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DRILL AND CEREMONIES

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This manual describes the movements and procedures for saluting, drill, ceremonies, reviews, and parades. It implements AFPD 36-22, Military Training. This manual is for general use throughout the US Air Force and is a guide for persons teaching, learning, or participating in drill and ceremonies. (See AFR 900-6, *Honors and Ceremonies Accorded Distinguished Persons.*) It applies to Air National Guard (ANG) and US Air Force Reserve (USAFR) units and members.

Direct questions concerning this manual to the Basic Military Training School Standardization Division (BMTS/CCVS), Lackland AFB TX. See **Attachment 1** for a subject index.

SUMMARY OF CHANGES

This interim change implements new guidelines addressing the rendering of the hand salute. The hand salute is executed using the right hand. Left hand execution will be authorized in rare cases where a member is unable to use their right hand due to injury. A bar (|) indicates a revision from the previous edition.

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Chapter 1

INTRODUCTION TO DRILL AND CEREMONIES

1.1. Scope:

1.1.1. This manual includes most Air Force needs in drill and ceremonies, but it does not cover every situation that may arise. For unusual situations, using good judgment and taking into account the purpose of the movement or procedure can often provide the solution. (See AFR 900-6.)

1.1.2. Units or organizations required to drill under arms will use the procedures in US Army Field Manual 22-5, SECNAV 5060.22, or USAF Academy Cadet Wing Manual 50-5. The types of weapon used will determine the appropriate manual.

1.2. Introduction to Drill:

1.2.1. For the purpose of drill, Air Force organizations are divided into elements, flights, squadrons, groups, and wings. (The wing does not drill by direct command.)

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

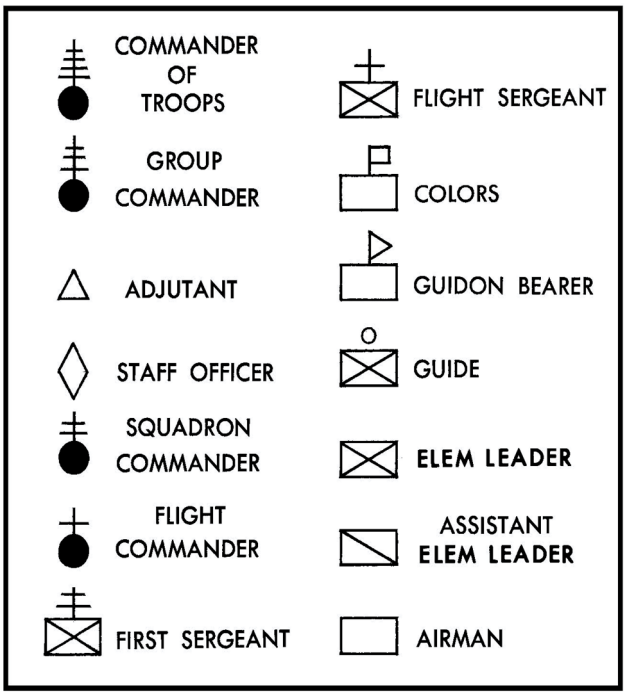
1.3. Introduction to Ceremonies:

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

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

1.4. Key to Symbols. Symbols used in this manual are defined and shown in **Figure 1.1.**

Figure 1.1. Symbols.



1.5. Terms:

1.5.1. **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.

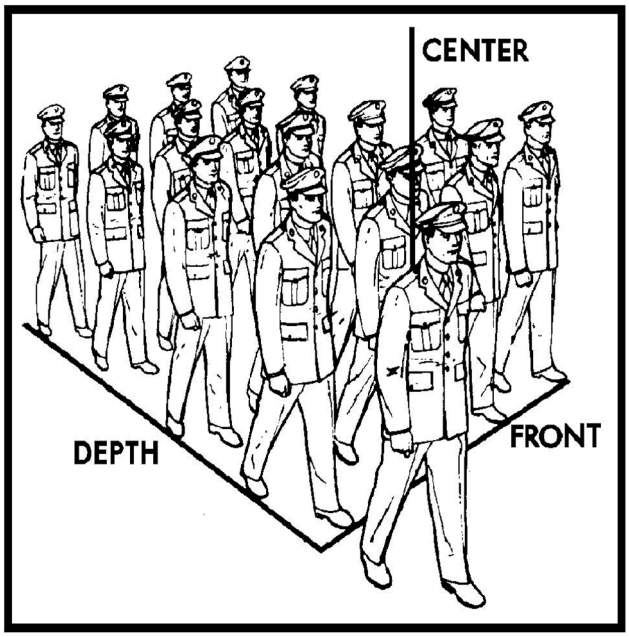
1.5.2. **Alignment.** Dress or cover.

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

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

1.5.5. **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, as shown in **Figure 1.2.**

Figure 1.2. Formations.



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

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

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

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

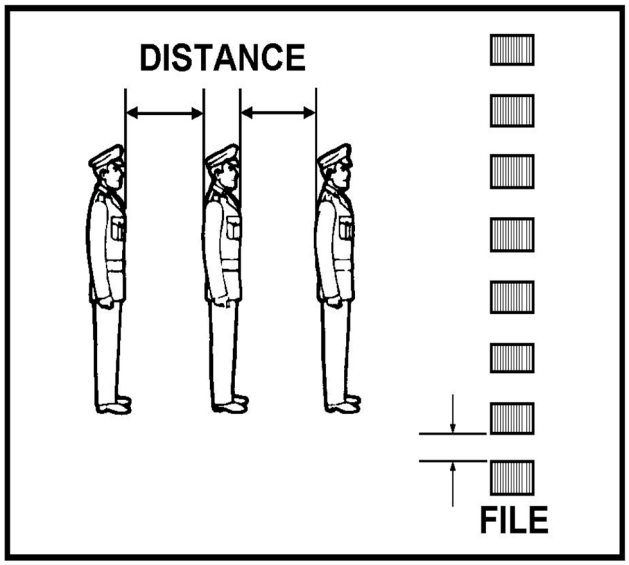
1.5.10. **Dress.** Alignment of elements side by side or in line maintaining proper interval.

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

1.5.12. **File.** A single column of persons placed one behind the other (**Figure 1.3.**).

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

Figure 1.3. File.



1.5.14. **Flank.** The extreme right or left (troops right or left) side of a formation in line or in column.

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

1.5.16. **Formation.** An arrangement of units.

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

1.5.18. **Guide.** The airman designated to regulate the direction and rate of march.

1.5.19. **Head.** The leading unit of a column.

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

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

1.5.22. **Interval.** The space between individuals placed side by side. A normal interval is an arms length. A close interval is 4 inches.

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

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

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

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

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

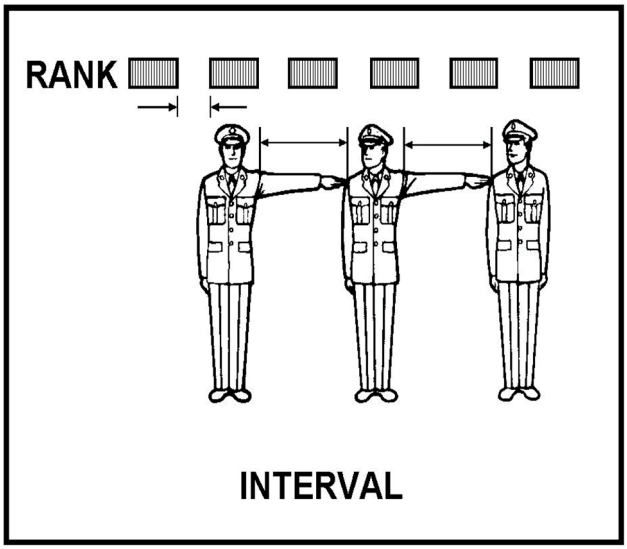
1.5.28. **Pace.** A step of 24 inches. This is the length of a full step in quick time.

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

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

1.5.31. **Rank.** A single line of persons placed side by side (**Figure 1.4.**).

Figure 1.4. Rank.



1.5.32. **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.

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

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

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

1.5.36. **Unit.** Any portion of a given formation.

1.6. Drill Instruction:

1.6.1. For drill instruction, movement of troops, and other formations, the senior member present will assume the leadership position. When possible, do not place persons of higher grade in positions subordinate to the instructor or person in charge of the drill or formation.

1.6.2. Use the following step-by-step procedures to teach drill movements:

1.6.2.1. State the name of the movement to be executed, and point out its purpose.

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

1.6.2.3. Explain and demonstrate the movement in detail.

1.6.2.4. Ask questions on the movement, then demon-strate the movement again as in paragraph **1.6.2.2.** when further clarification is needed.

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

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

1.6.3. **BY THE NUMBERS** is the method in which precision movements of two or more counts are demonstrated, practiced, and learned--one count at a time.

1.6.3.1. This method enables the student to learn a movement step by step and permits the instructor tomake detailed corrections. The instructor commands **BY THE NUMBERS** before giving commands for the movement; for example, **BY THE NUMBERS, About, FACE.** The first count of the movement is executed on the command **FACE.** The second count is executed on the command **Ready, TWO** (the pivot is the second count).

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

Chapter 2

COMMANDS AND THE COMMAND VOICE

Section 2A—Commands

2.1. Types of Commands:

2.1.1. A drill command is an oral order. 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).**

2.1.1.1. The preparatory command explains what the movement will be. When calling a unit to attentionor halting a unit's march, the preparatory command includes the units designation. In the command **Flight, HALT,** the word **Flight** is the preparatory command. At the same time, it designates the unit.

2.1.1.2. 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.**

2.1.1.3. 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.

2.1.2. 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.**

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

2.2. General Rules for Commands:

2.2.1. 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.

2.2.2. The commander faces the troops when giving commands except when the element is part of a larger drill element or when the commander is relaying commands in a ceremony.

2.2.3. 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.**

2.2.4. When flights of a squadron are to execute a movement in order, such as a column movement, theflight commander of A Flight repeats the squadron commander's preparatory command. The commanders of the other flights give a supplementary command, such as **CONTINUE THE MARCH.** When the squadron commander gives the command of execution, A Flight executes the movement;

and, at the command of the appropriate flight commander, each of the following flights executes the movement at approximately the same location and in the same manner as A Flight.

2.2.5. 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.

2.2.6. 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.

2.2.7. 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 2B—The Command Voice

2.3. 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 demand a willing, correct, and immediate response. A voice with the right qualities of loudness, projection, distinctness, inflection, and snap enables a commander to obtain effective results as shown below.

2.3.1. **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.

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

2.3.1.2. 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. When you do this properly, you can feel a distinct movement of the abdominal muscles. Practice this exercise often. As a result, you can increase effort and volume until they are natural. Another excellent exercise for developing and strengthening the muscular walls of the diaphragm is shown in **Figure 2.1.**

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

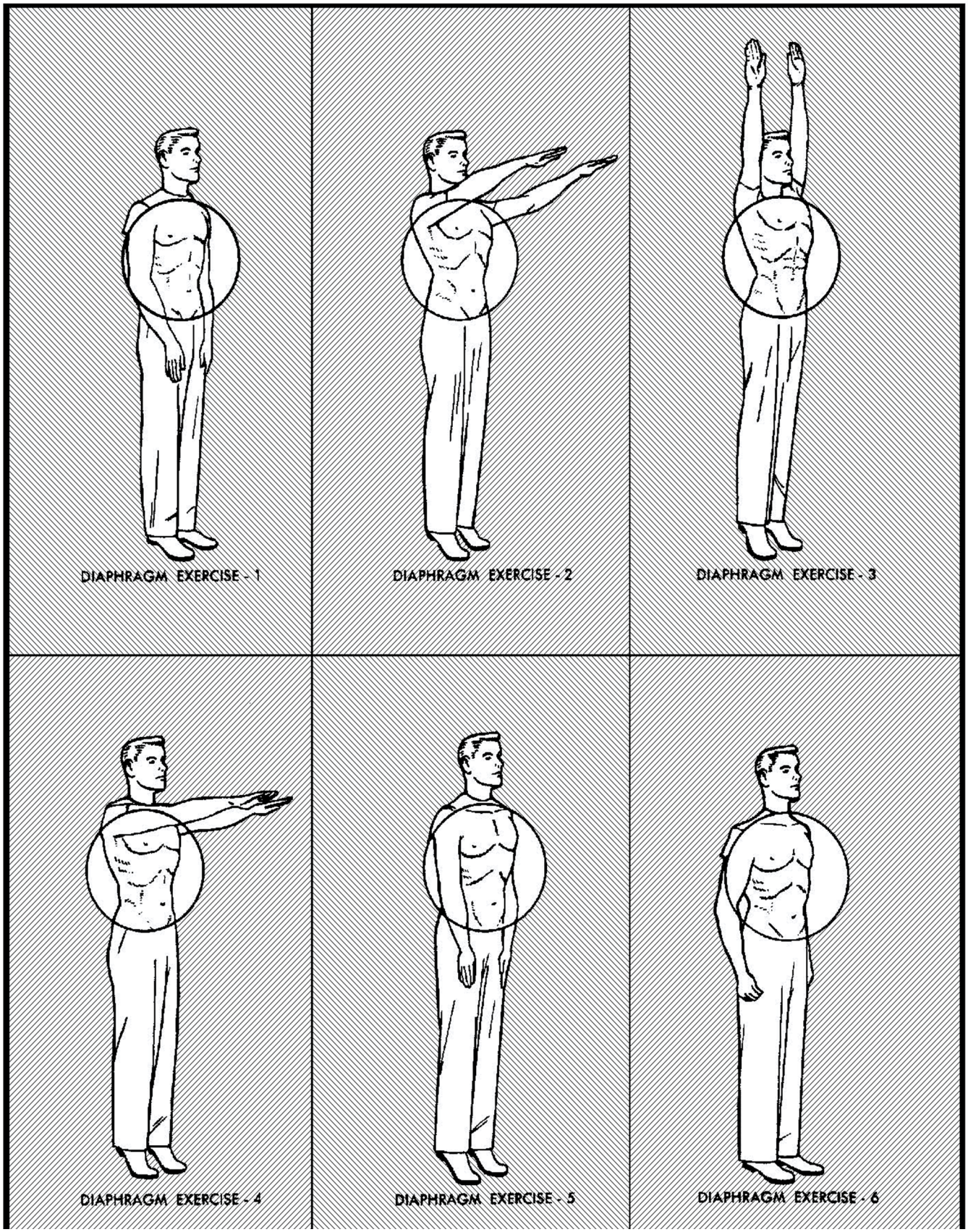
2.3.1.4. To obtain resonance, keep your throat relaxed, loosen your lower jaw, and open your mouth. You can then prolong the vowel sounds.

