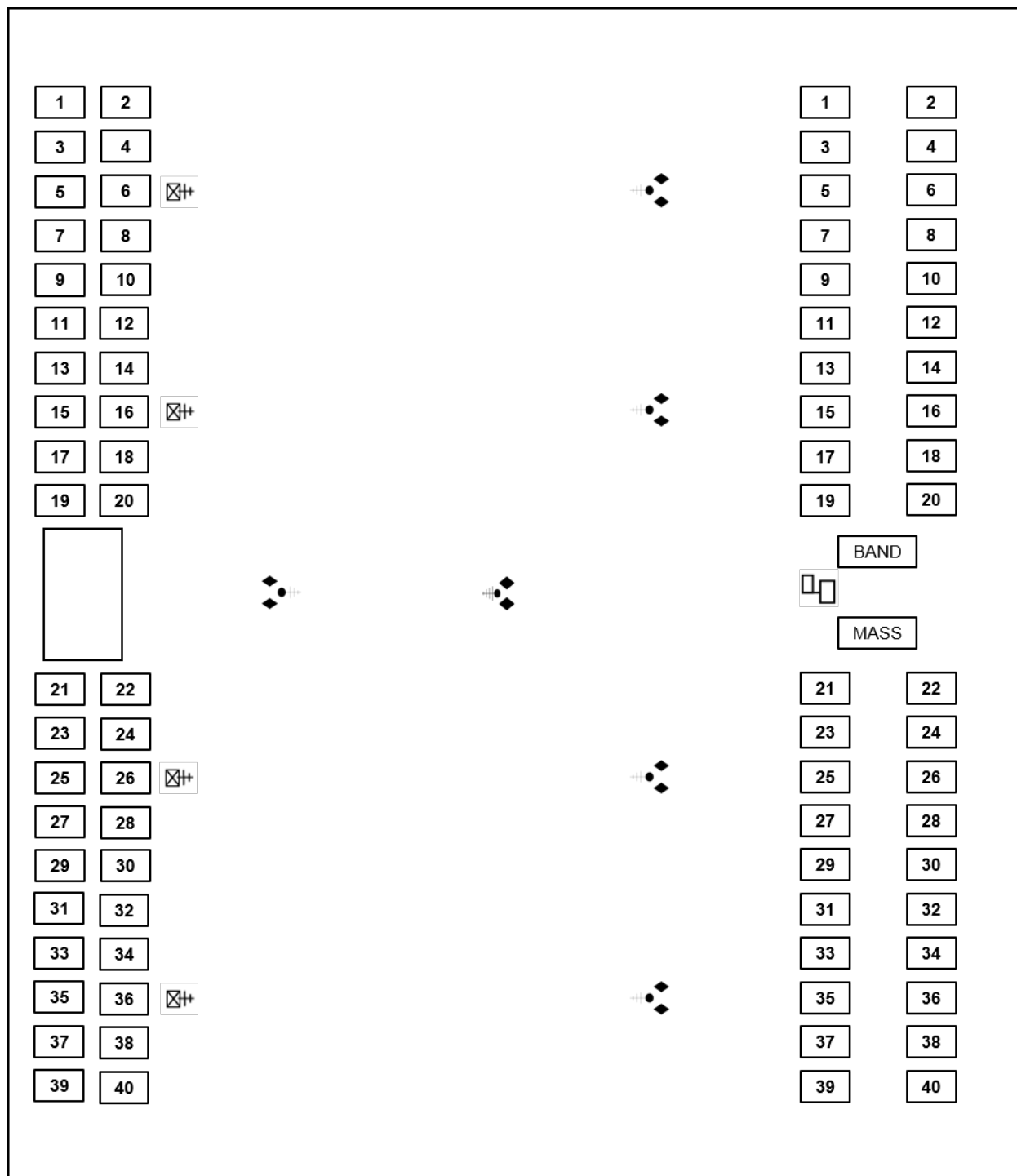
10.5.2. After the exchange, the basic cadets will immediately join their BCT flights on the parade field.

10.6. Adjutant's Call, March On, and Sound Off. These steps are executed as prescribed in Chapter 8.

10.6.1. The BCT Group remains at parade rest.

10.7. Honors and National Anthem. At the conclusion of music from sound off, the adjutant commands, **GIVE YOUR GROUPS ATTENTION**. Group commanders execute carry saber, face about and in turn give **Group, ATTENTION** and face about. When the wing is at attention, the BCT Group commander commands **GROUP, ATTENTION**. Squadron Commanders echo the preparatory command with **SQUADRON**. The adjutant then directs, **GIVE YOUR GROUPS PRESENT ARMS**. Group commanders execute carry saber, face about and in turn give, **Present, ARMS**. The group commanders command, **Staff, Present, ARMS**. The BCT Group Commander then commands **PRESENT (squadron commanders echo, PRESENT), ARMS**.

10.7.1. When everyone is at present arms the band plays Honors for the reviewing official. Once complete, the COT commands **Staff, change post, MARCH** with an automatic salute. The band then plays the National Anthem.

**Figure 10.2. Parade Field Formation**

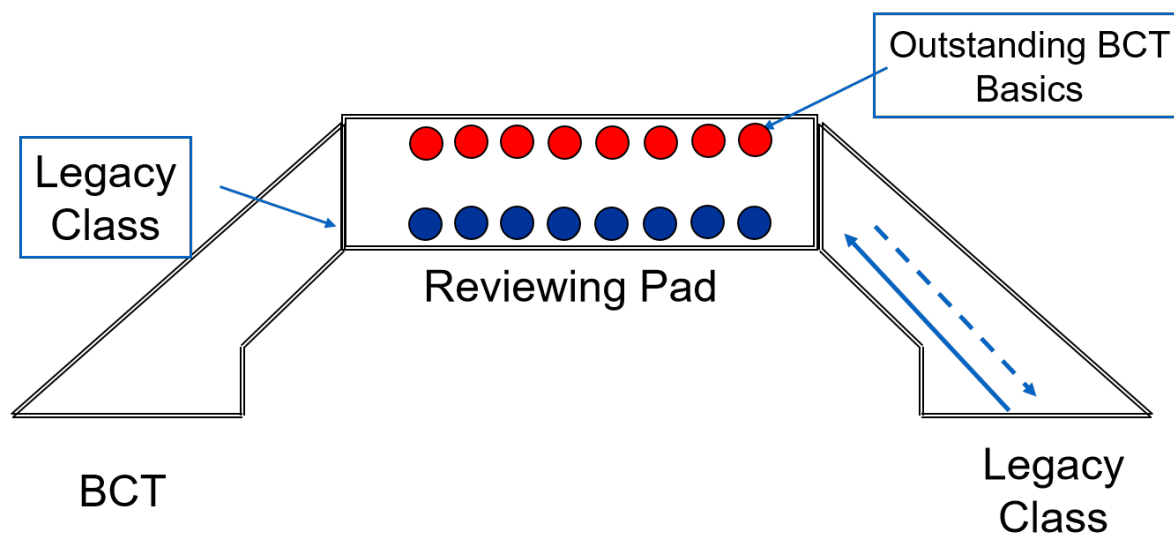


Figure 10.3. Contrails Presentation

10.8. Formation of Troops. At the conclusion of the music, the adjutant executes order arms, faces about, executes present arms and reports **SIR/MA'AM, THE PARADE IS FORMED.** The wing commander returns the salute and commands, **TAKE YOUR POST.**

10.8.1. The adjutant moves to their staff position. When the adjutant is in place, the wing commander commands, **GIVE YOUR GROUPS ORDER ARMS.** The group commanders command **Staff, Order Arms**, face about, and in turn, give **Order, ARMS.** The BCT Group Commander directs **ORDER (ORDER), ARMS** then **PARADE (PARADE) REST.**

10.8.2. When all groups have come to order arms, the wing commander instructs the adjutant to **RECEIVE THE REPORT.** The adjutant returns to position in front of the wing commander and commands, **REPORT.** The group commanders, in turn, salute and report (number of group) **GROUP ALL PRESENT OR ACCOUNTED FOR, SIR/MA'AM** or (number of group) **GROUP REPORTS (number) CADET(S) ABSENT, SIR/MA'AM.** The adjutant returns the salute of each group commander.

10.8.3. The adjutant will face about and report to the wing commander: **SIR/MA'AM, ALL PRESENT OR ACCOUNTED FOR.** The wing commander will return the salute and command **PUBLISH THE ORDERS.**

10.8.4. The adjutant faces about and commands: **ATTENTION TO ORDERS, Detail for today, Officer of the Day _____, Senior Officer of the Day _____, by Command of Brigadier General (Commandant's last name).**

10.9. Officers Center and Officers Post. The wing executes Officers Center as prescribed in Chapter 8.

10.9.1. During Officers Post, when the key personnel start marching back to their squadrons, the BCT Group commander comes to attention, faces about, and directs **GROUP, ATTENTION.** Group superintendents come to attention, face about and in sequence give, **Flights 1 - 10, ATTENTION; Flights 11 - 20, ATTENTION; Flights 21- 30, ATTENTION; Flights 31 - 40, ATTENTION,** then face about. When all basics are at attention, the BCT Group Commander faces about.

10.10. **AFCW Change of Command.** When the band is done playing and all movement has stopped, the wing commander gives **Staff, Change Post, MARCH** and **Staff, Forward, MARCH**. The commander will march straight to their mark on the reviewing pad. The staff will peel off to their left and halt on the west side of the reviewing pad.

10.10.1. On cue, the Commandant will approach the reviewing pad from the west walkway and halt on the designated mark.

10.10.2. The fall wing commander and staff will march forward from the east side of the reviewing stand. The staff will halt near the rear of the reviewing pad and the commander will march forward to their spot on the reviewing pad.

10.10.3. After the saber exchange, the command and summer wing tripod will exit to the reviewing stands. The fall wing commander will start marching to the wing tripod's position on the parade field. The wing tripod staff officers will start marching to catch up and form the new wing tripod.

10.10.4. Once the fall wing tripod reaches their spot, the commander gives **Staff, Change Post, MARCH**.

10.11. **Honor Oath.** The Honor Oath will be administered by the Wing Honor Chairperson. The wing and BCT group will raise their right hands in unison upon direction from the Wing Honor Chairperson.

10.12. **Acceptance Sequence.** When the Honor Oath is complete, the Wing Commander directs, **GIVE YOUR GROUPS PRESENT ARMS**. The group commanders command in sequence, **Present, ARMS**. The BCT Group Commander faces about and commands **ORDER (ORDER) ARMS**. When all the basic cadets are at present arms,

10.12.1. The BCT Commander salutes the Wing Commander and states, **SIR/MA'AM, I PRESENT THE CLASS OF XXXX TO THE UNITED STATES AIR FORCE ACADEMY CADET WING**. The Wing Commander returns the salute and states, **THE CLASS OF XXXX IS ACCEPTED INTO THE UNITED STATES AIR FORCE ACADEMY CADET WING**.