2.3.2. **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.

2.3.3. **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 force words. Distinct commands are effective; indistinct commands cause confusion. Emphasize clear enunciation.

Figure 2.1. Diaphragm Exercise.



2.3.4. **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. Some commands are portrayed graphically in **Figure 2.2.**

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

2.4. Cadence:

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

2.4.2. When marching, give commands for executing movements to the right when the right foot strikesthe 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.

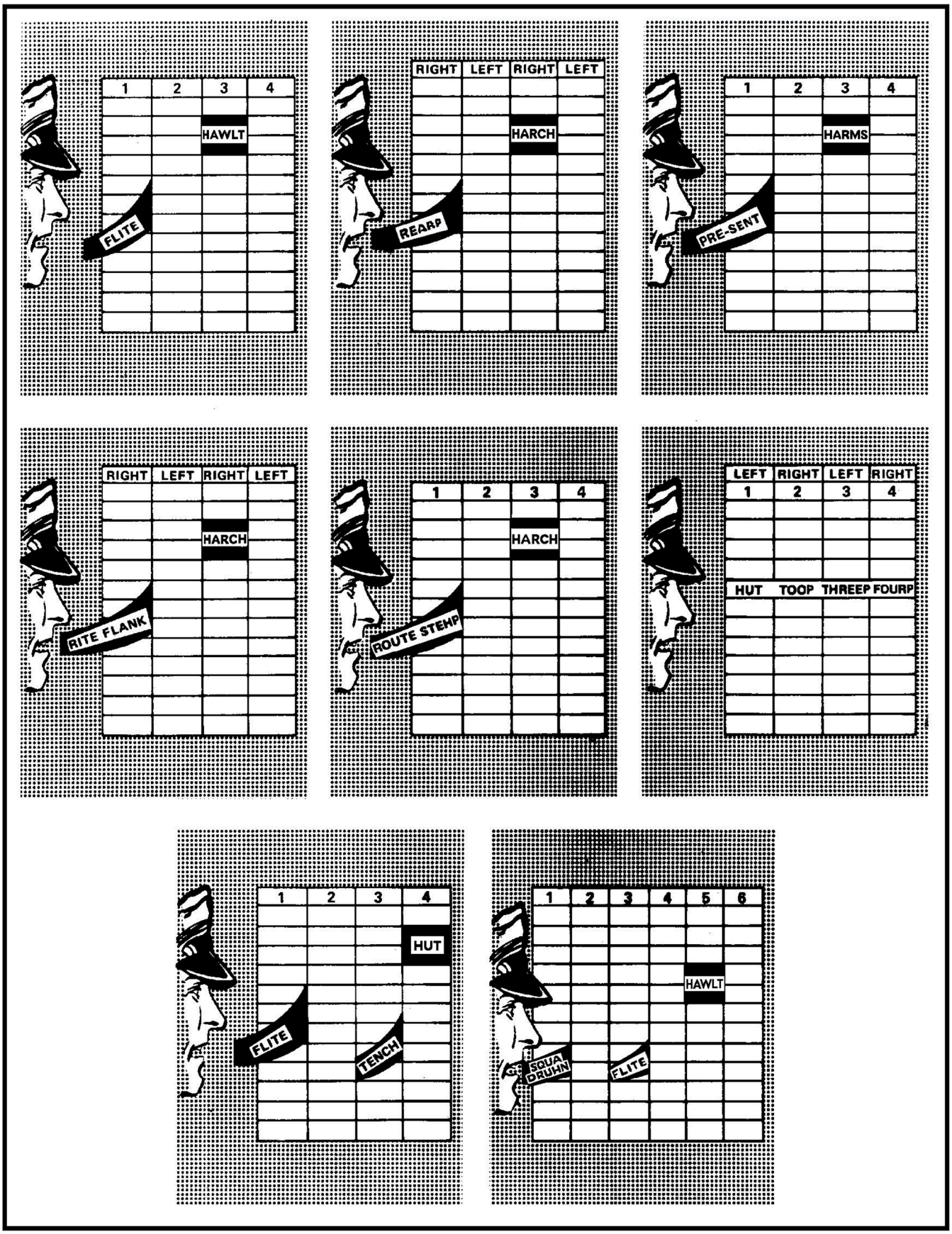
2.4.3. For a squadron or larger unit, the interval between the squadron or groupcommanders preparatory command and the command of execution should be long enough to allow the marching elements to take three steps between commands.

2.5. Counting Cadence:

2.5.1. 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.

2.5.2. 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.

Figure 2.2. Commands Portrayed Graphically.



2.5.3. 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.

2.6. Mass Commands:

2.6.1. Mass commands help develop confidence, self-reliance, assertiveness, and enthusiasm by makingthe 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.

2.6.2. 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.

2.6.3. 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.

2.6.4. 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.**

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

Chapter 3

INDIVIDUAL INSTRUCTION

3.1. Positions and Movements. This chapter explains, by word and picture, certain basic positions and movements.

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

Figure 3.1. Position of Attention.

3.3. Rest Positions:

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

3.3.1.1. **Parade Rest.** The command is **Parade, REST.** On the command **REST,** the airman will raise the left foot from the hip just enough to clear the ground and move it smartly to the left so the heels are 12 inches apart, as measured from the inside of the heels. Keep the legs straight, but not stiff, and the heels on line. As the left foot moves, bring the arms, fully extended, to the back of the body, uncupping the hands in the process; and extend and join the fingers, pointing them toward the ground. The palms will face outwards. Place the right hand in the palm of the left, right thumb

over the left to form an "X" (**Figure 3.2.**). Keep head and eyes straight ahead, and remain silent and immobile.

Figure 3.2. Parade Rest.

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

3.3.1.3. **Rest.** The command is **REST.** On the command **REST,** the same requirements for at ease apply, but moderate speech is permitted.

3.3.1.4. **Fall Out.** The command is **FALL OUT.** On the command **FALL OUT**, individuals may relax in a standing position or break ranks. They must remain in the immediate area, and no specific method of dispersal is required. Moderate speech is permitted.

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

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

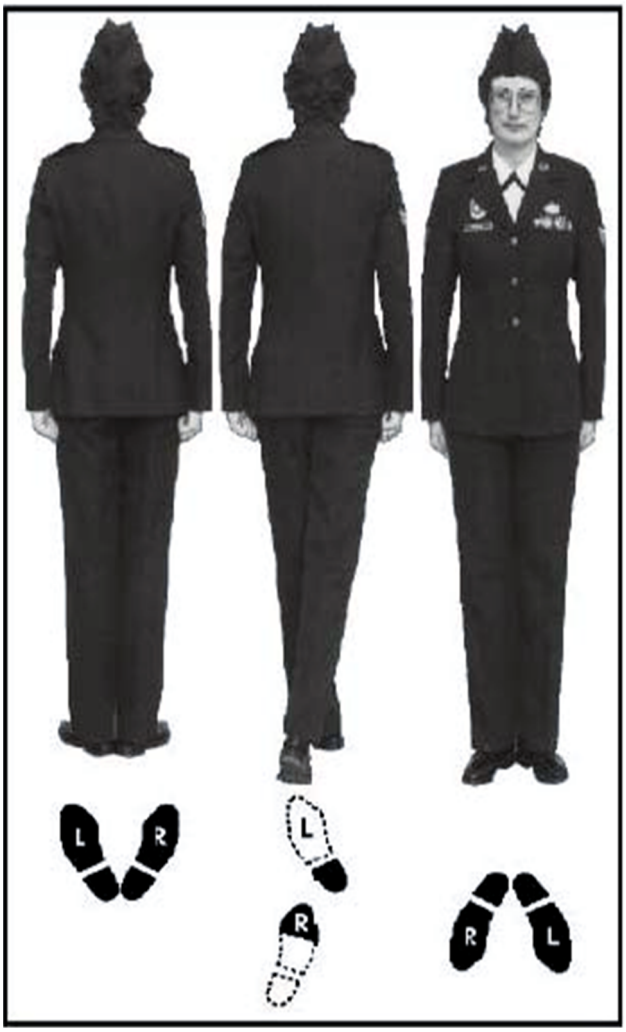
3.4.1. **Right (Left) Face.** The commands are **Right (Left), FACE.** On the command **FACE,** raise the right (left) toe and left (right) heel slightly and pivot 90 degrees to the right (left) on the ball of the left (right) foot and the heel of the right (left) foot, assisted by slight pressure on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

Figure 3.3. Right Face.

3.4.2. **About Face.** The command is **About, FACE.** On the command **FACE,** lift the right foot from the hip just enough to clear the ground. Without bending the knees, place the ball of the right foot approximately half a shoe length behind and slightly to the left of the heel. Distribute the weight of the body on the ball of the right foot and the heel of the left foot. Keep both legs straight, but not stiff. The position of the foot has not changed. This completes count one of the movement. Keeping the upper

portion of the body at the position of attention, pivot 180 degrees to the right on the ball of the right foot and heel of the left foot, with a twisting motion from the hips. Suspend arm swing during the movement, and remain as though at attention. On completion of the pivot, heels should be together and on line and feet should form a 45-degree angle. The entire body is now at the position of attention (**Figure 3.4.**). This completes count two of the movement.

Figure 3.4. About Face.



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

3.5. Hand Salute. This is used for training purposes only. The command is **Hand, SALUTE,** and it is performed in two counts. On the command **SALUTE,** the individual raises the right hand smartly in the most direct manner while at the same time extending and joining the fingers. Keep the palm flat and facing the body. Place the thumb along the forefingers, keeping the palm flat and forming a straight line between the fingertips and elbows (**Figure 3.5.**). Tilt the palm slightly toward the face. Hold the upper arm horizontal, slightly forward of the body and parallel to the ground. Ensure the tip of the middle finger

touches the right front corner of the headdress. If wearing a nonbilled hat, ensure the middle finger touches the outside corner of the right eyebrow or the front corner of glasses. The rest of the body will remain at the position of attention. This is count one of the movement. To complete count two of the movement, bring the arm smoothly and smartly downward, retracing the path used to raise the arm. Cup the hand as it passes the waist, and return to the position of attention.

Figure 3.5. Hand Salute.

3.5.1. The left handed salute is authorized when a member is unable to render the salute with their right hand due to injury.

3.6. Exchange of Salutes. The salute is a courteous exchange of greetings, with the junior member always saluting first. When returning or rendering an individual salute, the head and eyes are turned toward the Colors or person saluted. When in ranks, the position of attention is maintained unless otherwise directed. Members of the Armed Forces in uniform exchange salutes under the following conditions:

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

3.6.2. Indoors, except for formal reporting, salutes are not rendered.

3.6.3. In formation, members do not salute or return a salute unless given the command to do so. Normally the person in charge salutes and acknowledges salutes for the whole formation.

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

3.6.5. In public gatherings, such as sporting events, meetings, or when a salute would be inappropriate or impractical, salutes between individuals need not be rendered.

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

3.6.7. Civilians may be saluted by persons in uniform. The President of the United States, as Commander in Chief of the Armed Forces, is always accorded the honor of a salute. Also, if the exchange of salutes is otherwise appropriate, it is customary for military members in civilian clothes to exchange salutes upon recognition.

3.6.8. Prisoners whose sentences include punitive discharges do not render the salute. All other prisoners, regardless of custody or grade, render the prescribed salute except when under armed guard.

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

3.6.10. Any airman, NCO, or officer recognizing a need to salute or a need to return one may do so anywhere at any time.

3.7. Present Arms and Order Arms. The commands are **Present, ARMS** and **Order ARMS.** On the command **Present, ARMS,** the airman executes the first count of hand salute. Count two of hand salute is performed when given the command **Order, ARMS.**

3.8. Eyes Right (Left) and Ready Front. The commands are **Eyes, RIGHT (LEFT) and Ready, FRONT.** These commands may be given at a halt or while marching. The preparatory command and command of execution are given on the right (left) foot while marching. On the command **RIGHT**

(LEFT), all persons, except those on the right (left) flank, turn their heads and eyes smartly 45 degrees to the right (left) (**Figure 3.6.**). To return their heads and eyes to the front, the command **Ready, FRONT** is given as the left (right) foot strikes the ground. On the command **FRONT,** heads and eyes are turned smartly to the front (**Figure 3.7.**).

Figure 3.6. Eyes Right.

3.9. Steps and Marching:

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

3.9.2. Both the preparatory command and the command of execution are given as the foot in the direction of the turn strikes the ground (**Figure 3.8.**). For units no larger than a flight, the preparatory command is normally given as the heel of the left (right) foot strikes the ground, and the command of execution is given when the heel of the left (right) foot next strikes the ground.