10.12.2. The wing commander directs **GIVE YOUR GROUPS ORDER ARMS**. The group commanders command in sequence, **Order, ARMS**. After the last group has come to order arms the BCT Commander directs, **ORDER (ORDER) ARMS**.

10.12.3. When the last BCT flights are at order arms, the BCT Commander directs **SQUADRONS, POST**. At the command **POST**, groups one and two execute a left face. Groups three and four execute a right face. Flight NCOs position themselves in front of their flights.

10.12.4. When basic cadets are facing east and west, and all flight NCOs are in position, the BCT Commander directs, **Flights 2 and 40, Forward, MARCH**. Flight 2 steps off and executes a column right while Flight 40 executes a column left on the BCT Commanders command. Flights 1 and 39 execute their column movements on the flight NCO's command (flight cadence) allowing for two full drum beats between the preceding flight and the preparatory command. Flights continue to execute column movements in sequence, two flights at a time to form an inverted wedge as they march towards the cadet wing. It is important that flight NCOs use flight cadence and give the command on the third drum beat

after the previous flight. (For example, flight 2 executes the column right on a drum beat, flight NCO for flight one waits for two more drum beats, gives preparatory command on the third drum beat, and command of execution on the fourth drum beat. Sequence of flights is from the outside, even then odd: flights 2 and 40, then 1 and 39, then 4 and 38, then 3 and 37, then 6 and 36, etc.)

10.12.5. After all flights of their group have passed, the cadet group superintendents march toward the bleachers and off the parade field. When all of the BCT flights have marched past the BCT Commander, the BCT Commander and staff march forward and exit the parade field.

10.12.6. When a BCT flight reaches their academic year squadron the flight NCOs for First and Second Groups directs **Column Right, MARCH; Flight, HALT; Right, FACE;** and **COVER** (Figure 10.4). Third and Fourth Group flight NCOs command **Column Left, MARCH; Flight, HALT; Left, FACE.**

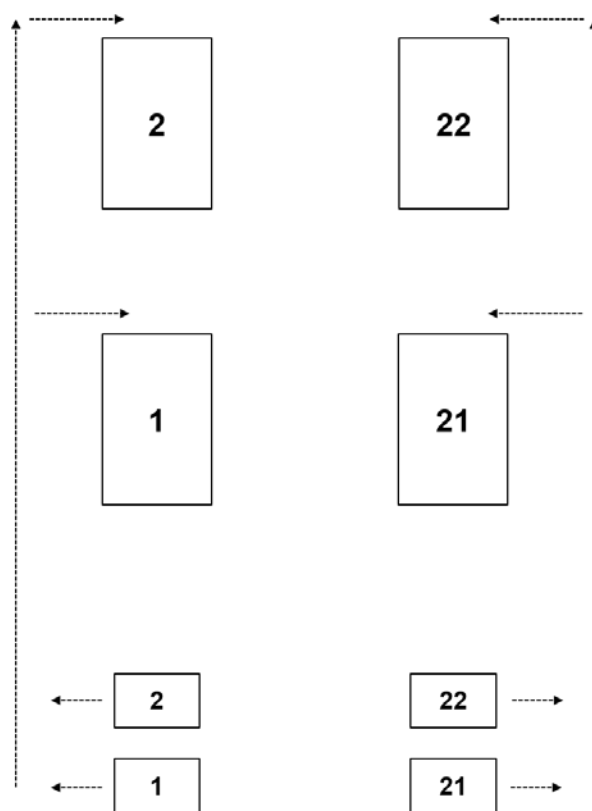


Figure 10.4. BCT Flights into Academic Year Squadrons

10.12.7. When the last flight of basics has passed their position, the wing commander reverses the staff to face the wing.

10.13. Presentation of Troops and March in Review. These portions of the parade are executed as prescribed in Chapter 8. After the March in Review, squadrons will return to their spots on the parade field.

Chapter 11

Graduation Parade

Section 11A – Introduction

11.1. **General.** The graduation parade is the last Academy parade of the academic year, and the last Academy parade in which the soon-to-be-commissioned first-class cadets will participate. In many ways, it proceeds in a manner opposite to the acceptance parade. At the graduation parade, the first class leaves the wing formation and turns over all command positions to the second class.

Section 11B – Parade

11.2. **Overview.** The following is the sequence of events for the Graduation Parade: First Call; Assembly; Adjutant's Call; March On; Sound Off; National Anthem; Formation of Troops; Officers Center; Presentation of Troops; First Class Wedge; AFCW Change of Command; and March in Review.

11.3. **First Call.** The wing forms as prescribed in Chapter 7 with the following exceptions:

11.3.1. First-class cadets in staff and commander positions carry sabers. Second-class cadets designated to fill staff and commander positions do not carry sabers with the exception of the cadet wing superintendent if marching in the new wing staff. If the wing is carrying rifles, no rifles will be carried in the command rank.

11.3.2. All first-class cadets not holding command or staff positions are formed at the rear of their squadrons. Third and fourth group squadrons size left. First and second group squadrons size right.

11.3.3. Second-class cadets designated to fill flight commander positions form up as part of the command rank between the flight guides/NCOs and first class flight commanders. Second-class cadets designated to fill Squadron Commander positions form up in the rear of the squadron directly behind the element nearest the center of the field (Figure 11.1.) Note exceptions for squadrons 05, 15, 25, and 35 (Figure 11.2.)

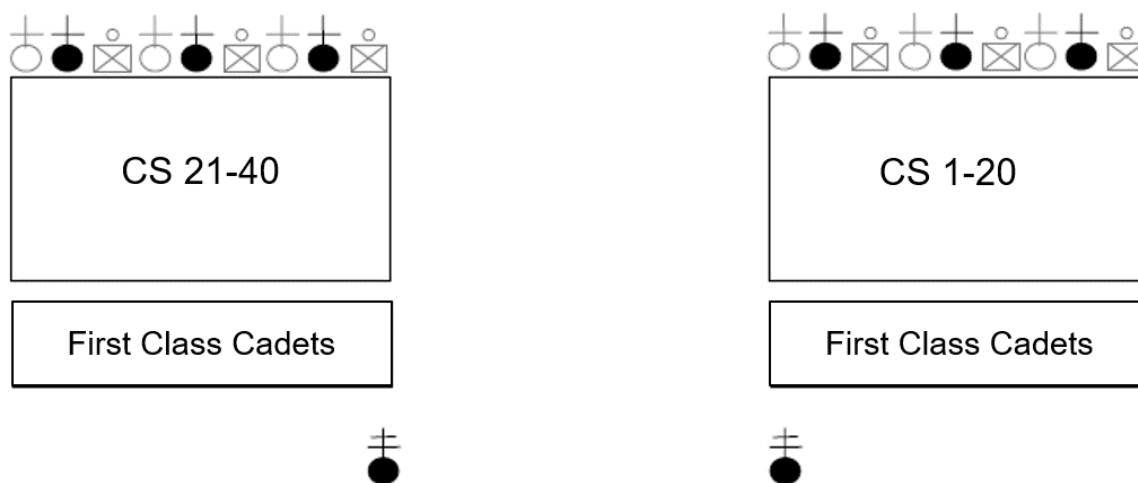


Figure 11.1. Second Class Flight and Squadron Commander Positions

11.3.4. Second-class cadets designated to fill group commander and group staff positions form up behind squadrons 05, 15, 25, and 35 (Figure 11.2.) Second class cadets designated to fill Wing Commander and wing staff positions form up on the east side of the reviewing stand.

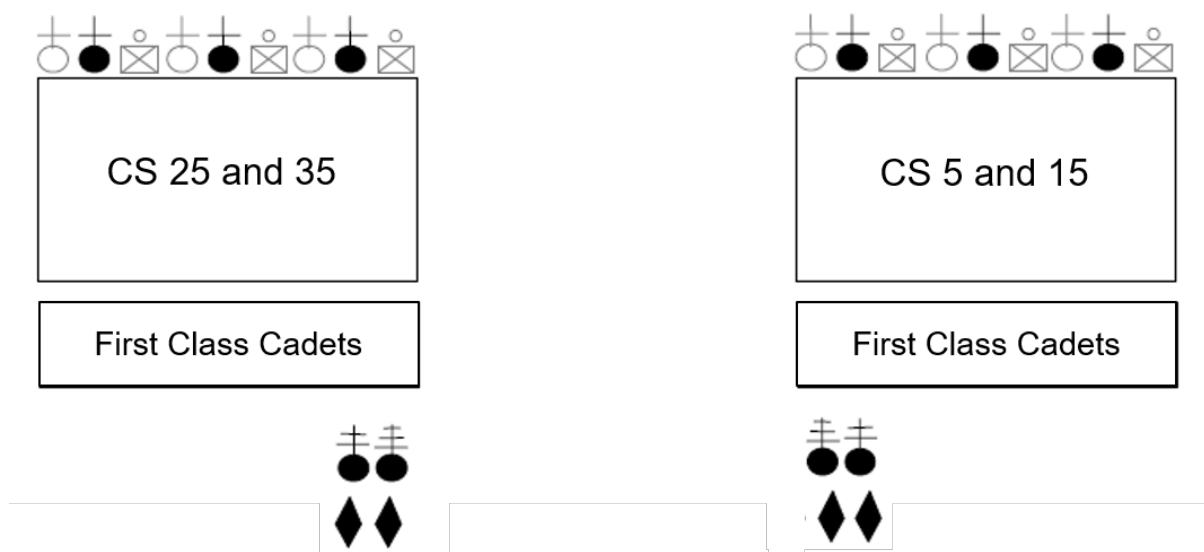


Figure 11.2. Second Class Squadron Commanders and Group Staff Positions

11.4. **Sequence.** Assembly, Adjutant's Call, March On, Sound Off, National Anthem, Formation of Troops, and Officers Center are executed as prescribed in Chapter 8.

11.5. **Presentation of Troops.** When all movement stops after Officers Center, the wing commander commands **GIVE YOUR GROUPS PRESENT ARMS**. Group commanders face about, and in turn, command **Present, ARMS**. Group commanders then face about and give **Staff, Present, ARMS**. When the Fourth Group staff assumes present arms, the wing commander faces about, gives **Staff, Present, ARMS**, salutes the reviewing officer, and says **SIR/MA'AM, I PRESENT THE COMMAND**.

11.5.1. The band plays Honors. At the conclusion of Honors, the reviewing officer commands **CONTINUE THE CEREMONY**. The wing commander gives **Staff, Order, Arms**, and **Carry SABER**. The wing commander then faces about and commands, **GIVE YOUR GROUPS ORDER ARMS**. Group commanders direct in sequence, **Order, ARMS**.

11.6. **First Class Wedge.** After all groups are at order arms, the Wing Commander directs **CLASS OF XXXX, READY FRONT** (Pause), **READY FACE** (Pause), **FORWARD MARCH**.