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

3.10. Forward March and Halt:

3.10.1. To march forward in quick time from a halt, the command is **Forward, MARCH.** On the command **MARCH,** the airman smartly steps off straight ahead with the left foot, taking a 24-inch step (measured from heel to heel), and places the heel on the ground first. When stepping off and

while marching, the airman will use coordinated arm swing; that is, right arm forward with the left leg and left arm forward with the right leg. The hands will be cupped with the thumbs pointed down, and the arms will hang straight, but not stiff, and will swing naturally. The swing of the arms will measure 6 inches to the front (measured from the rear of the hand to the front of the thigh) and 3 inches to the rear (measured from the front of the hand to the back of the thigh) (**Figure 3.9.**). If applicable, proper dress, cover, interval, and distance will be maintained; and cadence will be adhered to. Count cadence as follows: counts one and three are given as the heel of the left foot strikes the ground, and counts two and four are given as the heel of the right foot strikes the ground.

Figure 3.7. Ready Front.

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

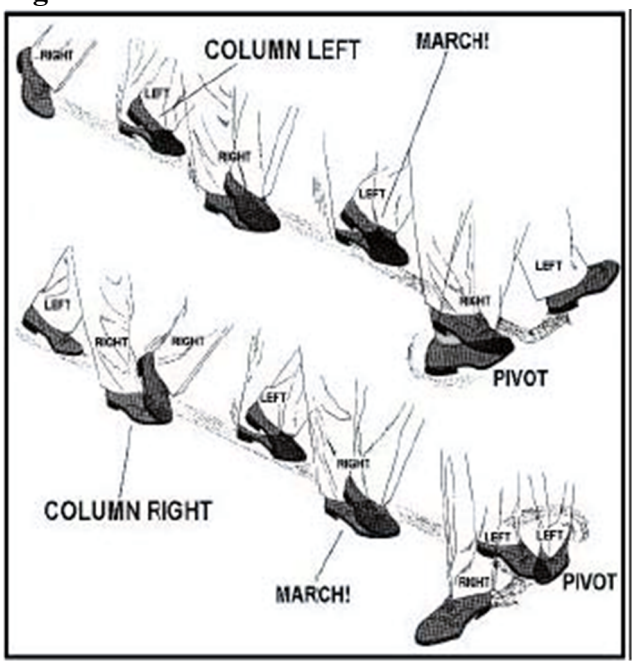
3.11. Double Time:

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

3.11.2. When halted and on the command **MARCH,** the airman begins with the left foot, raises the forearms to a horizontal position along the waistline, cups the hands with the knuckles out, and begins

an easy run of 180 steps per minute with 30-inch steps, measured from heel to heel. Coordinated motion of the arms are maintained throughout (**Figure 3.10.**).

Figure 3.8. Command for Column Left and Column Right Movements.



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

3.11.4. To resume quick time from double time, the command is **Quick Time, MARCH,** with four steps between commands. On the command **MARCH** (given as either foot strikes the ground), the airman advances two more steps in double time, resumes quick time, lowers the arms to the sides, and resumes coordinated armswing.

3.11.5. To halt from double time, the command **Flight, HALT** is given as either foot strikes the ground, with four steps between commands. The airman will take two more steps in double time and halt in two counts at quick time, lowering the arms to the sides.

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

3.12. Mark Time:

3.12.1. The command is **Mark Time, MARCH.** When marching, the command **MARCH** is given as either foot strikes the ground. The airman takes one more 24-inch step with the right (left) foot. He or she then brings the trailing foot to a position so both heels are on line. The cadence is continued by alternately raising and lowering each foot. The balls of the feet are raised 4 inches above the ground. Normal arm swing is maintained.

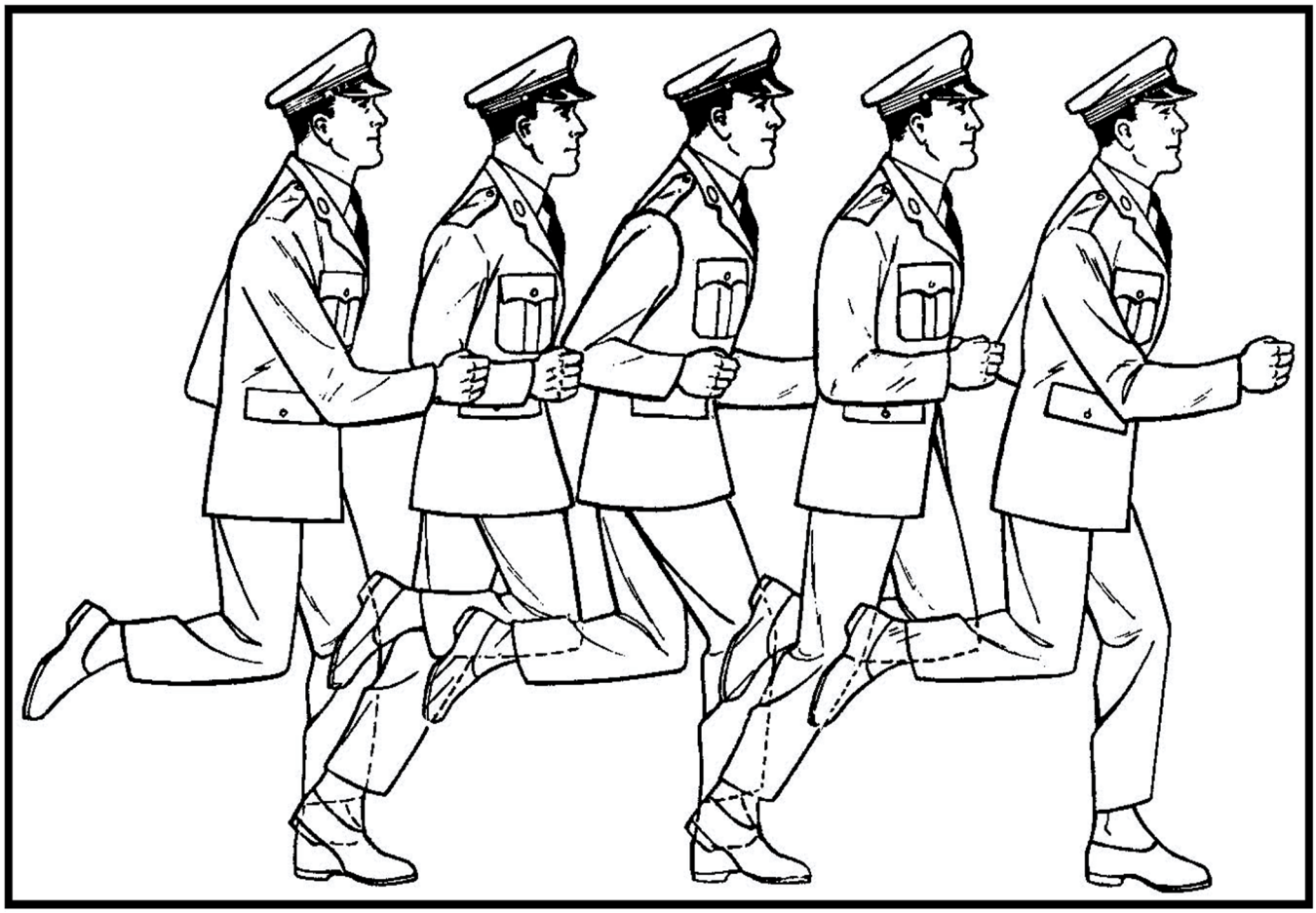
Figure 3.9. Quick Time.

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

3.12.3. To resume marching, the command **Forward, MARCH** is given as the heel of the left foot strikes the ground. The airman takes one more step in place and then steps off in a full 24-inch step with the left foot.

3.13. Half Step:

Figure 3.10. Double Time.



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

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

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

3.14. Right (Left) Step:

3.14.1. The command is **Right (Left) Step, MARCH,** given only from a halt and for moving short distances. On the command **MARCH,** the airman raises the right (left) leg from the hip just high enough to clear the ground. The leg will be kept straight, but not stiff, throughout the movement. The individual places the right (left) foot 12 inches, as measured from the inside of the heels, to the right (left) of the left (right) foot. Transfer the weight of the body to the right (left) foot, then bring the left (right) foot (without scraping the ground) smartly to a position alongside the right (left) foot as in the

position of attention. This movement is continued in quick time; the upper portion of the body remains at attention and arms remain at the sides throughout.

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

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

3.15. Change Step. The command is **Change Step, MARCH.** On the command **MARCH,** given as the right foot strikes the ground, the airman takes one more 24-inch step with the left foot. Then in one count, place the ball of the right foot alongside the heel of the left foot, suspend arm swing, and shift the weight of the body to the right foot. Step off with the left foot in a 24-inch step, resuming coordinated arm swing. The upper portion of the body remains at the position of attention throughout.

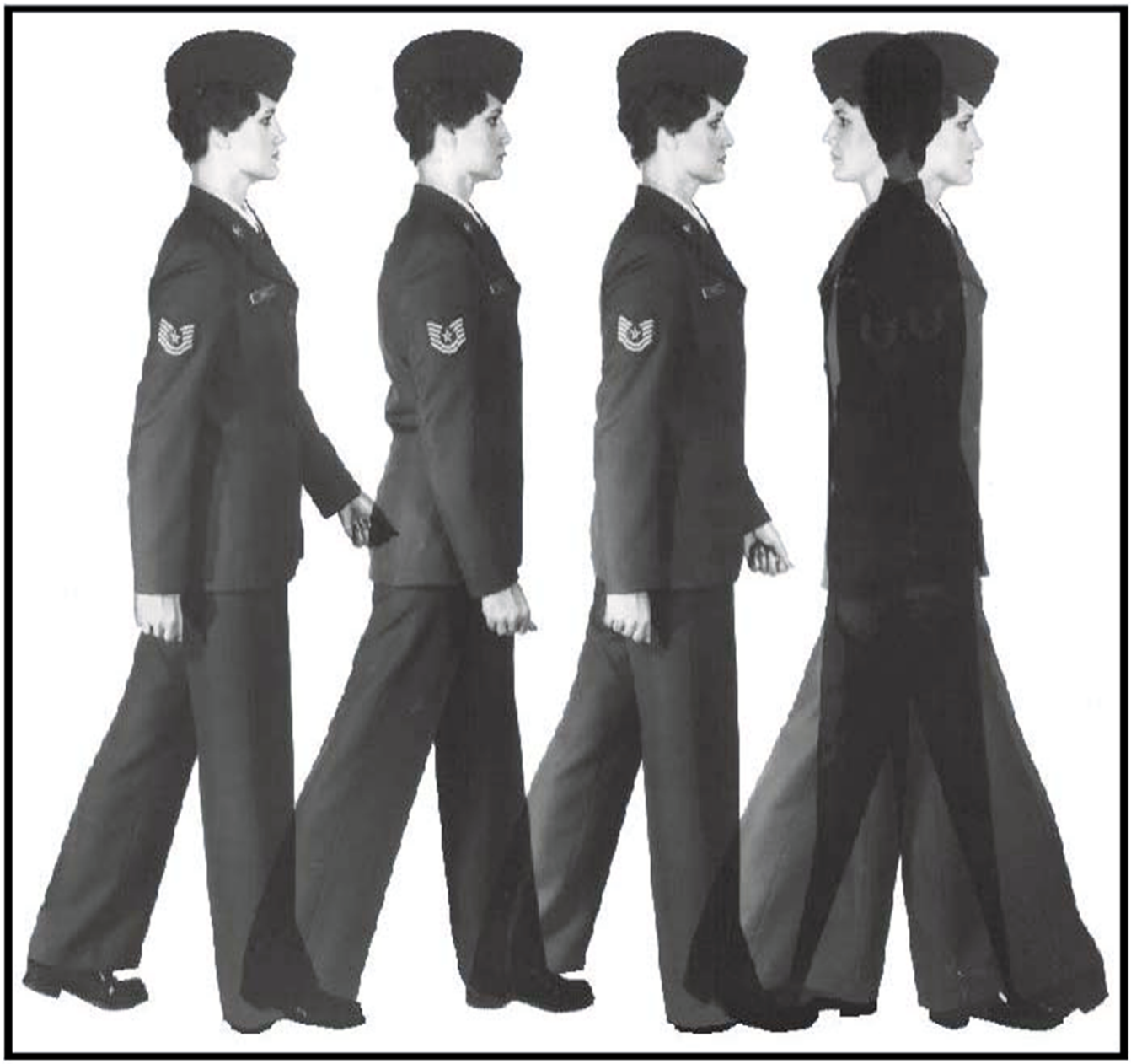
3.16. To the Rear March. The command is **To the Rear, MARCH,** given as the heel of the right foot strikes the ground. On the command **MARCH,** the airman takes a 12-inch step with the left foot, placing it in front of and in line with the right foot and distributes the weight of the body on the balls of both feet Then pivot on the balls of both feet, turning 180 degrees to the right, and take a 12-inch step with the left foot in the new direction, with coordinated armswing, before taking a full 24-inch step with the right foot. While pivoting, do not force the body up or lean forward. The pivot takes a full count (**Figure 3.11.**), and the arm swing is suspended to the sides as the weight of the body comes forward while executing the pivot, as if at the position of attention.

3.17. Flanking Movement. The command is **Right (Left) Flank, MARCH,** given as the heel of the right (left) foot strikes the ground. On the command **MARCH,** the airman takes one more 24-inch step, pivots 90 degrees to the right (left) on the ball of the left (right) foot, keeping the upper portion of the body at the position of attention. Then step off with the right (left) foot in the new direction of march with a full 24-inch step and coordinated arm swing (**Figure 3.12.**). Arm swing is suspended to the sides as the weight of the body comes forward on the pivot foot. The pivot and step off are executed in one count. This movement is used for a quick movement to the right or left for short distances only. Throughout the movement, maintain proper dress, cover, interval, and distance.