11.6.1. On the command **FRONT**, first-class Squadron Commanders and flight commanders take one pace forward. (First class cadets in rear ranks stand fast.) On the command **FACE**, all first class cadets, except group and Wing Commanders and staffs, face away from center. On the command **MARCH**, Squadron Commanders and flight commanders march forward clear of the squadron and halt. Squadron Commanders for squadrons 1-20 execute a right face. Flight commanders for squadrons 1-20 execute a left face. Squadron Commanders for squadrons 21-40 execute a left face. Flight commanders for squadrons 21-40 execute a right face. This will result in Squadron Commanders facing the first-classmen in their squadrons and the flight commanders facing the bleachers (Figure 10.3.) On the command **MARCH**,

first class cadets in the rear ranks take two paces forward and guide right/left to a position directly behind flight commanders and obtain dress and cover (Figure 10.4.) The Squadron Commanders, facing the first-class cadets as they approach the front of the squadrons command, **Mark Time, MARCH; Flight, HALT; Officers, Return, SABERS; Ready, CUT.** The Squadron Commanders then face about.

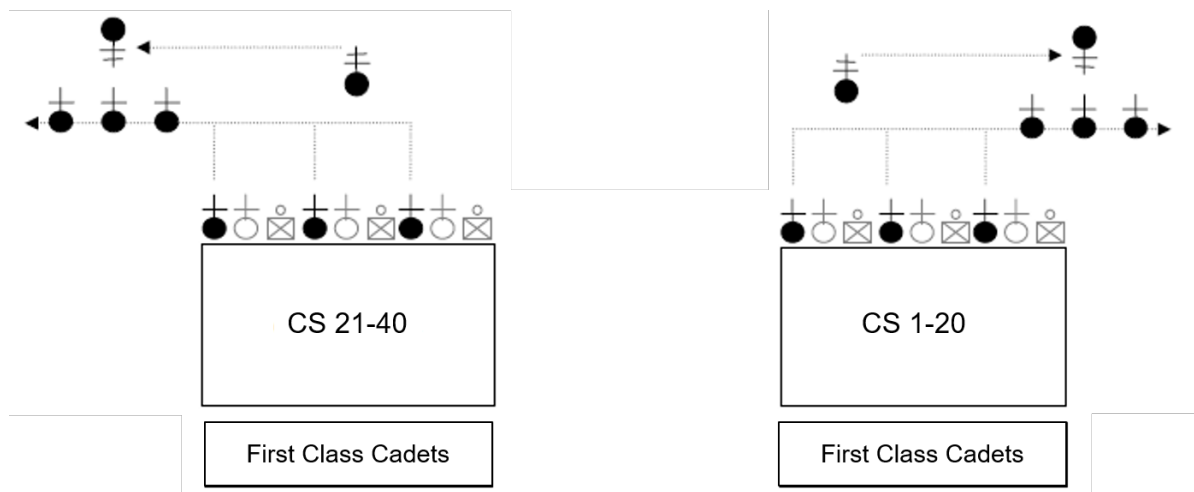


Figure 11.3. First Class Squadron and Flight Commander Movements

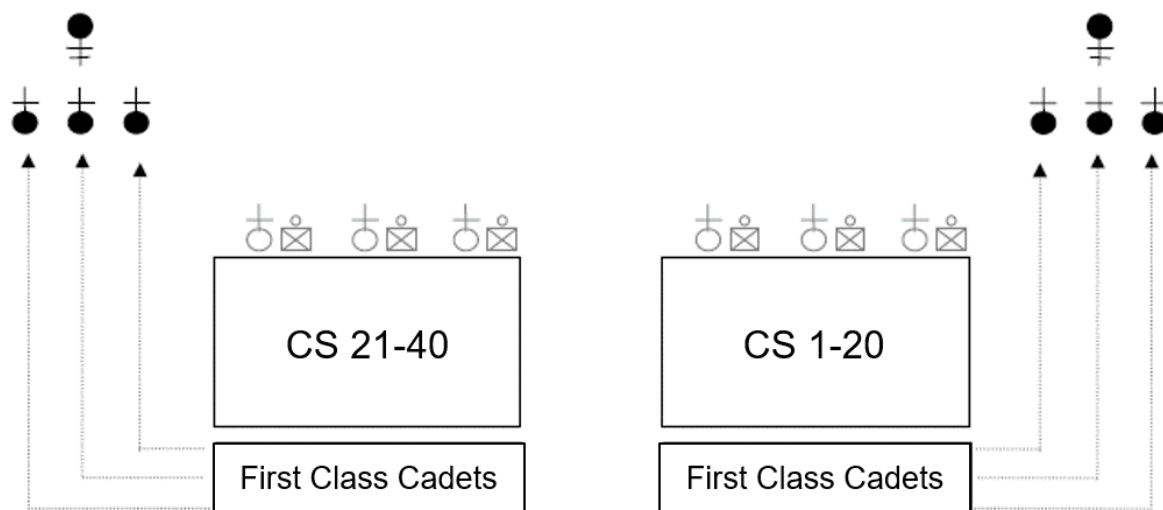


Figure 11.4. First Class Rear Ranks Movement

11.6.2. Group Staff. On the commands **FRONT** and **FACE**, first-class group commanders and staffs stand fast. On the command **MARCH**, group commanders face about and direct **Staff, Return, SABERS; Ready, CUT.** The group commanders then face about.

11.6.3. Wing Staff. On the commands **FRONT** and **FACE**, the first-class Wing Commander and staff stand fast. On the command **MARCH**, the vice Wing Commander directs **Officers, Return, SABERS; Ready, CUT.** The Wing Commander remains at carry saber.

11.6.4. When all first-class movements have been completed, the Wing Commander directs, **CLASS OF XXXX, FORWARD MARCH.** On the command **MARCH**, first-class flights

from squadrons 19, 20, 21, and 22 step off together and march directly across the parade field to their positions in the reviewing line. All other squadrons step off four flights at a time in sequence from the center outward on the odd numbered Squadron Commander's command to form a wedge as they march towards the reviewing line. Squadron Commanders for odd numbered squadrons give the command **Forward, MARCH** in flight cadence allowing for two full drum beats between the preceding flight and the preparatory command. For example, squadrons 19, 20, 21, and 22 step off on the Wing Commander's command and Squadron Commanders for squadrons 17 and 23 wait for two full drum beats, give the preparatory command on the third drum beat and command of execution on the fourth drum beat. First-class flights from even numbered squadrons step off on the commands of the odd numbered squadron in front of them. Squadron Commanders issue the necessary command to bring their flights into their positions on the reviewing line: **Column (Left/Right), MARCH; Flight, HALT; (Left/Right), FACE** (Figure 11.5.) Squadron Commanders assume positions centered on their flights, facing the cadet wing.

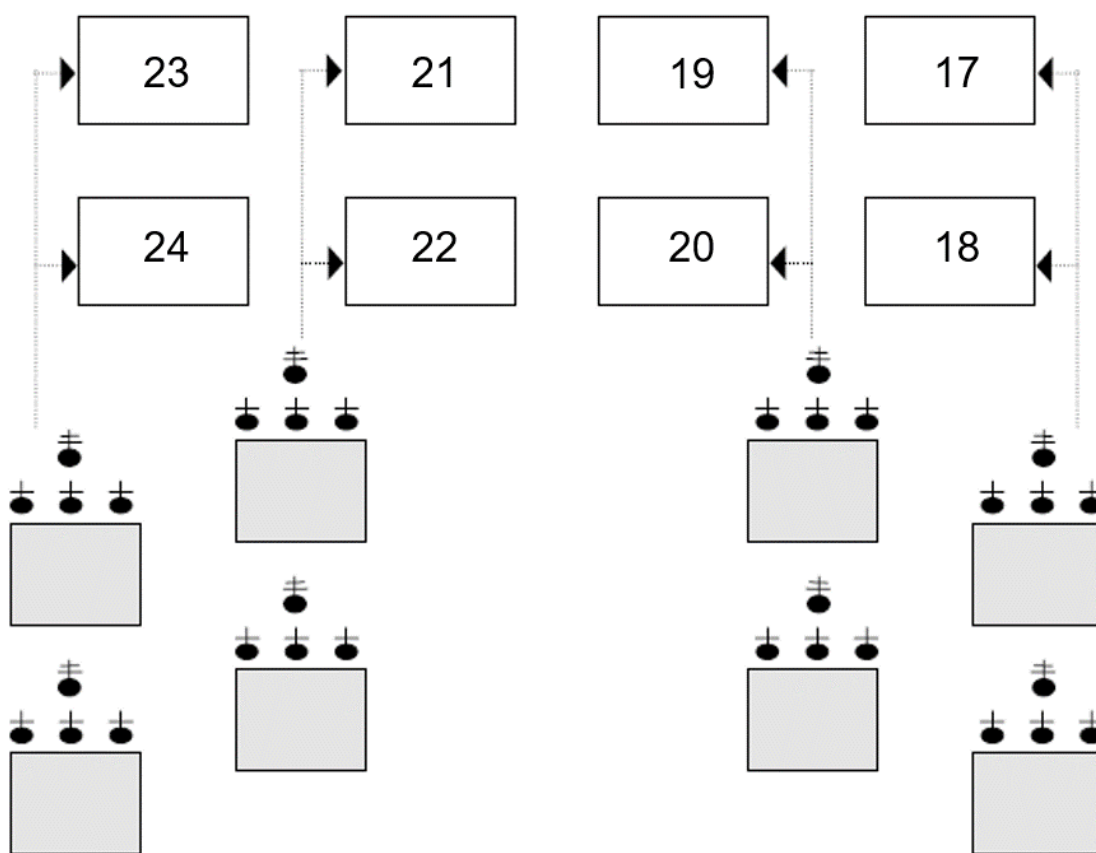


Figure 11.5. First Class Squadron (Flight) Movements

11.6.5. When all squadrons of a group are in position, the group commander commands **Staff, Forward, MARCH** and marches directly across the field to the a position centered on their first class flights. When the group staff reaches their marker, the group commander directs **Staff, HALT** and **Staff, Change Post, MARCH** (Figure 11.6.)