3.18. Face in Marching. The command is **Right (Left) Flank, MARCH.** On the command **MARCH,** the airman executes a 90-degree pivot on the ball of the right (left) foot and, at the same time, steps off with the left (right) foot in the new direction with coordinated arm swing. The pivot and step are executed in one count, and proper dress, cover, interval, and distance are maintained.

3.19. MarchingOther Than at Attention. The commands below may be given as the heel of either foot strikes the ground as long as both the preparatory command and command of execution are given on the same foot and only from quick time. The only command that can be given when marching at other than attention is **Incline to the Right (Left).** Otherwise, the flight must be called to attention before other commands may be given.

Figure 3.11. To the Rear March.



3.19.1. **Route Step March.** The command is **Route Step, MARCH.** On the command **MARCH,** the airman takes one more 24-inch step and assumes route step. Neither silence nor cadence is required, and movement is permitted as long as dress, cover, interval, and distance are maintained.

3.19.2. **At Ease March.** The command is **At Ease, MARCH.** On the command **MARCH,** the airman takes one more 24-inch step and assumes at ease. Cadence is not given, and movement is permitted as long as silence, dress, cover, interval, and distance are maintained.

Figure 3.12. Right Flank March.

Chapter 4

DRILL OF THE FLIGHT

Section 4A—Formations

4.1. The Flight as the Basic Drill Unit. The first phase of drill involves teaching the airman basic movements, facings, and positions, either as an individual or as a member of an element. The second phase of drill merges the individual with others to form a flight in which base formations and marchings 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 sergeant, and guide assume importance. For the purposes of instruction, the drill instructor may assume any of these titles and positions. When in column, the flight is sized according to height, with the tallest individuals to the front and right. Make every effort to retain individuals of the highest grade in positions occupied by element leaders and guides.

4.2. Rules for the Guide:

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

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

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

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

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

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

4.3. Formation of the Flight:

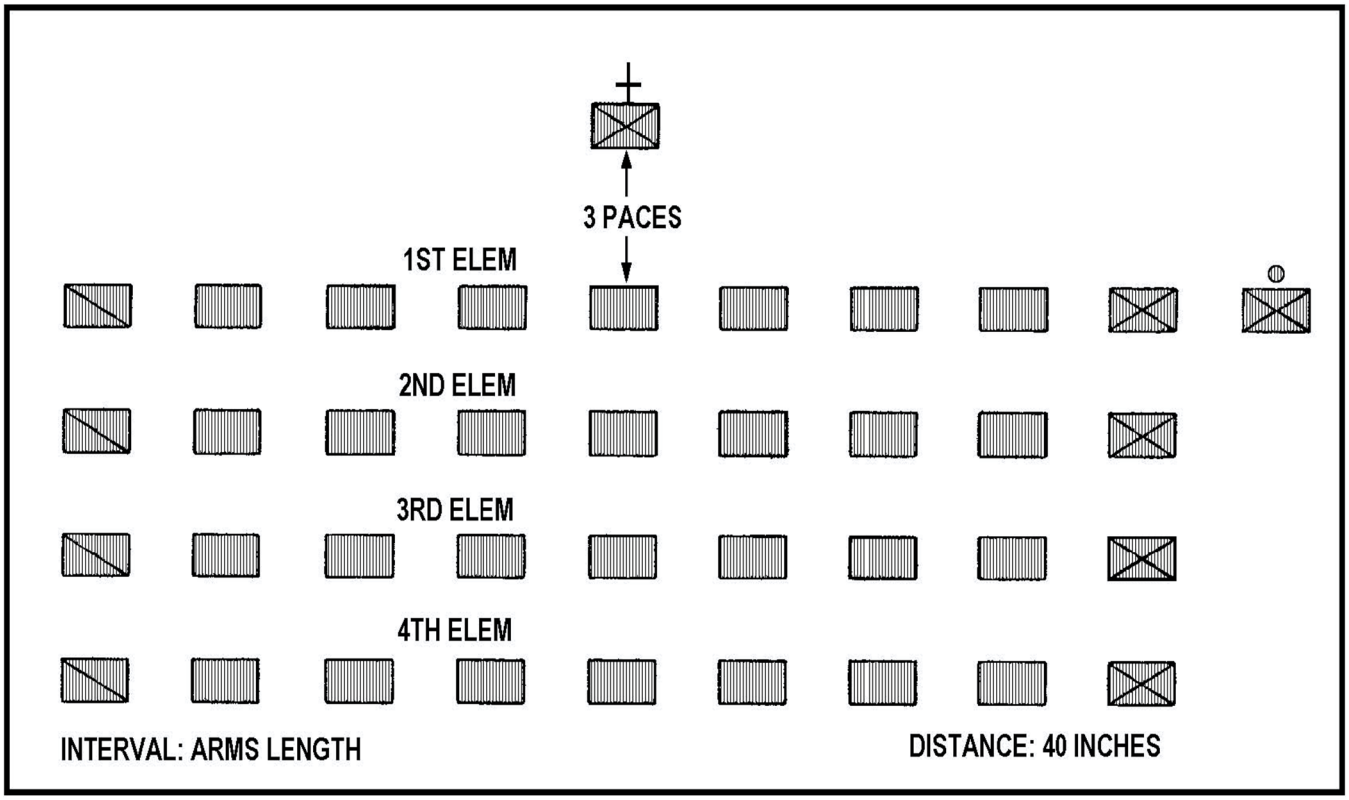
4.3.1. A flight forms in at least two, but not more than four, elements in line formation (**Figure 4.1.**). Thecommand is **FALL IN.**

4.3.1.1. On this command, the guide takes a position facing the flight sergeant and to the flight sergeants left so the first element will fall in centered on and three paces from the flight sergeant.

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.

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

Figure 4.1. Flight in Line Formation.



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

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

4.3.2. 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 sergeant) move to the front of the flight according to height. The flight commander then faces the flight to the right (from column

to inverted line formation) and again has taller personnel (except the flight sergeant) move to the front of the flight according to height. The flight commander faces the flight back to the left (column formation) and continues this procedure until all members are properly sized.

4.3.3. Each member of the flight has a number except the guide. Numbering of individual members of aflight is from right to left (when in line formation) and from front to rear (when in column formation). The element leader is always number one (**Figure 4.3.**).

4.3.4. 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 paragraph **4.3.3.** above except close interval is observed (**Figure 4.4.**). The only commands that may be given while the flight is in this formation are **At Close Interval, Dress Right, DRESS; Ready, FRONT; AT EASE; ATTENTION; FALL OUT; and DISMISSED.**

Figure 4.2. Normal Interval

Figure 4.3. Flight in Column Formation.

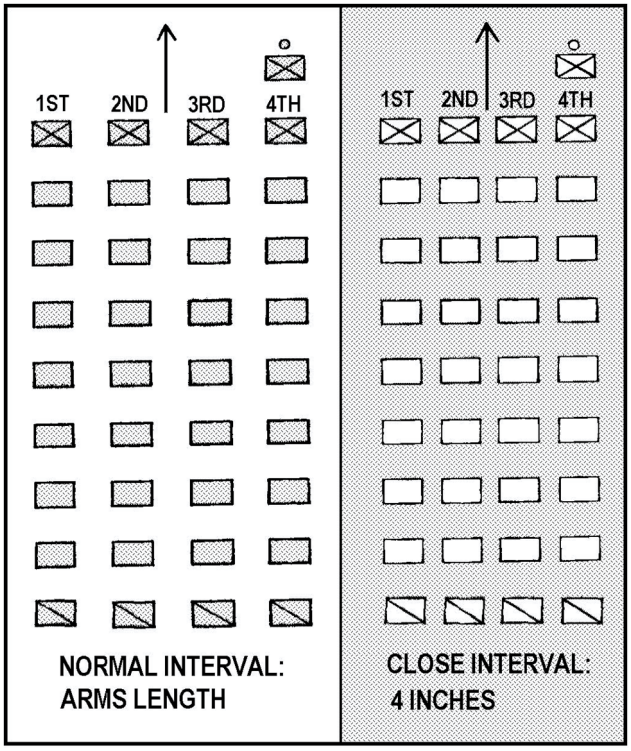


Figure 4.4. Close Interval.

4.3.5. The flight is usually formed and dismissed by the drill instructor or flight sergeant. On the command **DISMISSED,** airmen break ranks and leave the area.

4.4. Aligning the Flight:

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

4.4.1.1. **Normal Interval.** The commands are **Dress Right, DRESS** and **Ready, FRONT.** On the command **DRESS,** everyone except the last airman in each element raises and extends the left arm laterally from the shoulder with snap so the arm is parallel with the ground. As the arm is raised, uncup 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 and second, third, and fourth element leaders) turns head and eyes 45 degrees to the right with snap. The leading individual of each file establishes normal interval (by taking small choppy steps and aligning with the base file) and establishes exact shoulder-to-fingertip contact with the individual to the immediate right. The second, third, and fourth element leaders align themselves directly behind the person in front of them (using small choppy steps) and visually

establish a 40-inch distance. As the remaining members align themselves behind the individual in front of or to the right of them, their shoulders may or may not touch the fingertips of the individual to their right. If the arm is too long, place the extended hand behind the shoulder of the individual to the left. If the arm is too short, leave it extended toward the individual to the left and parallel to the ground. Once dress, cover, interval, and distance have been established, the command **Ready, FRONT** will be given. On this command, airmen whose arms are up will lower their arms with snap to their sides (without slapping their sides) and recup their hands when their arm is at approximately waist level. As the arm is lowered, airmen whose heads are turned will return their heads to the front with snap. The body is now back to the position of attention.

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

4.4.1.3. **Dress Left Dress.** 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.

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

4.4.2. **Cover:**

4.4.2.1. **Column Formation.** To align the flight in column, the command is **COVER.** On this command, everyone except the guide adjusts by taking small choppy steps if needed and establishes dress, cover, interval, and distance. The 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.

4.4.2.2. **Inverted Column Formation.** The same command and procedures used to reestablish dress, cover, interval, and distance while in column formation are used in inverted column. The

exception to this is that the leading individual of the base element does not move and everyone else establishes dress, cover, interval, and distance based on this individual.

4.5. Open Ranks:

4.5.1. The command is **Open Ranks, MARCH.** It is only given to a formation when in line at normal interval. On the command **MARCH,** the fourth rank stands fast and automatically executes dress right dress at normal interval. Each succeeding rank in front of the fourth rank takes the required numbered of paces, stepping off with the left foot and a coordinated armswing, halts, and automatically executes dress right dress. The third rank takes one pace forward, the second rank takes two paces forward, and the first rank takes three paces forward. Once halted, the distance between ranks will be 70 inches.

4.5.2. 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.

4.5.3. 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 is asked to accompany the inspector. The flight commander then executes a left face (down line) and commands **Second, Third, and Fourth 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 inplace halt.

4.5.3.1. 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.

4.5.3.2. 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. Normally, 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.)

4.5.4. After inspecting the entire flight, the inspector marches off to the right flank (element leaders) ofthe 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 move-

ment 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.

4.5.5. If inspection results are recorded, the following procedures apply. While the flight commander isinspected, the recorder; that is, first sergeant or flight sergeant, takes one step to the rear, faces to the right, and marches to a position one pace to the right and one pace to the front of the guide. He or she then faces down 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.

4.5.6. 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.

4.6. 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 rank takes one pace forward with coordinated arm swing and halts at the position of attention. The third and fourth ranks take two and three paces forward, respectively, and halt at attention.

4.7. Individuals to Leave Ranks:

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

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

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

4.8.1. **In Line.** The command is **Count, OFF.** On the command **OFF,** all airmen, except the guide and element leaders, turn their head and eyes 45 degrees to the right, and the element leaders call out

ONE in a normal tone of voice. After the element leaders call out **ONE,** airmen in the next file turn their heads and eyes in unison to the front and call out **TWO.** This procedure continues in quick time until all files, full or partial, are numbered. All movements are made in a precise manner with snap.

4.8.2. **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 4.5.** 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.