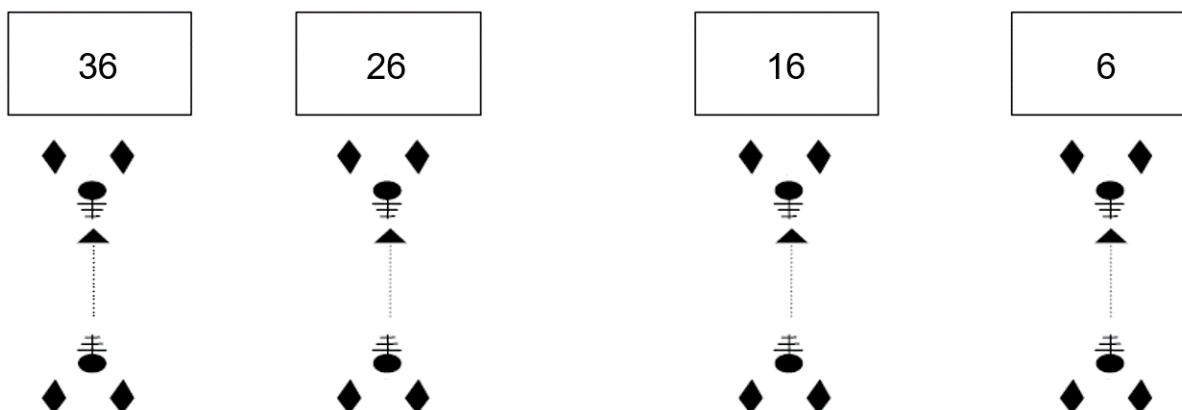


Figure 11.6. First Class Group Staff Movements

11.6.6. When the four group staffs are in position, the vice wing commander directs **Staff Left, FACE (pause) Forward, MARCH**. The Wing Commander stands fast. When the wing staff is six paces to the right of the reviewing pad the vice wing commander commands **Right Flank, MARCH**. The wing staff marches two paces beyond the reviewing pad and the vice wing commander directs **Staff, HALT (pause) About, FACE**.

11.6.7. **Second Class Movements.** When the wing staff is in position, the Wing Commander directs **CLASS OF XXXX, READY, FRONT (PAUSE) READY FACE (PAUSE) FORWARD, MARCH**.

11.6.7.1. On the command **FRONT**, all second-class officers except flight commanders, face center, march clear of squadron and halt. On the command **FACE**, all second-class officers except flight commanders, face forward. On the command **MARCH**, all second-class officers except flight commanders, march to their positions (Figures 10.7. and 10.8.)

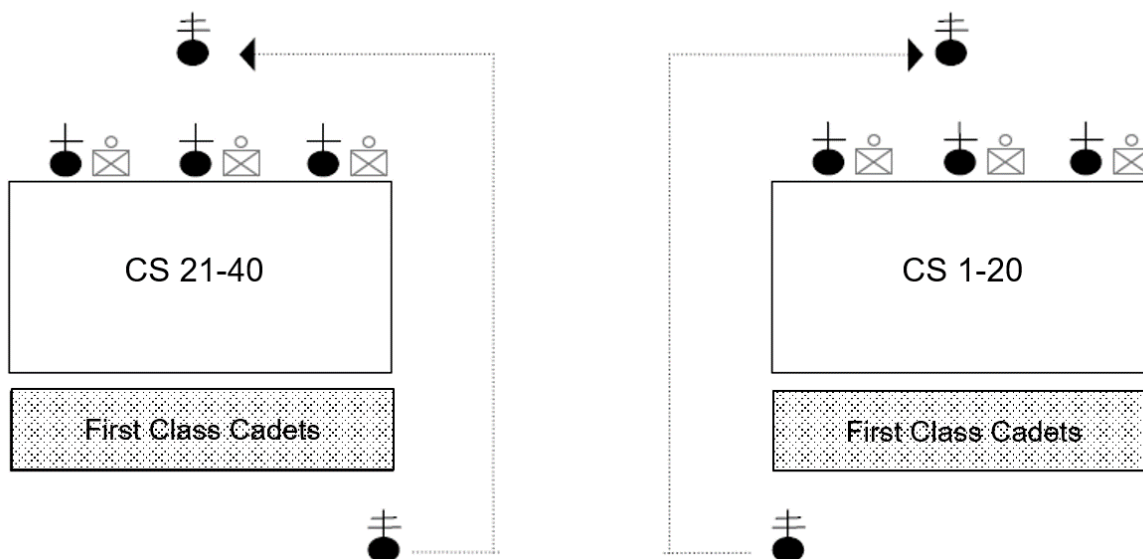


Figure 11.7. Second Class Squadron Commander Movements

11.6.7.2. On the command **MARCH**, all second-class flight commanders take two left steps to align themselves in the proper flight commander position (Figure 11.9.)