Section 4B—Marching

4.9. Flight Formation While Marching:

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

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

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

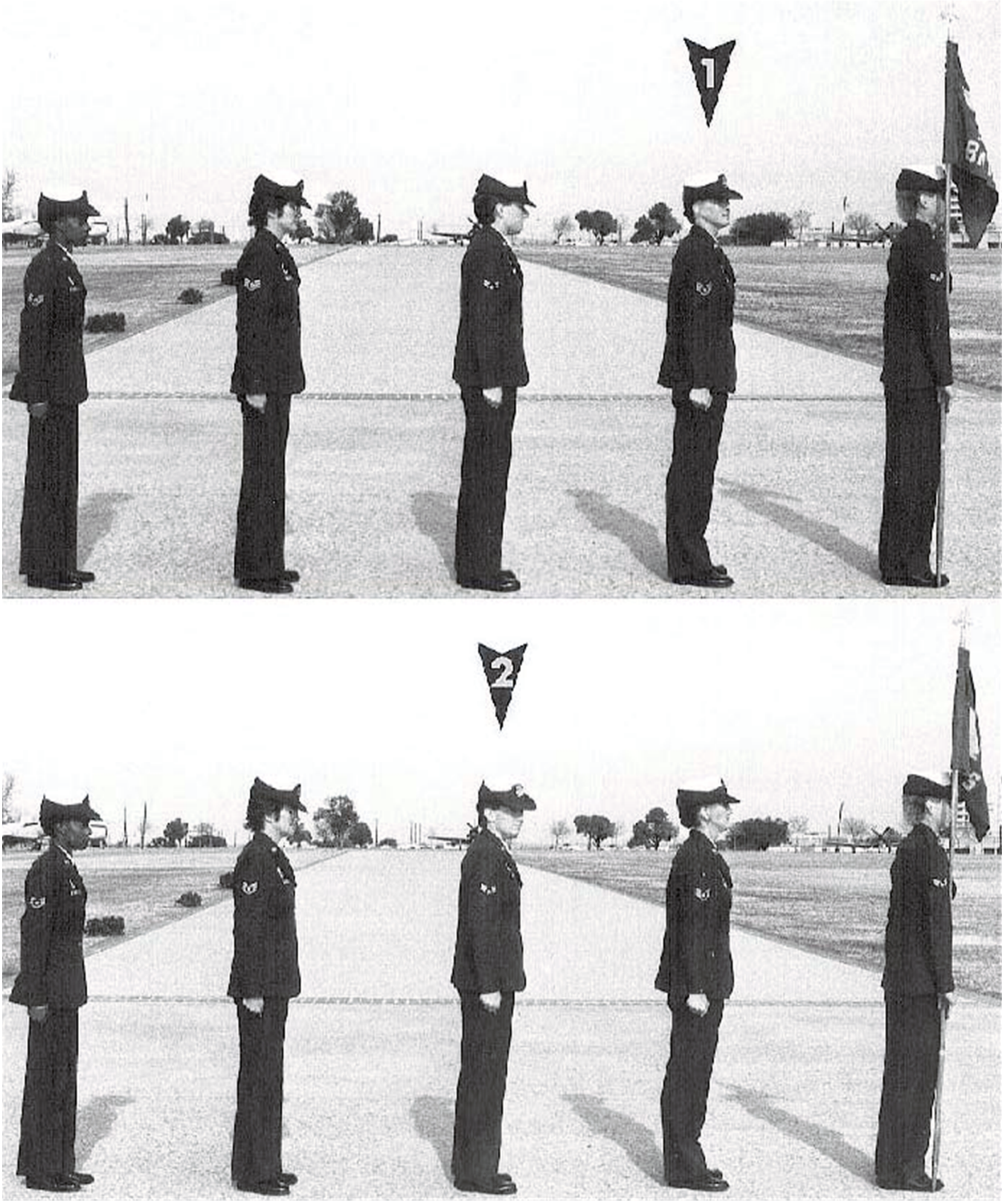
4.10. Close or Extend March. To obtain close interval between files when in column at normal interval at a halt or while marching at quick time, the command is **Close, MARCH.** To obtain normal interval from close interval, the command is **Extend, MARCH.**

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

4.10.2. **Close March (Marching).** On the command **MARCH,** which is given on the right foot, the fourth element takes up the half step (beginning with the left foot) following the command of execution. The third 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 armswing) toward the fourth element, and then pivoting 45 degrees back to the left on the ball of the right foot. The second element takes three steps between pivots, and the first element takes five steps between pivots. The original direction of march is resumed; the half step is taken up once close interval is obtained; and dress, cover, interval, and distance are reestablished. On the command **Forward, MARCH,** all elements resume a 24-inch step.

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

Figure 4.5. Count Off in Column.



4.10.4. **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.

4.11. Column Movements:

4.11.1. **Column Right (Left) Normal Interval (Marching).** The commands are **Column Right (Left), MARCH** and **Forward, MARCH** (**Figure 4.6.** and **Figure 4.7.**).

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

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

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

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

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

Figure 4.6. Column Right March at Normal Interval.

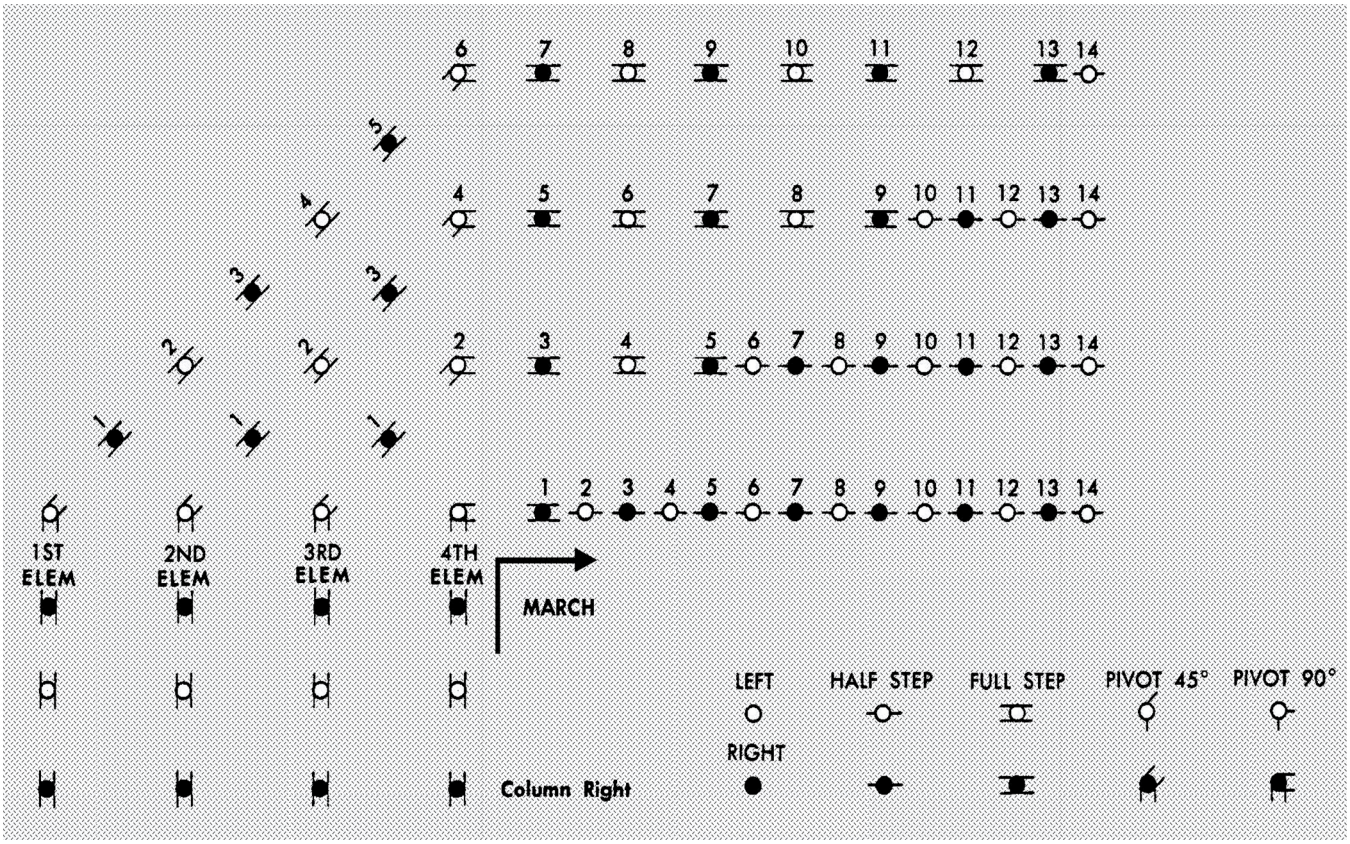
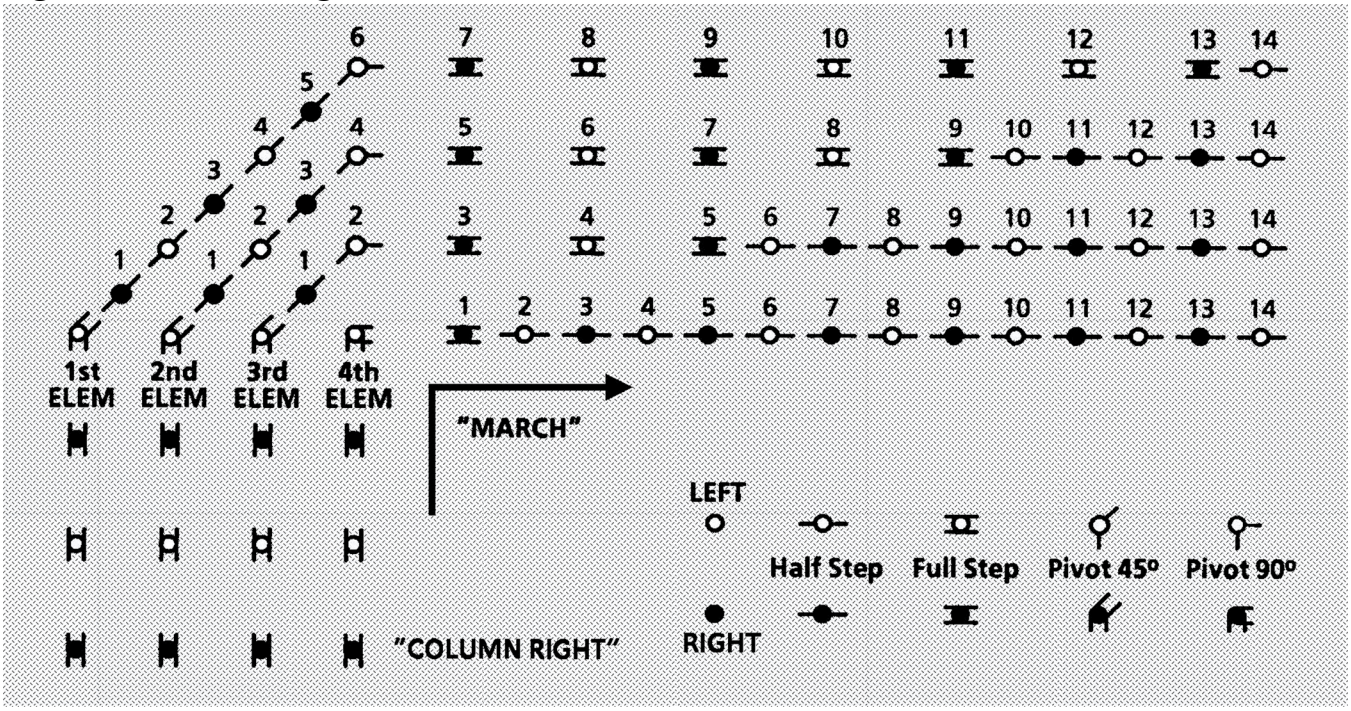


Figure 4.7. Column Right March at Close Interval.



4.11.1.6. Once the entire formation has changed direction and dress, cover, interval, and distance are reestablished, **Forward, MARCH** will be given. On the command **MARCH,** take one more 12-inch step with the right foot, 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.

4.11.2. **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, the next element takes four 12-inch steps between pivots, and the last element takes six 12-inch steps between pivots.

4.11.3. **Column Movements from a Halt (Normal or Close Interval).** When column movements are executed from a halt, procedures are similar to those in paragraphs **4.11.1.** and **4.11.2.** On the command **MARCH,** element leaders begin the movement by executing a face in marching for a column left. For a column right, element leaders take one 24-inch step forward, then execute the movement.

4.12. Column Half Right (Left):

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

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

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

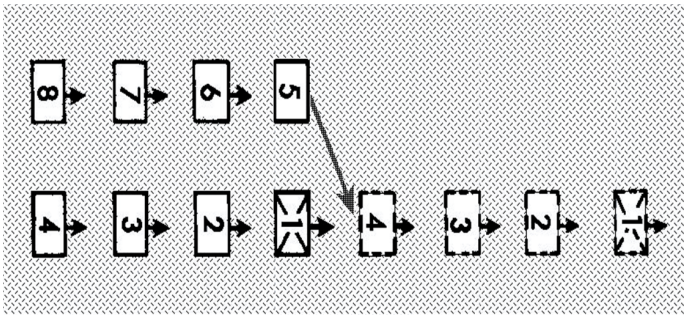
4.12.4. To execute a slight change of direction, the command **INCLINE TO THE RIGHT (LEFT)** is given. The guide or guiding element moves in the indicated direction, and the rest of the element follows. There is no pivot in this movement.

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

4.13.1. **Column of Files.** 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.** On the preparatory command, the guide takes a position in front of the file that will move first. The element leader of the right (left)

element turns his or her head 45 degrees to the right (left) and commands **Forward.** At the same time, the remaining element leaders turn their heads 45 degrees to the right (left) and command **STAND FAST.** Their heads are kept to the right (left) until they step off. On the command **MARCH,** the extreme right (left) element steps off. The element leader of each remaining element commands **Forward, MARCH** as the last airman in each element passes, ensuring the leaders element is in step with the preceding element. All elements then incline to the right (left), following the leading elements in successive order (**Figure 4.8.**).

Figure 4.8. Forming a File From a Column of Twos.

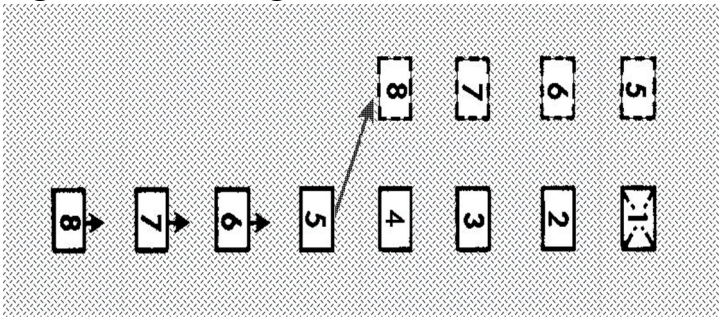


4.13.2. **Column of Files, Column Right (Left).** In conjunction with forming single files, column movements may be executed at the same time. The command is **Column of Files From the Right (Left), Column Right (Left), MARCH.** On the preparatory command, the guide executing a face in marching takes a position in front of the file that will move first. 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 airmen perform the movement in the same manner as the base element. The element leaders follow the leading elements in successive order. The commands **Column of Files From the Left, Column Right, MARCH** and **Column of Files From the Right, Column Left, MARCH** are not given.

4.13.3. **Column of Twos (Fours) From a Single File (Multiple Elements).** To form a column of two or more files when in a single file of more than one element, the command is **Column of Twos (Fours) to the Left (Right), MARCH.** On the preparatory command, the leading element leader turns his or her head 45 degrees to the right (left) and commands **STAND FAST.** At the same time, the remaining element leaders turn their heads 45 degrees to the right (left) and command **Column Half Left (Right).** On the command **MARCH,** the leading element stands fast, and the element leader returns his or her head back to the front. The remaining element leaders turn their heads back to the front and step off, executing a column 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 (**Figure 4.9.**).

Figure 4.9. Forming a Column of Twos From a File.



4.14. Forming a Column of Twos From a Single File. When at a halt and in column, the command is **Column of Twos From the Left (Right), MARCH.** On the command **MARCH,** the leader stands fast. The airman who is the center of the element (when in line) performs a half left (right) in marching, takes one 24-inch step, performs a half right (left) in marching, and moves up until abreast of, and at normal interval from, the leading individual of the original element. To halt, the leading individual of the new element turns his or her head 45 degrees to the left (right) and commands the element to halt. All airmen execute the pivot in approximately the same location, and all individuals who are required to move do so at the same time (**Figure 4.9.**).

4.15. Forming a Column of Twos From a Column of Fours and Reforming:

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

4.15.2. To form a column of twos when in a column of fours at a halt, the command is **Column of Twos From the Right (Left), Forward, MARCH.** On the preparatory command, the fourth (second) element leader turns his or her head 45 degrees to the right (left) and commands **Forward;** the second (fourth) element leader turns his or her head 45 degrees right (left) and commands **STAND FAST.** Each keeps his or her head to the right (left) until his or her element steps off. On the command **MARCH,** the designated elements step off immediately. As the last airmen in the designated lead elements pass and on the command **Forward, MARCH** (given by the second (fourth) element leader), the two remaining elements step off in step and incline in behind the two leading elements. The distance between elements is three paces (**Figure 4.10.**). When performing this movement from the left, the guide will immediately post in front of the second element on the preparatory command.

4.15.3. To form a column of fours when in a column of twos at a halt, the command is **Column of Fours to the Left (Right), MARCH.** On the preparatory command, the fourth (second) element leader turns his or her head 45 degrees to the left (right) and commands **STAND FAST;** the second (fourth) element leader turns his or her head 45 degrees to the left (right) and commands **Column Half Left (Right).** On the command **MARCH,** the element leaders return their heads to the front, the leading elements stand fast, and the remaining elements step off and execute a column half left (right) and incline to form to the left (right) of the leading elements (**Figure 4.11.**). As the trailing elements approach the head of the leading elements, the second (fourth) element leader turns his or her head 45 degrees to the left (right) and commands **Elements, HALT** so the leading individual of each element

is approximately even with all others. Once the elements halt, each element leader returns his or her head to the front.

Figure 4.10. Column of Twos From a Column of Fours.

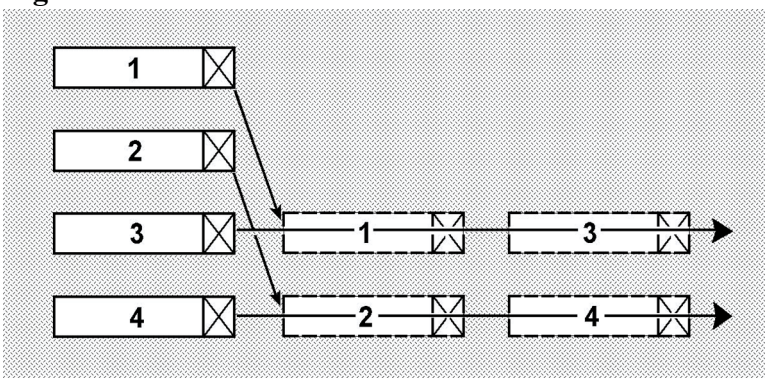
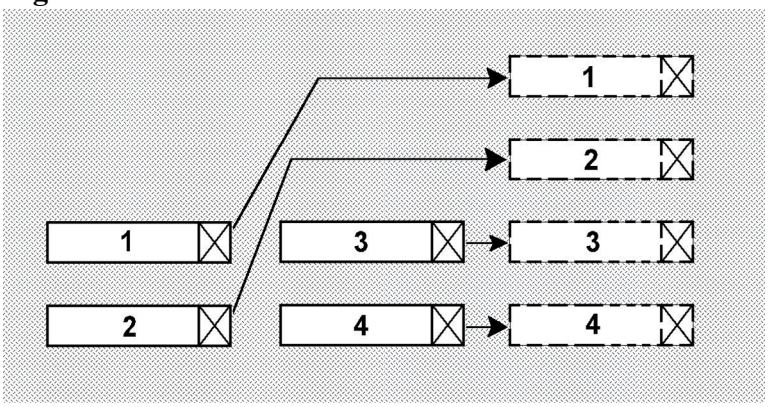


Figure 4.11. Column of Fours From a Column of Twos.



4.16. 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.**

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

4.16.1.1. The first element leader takes four 24-inch steps forward and executes a 90-degree pivot to the right (suspending armswing during the pivot), marches across the front of the flight just beyond the fourth element, and executes another 90-degree pivot to the right (again suspending armswing). Each succeeding member marches to the approximate pivot points established by the person in front of him or her and performs the same procedures as the first element leader.

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

4.16.1.3. The third element leader takes one 24-inch step forward, executes two 90-degree pivots to theleft (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.

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

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

4.16.1.6. As the fourth element leader marches past the last airman in the fourth 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.

4.16.2. **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 third element leader takes three paces forward, the second element leader takes two paces forward, and the fourth element leader takes four paces forward.

Chapter 5

DRILL OF THE SQUADRON

Section 5A—Rules for Squadron Drill

5.1. The Squadron as a Drill Unit:

5.1.1. A squadron consists of two or more flights. Only formations necessary for marches, drills, and ceremonies are prescribed in this chapter. The squadron forms in line with flights in line. When in column formation, the squadron is sized according to height, the tallest individuals to the front and right.

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

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

5.2. Commands:

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

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

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

5.2.4. When the squadron is in column and it is desired to obtain the correct distance between flights, such as a column from standard mass formation, the command is **CLOSE ON LEADING FLIGHT.** On this command, the leading flight commander commands the flight to take up the half step. As soon as the correct distance has been obtained, each succeeding flight takes up the half step at its commanders command. When all flights have obtained the correct distance, the squadron commander gives **Forward, MARCH,** and all flights step off with a 30-inch step.

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

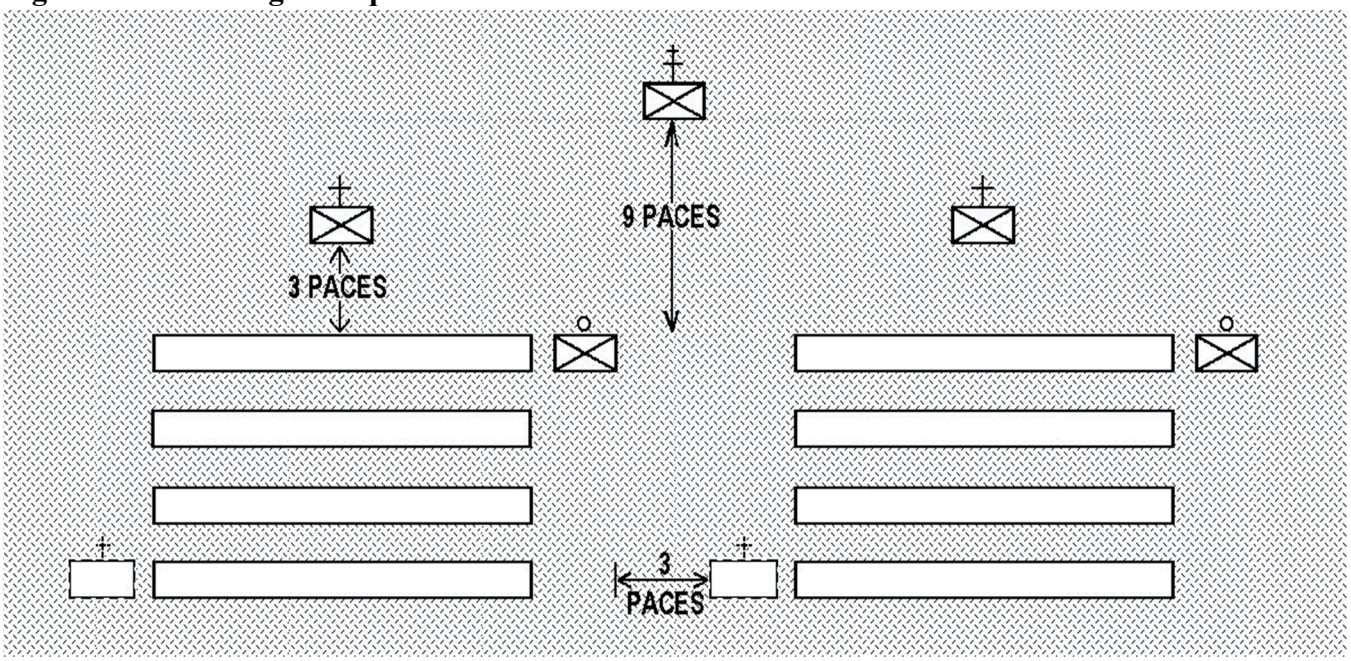
5.2.6. In giving commands, flight commanders may include the letter of their flights; for example, **A Flight, HALT** or **B Flight, Forward.** Flight commanders do not repeat the squadron commanders combined commands.

Section 5B—Formations

5.3. Forming the Squadron in Line:

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

Figure 5.1. Forming the Squadron in Line.



5.3.2. While positioning units in an area, the command is _____ **Paces Forward, MARCH** or _____ **Steps Backward, MARCH.** (In backward march, the airman takes 12-inch steps backward (starting with the left foot) and maintains normal armswing.) These commands are used for short distances only of four paces (steps) or less.

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

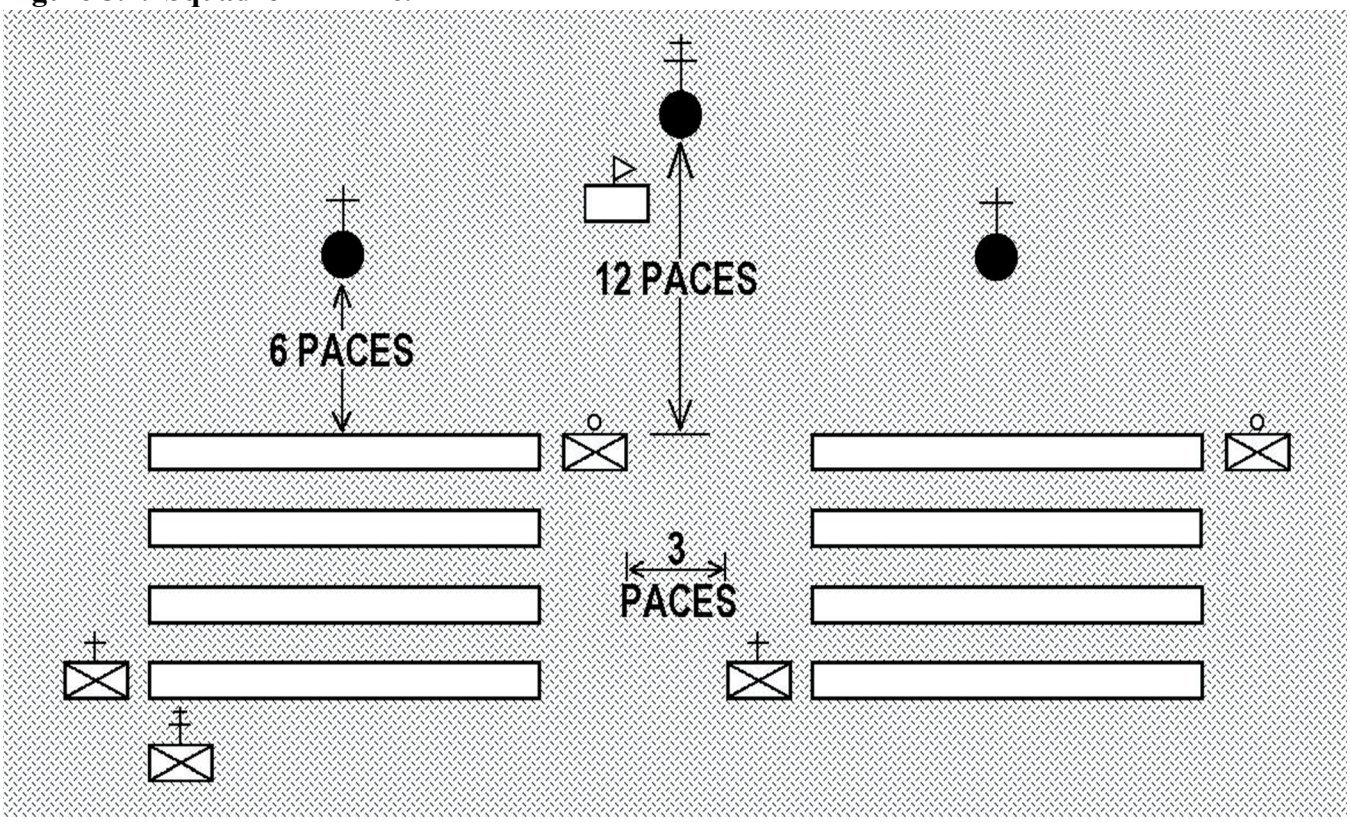
5.3.4. The flight sergeants then command **REPORT.** Remaining in position, the element leaders in succession from front to rear of each flight salute and report _____ **Element, all present** or _____ **Element, (number) person(s) absent.** The flight sergeants then face about.