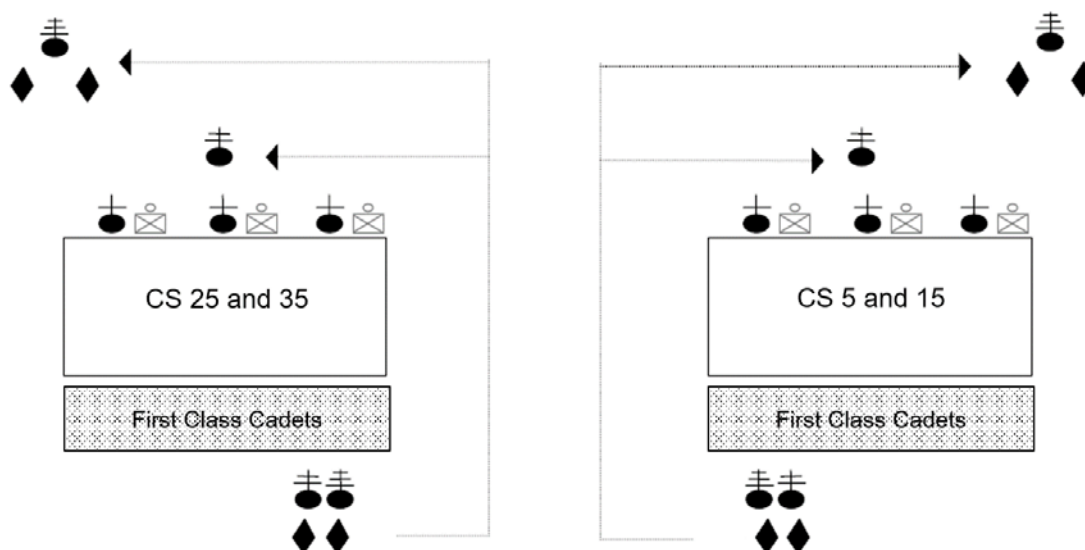


Figure 11.8. Second Class Squadron Commander and Group Staff Movements

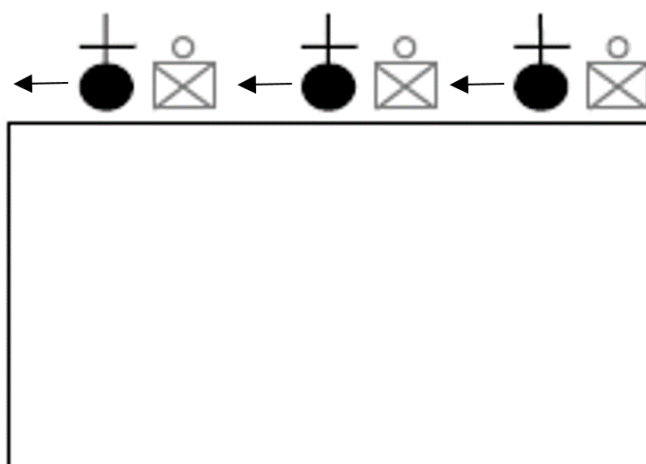


Figure 11.9. Second Class Flight Commander Movements

11.7. AFCW Change of Command. This event is executed as prescribed in Chapter 10 except the first class wing commander will position their staff in the reviewing line of first class squadrons after the saber exchange.

11.8. March in Review. The pass in review is executed as prescribed in Chapter 7 except the second class wing staff proceeds directly off the parade ground along the line of march at the head of the wing.

11.8.1. The entire first-class is considered part of the reviewing party. It is customary for the second-class wing staff to hold an eyes right for the full length of the line; for the second-class group staffs to render an eyes right for the full length of their first-class group plus the official reviewing party and the first-class wing staff; and for each second-class Squadron Commander to render an eyes right for their first-class squadron, the official reviewing party, and the first class wing staff. First-class squadron and group commanders (individually) bring their units to present arms when the colors pass and at times they feel appropriate (i.e. when their squadrons or groups pass in review).

11.8.2. Following the pass in review, the first class wing commander gives **Staff, Forward, MARCH**. When the staff reaches a position six paces in front of and centered on the reviewing officer, the wing commander salutes and reports **SIR/MA'AM, THIS CONCLUDES TODAY'S CEREMONY**. The reviewing officer returns the salute and says, **CONTINUE YOUR SCHEDULED ACTIVITIES**.

11.8.3. The first class Wing Commander immediately directs **CLASS OF XXXX, DISMISSED**. There is no formal staff dismissal.

MICHELE C. EDMONDSON, Maj Gen, USAF
Commandant of Cadets

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-26, *Total Force Development*, 22 December 2015

AFI 34-1201, *Protocol*, 9 June 2017

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 36-2203, *Drill and Ceremonies*, 19 June 2018

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

BCT—Basic Cadet Training

CQ—Charge of Quarters

CWOC—Cadet Wing Operations Center

IAW—In Accordance With

NMF—Noon Meal Formation

PAI—Personal Appearance Inspection

Terms

Adjutant—A ceremonial position occupied by the junior member of the command staff in reviews and parades and responsible to the troop or group commander. The adjutant's cadence is 140 steps per minute.

Alignment—Dress or cover.

Base—The element on which a movement is planned, regulated, or aligned.

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

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.

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

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

Detail—A group of Airmen assembled to accomplish a predesignated job. These Airmen can be formed within a formation, or working at a site. There are no limits to the size of a detail, but must comprise of at least two Airmen.

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.

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

Dress—Alignment of elements side by side or in line maintaining proper interval.

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.

File—A single column of persons placed one behind the other.

Final Line—The line on which the adjutant forms the front rank of troops for a parade or review.

Flank—The extreme right or left (troop's right or left) side of a formation in line or in column.

Flight—At least two, but not more than four, elements.

Formation — An arrangement of elements.

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

Group—A formation of two or more squadrons.

Guide—The Airman designated to regulate the direction and rate of march.

Head—The leading unit of a column.

In Column—The arrangement of units side by side with guide and element leaders to the head.

In Line—The arrangement of units one behind the other with the guide and element leader to the extreme right flank.

Interval—The space between individuals placed side by side. A normal interval is an arm's length. A close interval is 4 inches.

Inverted Column—The arrangement of units side by side with guide and element leaders to the rear.

Inverted Line—The arrangement of units one behind the other with the guide and element leaders to the extreme left flank.

Line of March—A line followed by troops as they pass in review.

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

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.

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

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

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

Rank—A single line of persons placed side by side.

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

Reviewing Officer—The senior officer participating in a parade or review.

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

Squadron—A formation of personnel grouped together by functional purpose. In a drill environment, a squadron follows the same size requirements as a flight.

Step—The distance measured from heel to heel between the feet of an individual marching.

Unit—Any portion of a given formation.

Wing—A formation of two or more groups.