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

5.3.6. Flight commanders immediately take their posts after the first sergeant has reported (**Figure 5.2.**).

5.3.7. In forming the squadron, any individual required to make a report salutes while reporting and holds the salute until it is returned. The individual receiving the report does not return the salute until the report is completed.

Figure 5.2. Squadron in Line.



5.4. Aligning the Squadron:

5.4.1. To align the squadron formed in line at a halt, the squadron commander orders **DRESS FLIGHTS TO THE RIGHT.** On this command, the flight commanders face about and, beginning with the base flight, dress the flight immediately with the command **Dress Right, DRESS.** The flight is dressed as described in flight drill (paragraph **4.3.**), then given **Ready, FRONT.** Each subsequent flight commanders flight is dressed to the right as soon as the preceding flight commander halts and

faces down line of the first element. When not adjacent to the base flight, the flight commanders flight is dressed on the next flight toward the base flight.

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

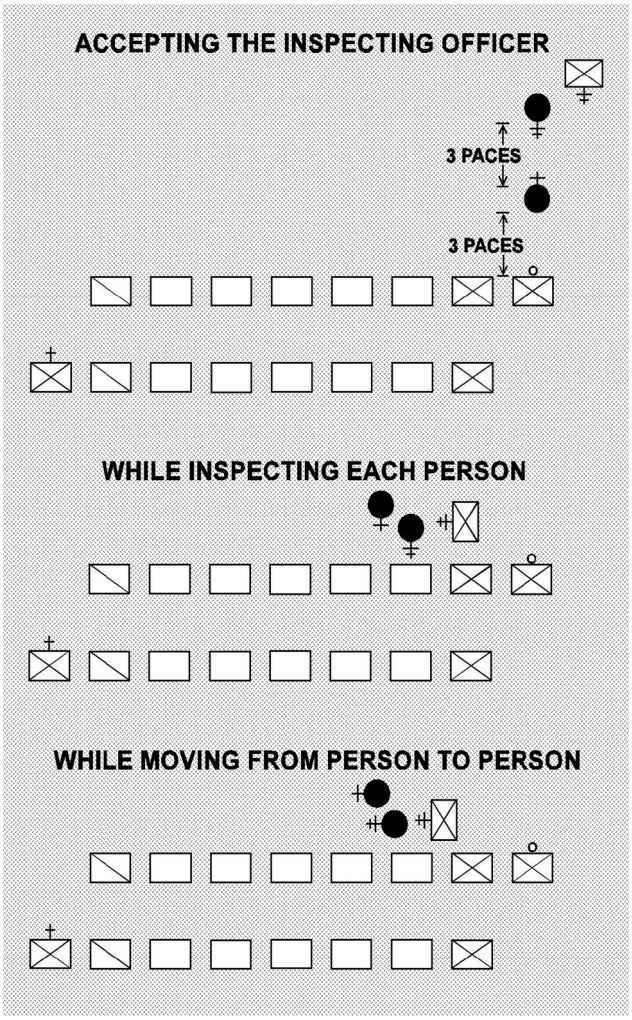
5.5. Inspecting the Squadron:

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

5.5.2. When all flights are at parade rest, the squadron commander begins by inspecting the guidon bearer. The guidon bearer may assume the position of parade rest after being inspected.

5.5.3. The first sergeant joins the squadron commander if so directed and take notes during the inspection. As the squadron commander approaches each flight, the flight commander brings the flight to attention, salutes, and reports **Sir (Ma'am), _____ Flight is prepared for inspection.** After being inspected, the flight commander accompanies the squadron commander through the inspection of the flight. The flight commanders position is to the right rear of the inspecting officer, walking in the lead in a showing capacity. See **Figure 5.3.** for the position of the inspecting officer. Single file between ranks is observed with the flight commander in the lead followed by the inspecting officer and, in turn, by the first sergeant, as required. The squadron commander, beginning at the head of the column or right of the line, makes a minute inspection of the equipment, dress, and appearance of the airmen.

Figure 5.3. Inspection of the Squadron.



5.5.4. The inspection is made from the right to left in front and from left to right in rear of each rank.

5.5.5. The flight commander may give parade rest to elements not being inspected. The element leader calls the element to attention before the inspecting officer completes the inspection of the preceding element. The element leader may give the element parade rest after being inspected.

5.5.6. On completion of the inspection of each flight, the flight commander moves three paces beyond the front rank, halts, faces down the line, and calls the flight to attention. The flight commander takes one pace forward, faces to the right, and receives comments from the inspecting officer. The flight commander salutes the inspecting officer upon departure and then faces down the line and commands **Close Ranks, MARCH.** He or she then commands **Parade, REST, AT EASE,** or **REST,** whichever is appropriate, takes a post in front of the flight, centers on the flight, and assumes the same position as the flight.

5.6. The Squadron in Column. The squadron moves from one place to another in column of flights as shown in **Figure 5.4.** The guidon bearer is one pace to the rear and two paces to the left of the squadron commander. To view and control the squadron, the squadron commander may take a position on the flank. When this occurs, the guidon bearer is at the head of the column.

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

5.7.1. To form the squadron in mass when it is halted in column, the command is **Squadron Mass Left, MARCH.** On the preparatory command, the leading flight commander gives the command **STAND FAST.** Each flight commander of the succeeding flights commands **Column Half Left.** On the command **MARCH,** the leading flight stands fast. In turn, each rear flight executes a column half left, and the flight commander commands **Column Half Right** to move the flight to the new position at a 4 inch interval alongside the flight it was following. Each flight commander halts the flight when its leading rank is on line with the leading rank of the flight already on line. This places the squadron in mass with 4-inch interval between all individuals in rank (**Figure 5.5.**).

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

5.8. Changing Direction When in Mass Formation:

5.8.1. To change direction when in mass formation and the squadron is at the halt or in march, the command is **Right (Left) Turn, MARCH.** The right (left) flank individual of the line of guides and flight commanders is the pivot for this movement. On the command **Right Turn, MARCH,** the individual takes one pace forward, executes a 90-degree pivot to the right, advances one 24-inch step, and takes up the half step. On the command **Left Turn, MARCH,** the individual faces to the left in marching, advances one 24-inch step, and takes up the half step. Other front rank individuals do a right (left) 45-degree pivot, advance until opposite their places in line, do a second right (left) 45-degree pivot, and upon arriving abreast of the pivot individual, take up the half step. See **Figure 5.6.** for the proper number of steps between pivots.

Figure 5.4. Squadron in Column.

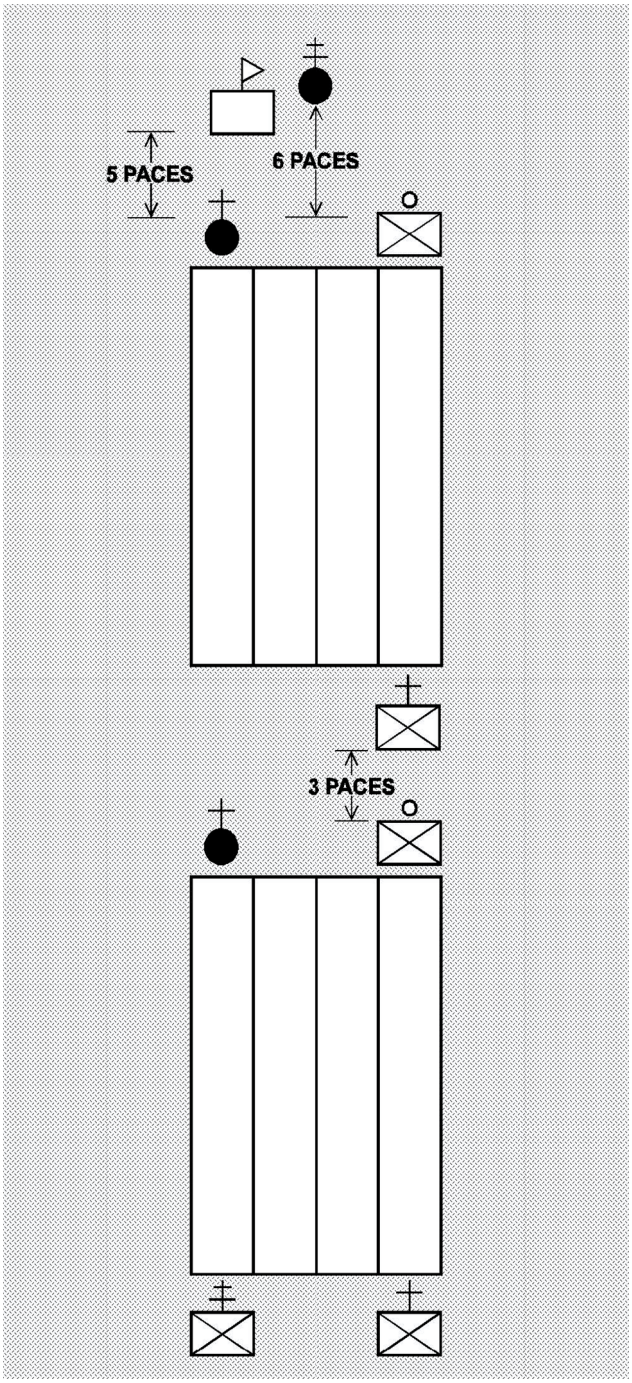
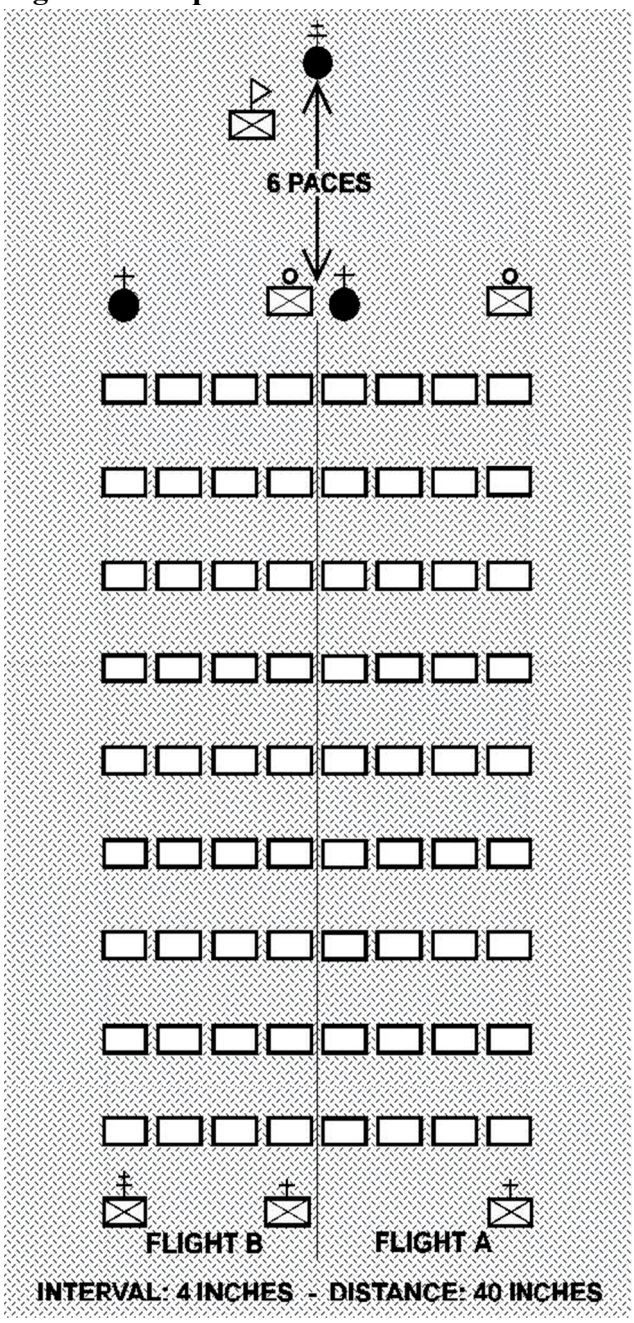


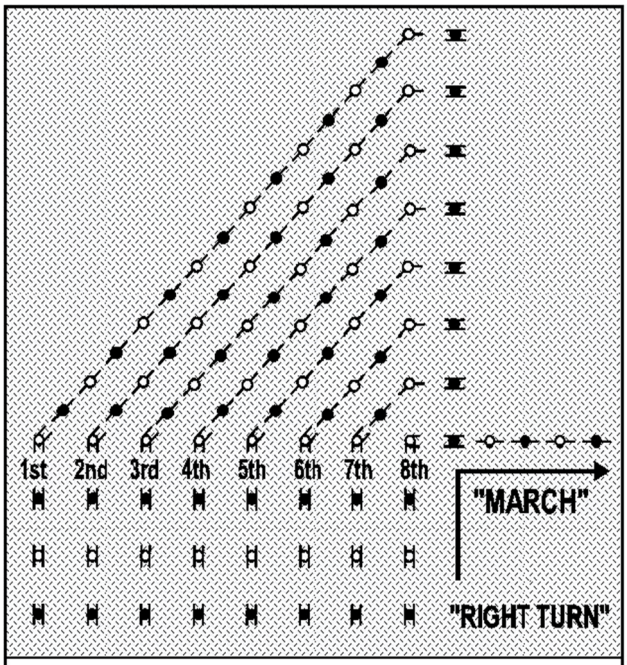
Figure 5.5. Squadron in Mass Formation.



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

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

Figure 5.6. Right Turn in Mass Formation.



NOTE: Individuals will continue to take 24-inch steps until they are abreast the person toward the base line.

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

5.9. Column of Flights From Squadron Mass Formation:

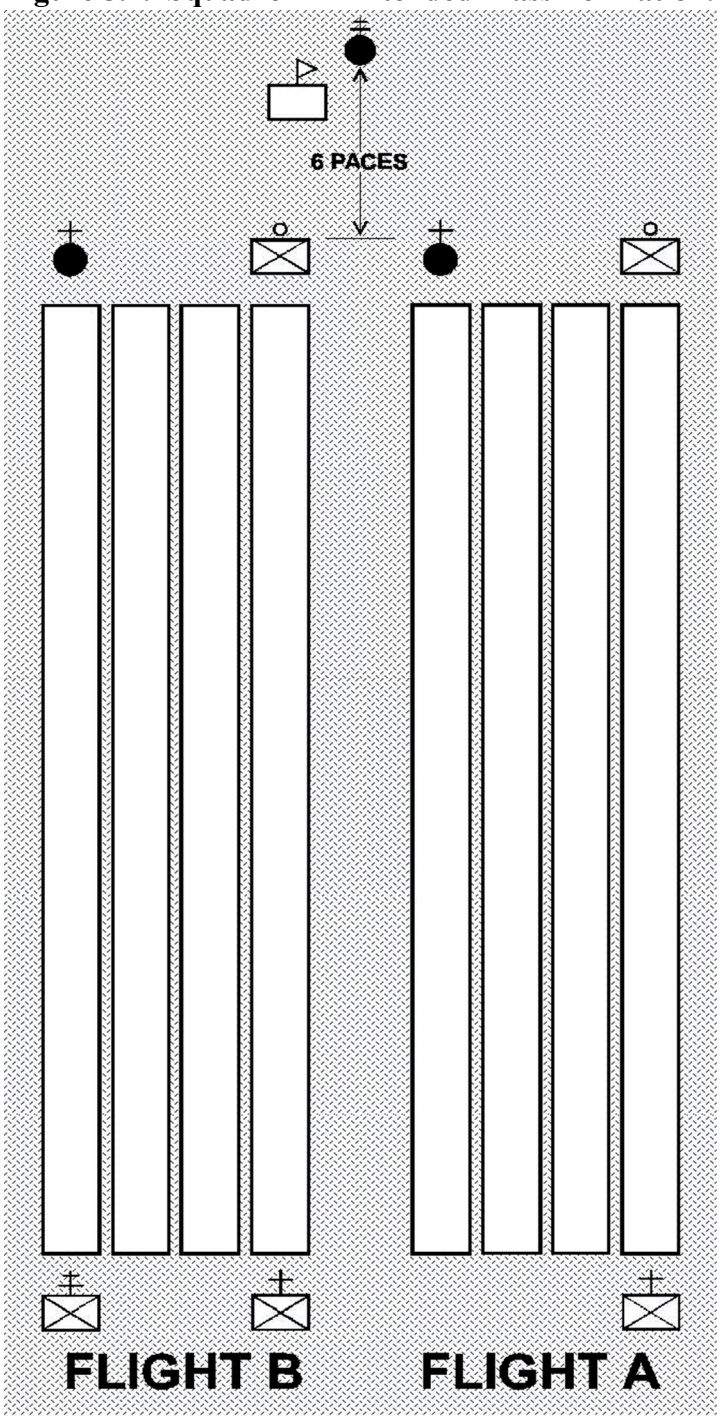
5.9.1. From a halt, the command is **Column of Flights, Right Flight, Forward, MARCH.** On the preparatory command, the right flight commander commands **Forward,** and the other flight commanders command **STAND FAST.** On the command **MARCH,** the right flight marches forward. Each of the remaining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

5.9.2. While marching, the squadron commander gives the same commands as in the previous movement except double time is given instead of forward, and commanders of flights other than the right flight command **CONTINUE THE MARCH.** On the command **MARCH,** the right flight marches out in double time. At the appropriate time, other flight commanders give **Double Time, MARCH** and **INCLINE TO THE RIGHT (LEFT)** to bring their flights into the column and align them behind the preceding flight.

5.10. Extended Mass Formation With Flights in Column:

5.10.1. The extended mass formation is used when a more impressive appearance for drill and ceremonies is desired (**Figure 5.7.**).

Figure 5.7. Squadron in Extended Mass Formation.



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

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

5.11. Dismissing the Squadron. The squadron is in line at attention. The squadron commander directs the first sergeant to dismiss the squadron. The command is **First Sergeant, (pause) DISMISS THE SQUADRON.** On this command, the first sergeant takes the most direct route to a position three paces from the squadron commander, who is nine paces in front of and centered on 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 and falls out. At the same time, flight commanders and the guidon bearer fall out. The first sergeant executes an about face, and the flight sergeants take their posts three paces in front of and centered on their flights. The first sergeant then orders the flight sergeants to dismiss their flights by giving the command **DISMISS YOUR FLIGHTS.** The first sergeant then falls out. The flight sergeants face about and command **DISMISSED.** Individuals break ranks and leave the formation.

Section 5C—Manual of the Guidon

5.12. The Guidon. The guidon is carried at ceremonies and on other occasions when prescribed by the commander. The guidon bearer is a specially selected airman designated by the squadron commander.

5.13. OrderGuidon. Order guidon is the position of attention as shown in **Figure 5.8.** The guidon bearer holds the guidon in a vertical position and keeps the ferrule on the ground beside the right shoe. The guidon bearer holds the staff in the right hand in the "V" formed by the thumb and by the fingers 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.

5.14. CarryGuidon. Carry guidon is the position in which the ferrule is approximately 6 inches from the ground (**Figure 5.9.**).

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

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

5.14.3. Parade rest is executed by sliding the hand up the staff and inclining the staff of the guidon forward at arms length with the hand at waist level (**Figure 5.10.**).

5.14.4. At double time, the guidon bearer holds the guidon diagonally across the body (**Figure 5.11.**). The guidon bearer grasps the staff with the right hand at the position used at the carry, with the right forearm horizontal and the elbow near the body. The staff is grasped with the left hand opposite the left shoulder.

5.14.5. When executing column movements and turns, the guidon bearer executes the movement on the command of execution and then moves at 45-degree angles to a position in front of the base file.

5.14.6. When the squadron is in column with the squadron commander on the flank, the guidon bearers position is five paces in front of and centered on the front rank of the leading flight.

Figure 5.8. Order Guidon.

Figure 5.9. Carry Guidon.

Figure 5.10. Parade Rest.

Figure 5.11. Double Time.

5.15. Executing Order Guidon While at Carry Guidon. The guidon bearer lets the staff slide through the right hand until the ferrule is on the ground in line with and touching the toe of the right shoe. The staff is regrasped with the hand as at the carry position.

5.16. Executing Carry Guidon While at Order Guidon. The guidon bearer grasps the staff with the left hand while at the same time loosening the grip of the right hand on the staff. The guidon is raised vertically with the left hand, letting the staff slide upward through the right hand until the ferrule is approximately 6 inches from the ground. The guidon bearer then regrasps the staff with the right hand and cuts the left hand away smartly to the left side.

5.17. Executing Present Guidon When at Carry or Order Guidon. To execute present guidon when at carry, or order guidon while marching or at a halt, on the preparatory command **Present** or **Eyes,** the guidon bearer raises the guidon vertically until the right arm is fully extended. At the same time, the left hand is brought smartly across the chest to guide the staff as shown in **Figure 5.12.** On the command of execution **ARMS or RIGHT,** the guidon bearer lowers the guidon straight to the front with the right arm extended and the staff resting in the pit of the arm, cutting the left hand away smartly to the left side. On the command **RIGHT** of **Eyes, RIGHT,** the guidon bearer turns the head and eyes in the same manner prescribed for other individuals in the formation. On the preparatory command **Ready,** the guidon bearer raises the guidon vertically until the right arm is fully extended. At the same time, the left hand is brought smartly across the chest to guide the staff as shown in **Figure 5.12.** On the command of execution **FRONT,** the guidon is returned to the position of carry, and the head and eyes are turned to the front.

5.18. Executing Carry Guidon When at Present Guidon. On the preparatory command, the guidon bearer raises the staff to the vertical position and, at the same time, brings the left arm smartly across the chest to let the left hand guide the staff. On the command of execution, the guidon bearer loosens the grip of the left hand on the staff and lowers the guidon with the right hand. The left hand is used to steady the staff until the ferrule is approximately 6 inches from the ground, then the left hand is cut away smartly to the left side.

5.19. Executing Order Guidon When at Present Guidon. The guidon bearer executes order guidon as prescribed in paragraph **5.18.** except, after bringing the guidon to the carry position, the staff is permitted to slide through the right hand. The staff is steadied with the left hand until the guidon is in the position of order guidon, and the left hand is then cut smartly away to the left side.

5.20. Individual Salute by Guidon Bearer When not in Formation. When at order guidon, the guidon bearer executes the salute with the left hand in a two-count movement. On the first count, the left arm is moved horizontally across the body with forearm and wrist straight and fingers and thumb extended and joined with palm down. The first joint of the forefinger touches the staff (**Figure 5.13.**). On the second count, the left hand is cut smartly away to the side. The salute at carry guidon is executed in the same manner except the ferrule is approximately 6 inches from the ground as shown in **Figure 5.14.**

Figure 5.12. Present Guidon.

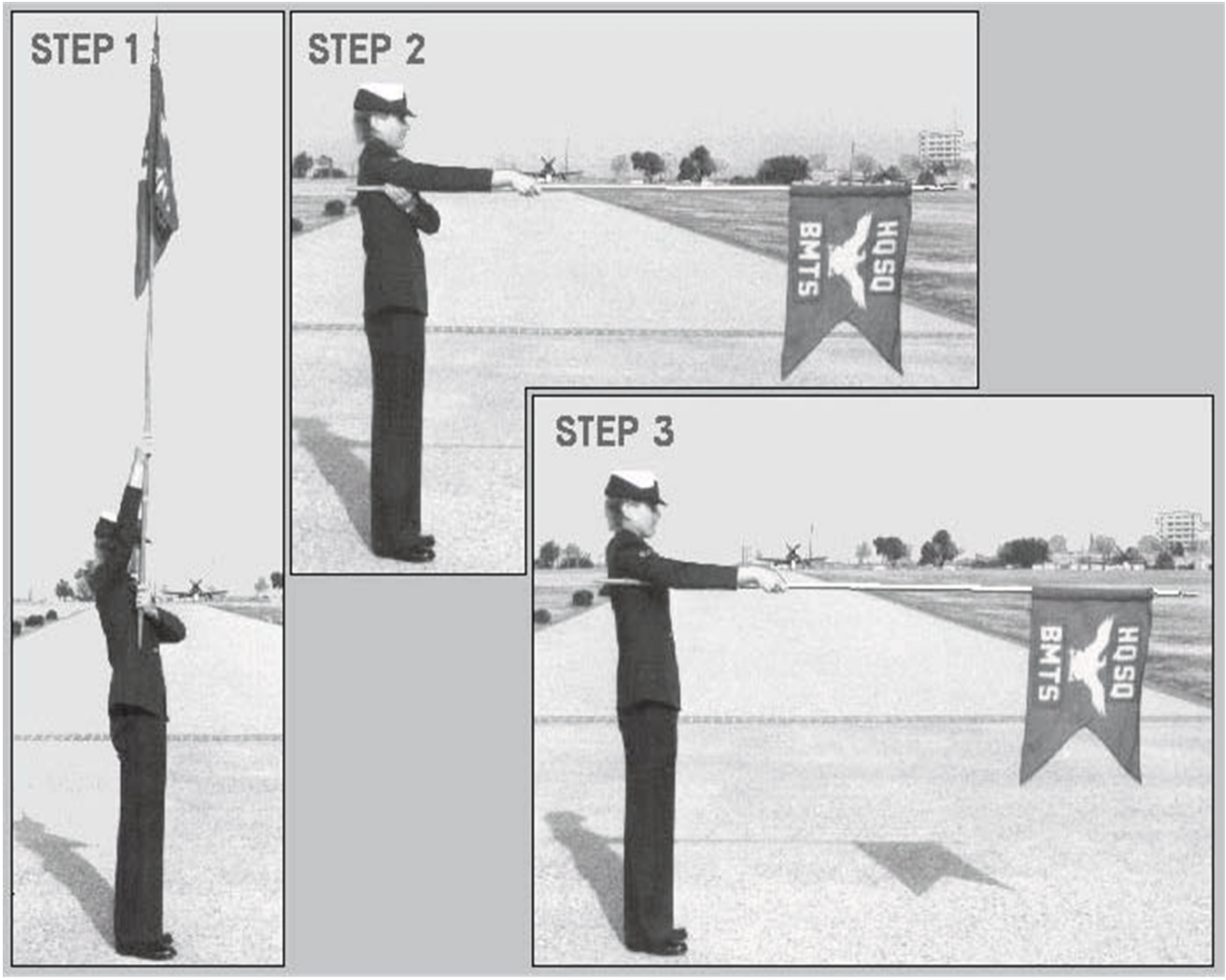


Figure 5.13. Salute at the Order.

Figure 5.14. Salute at Carry.

Chapter 6

GROUP AND WING FORMATIONS

Section 6A—Function of the Group and Wing

6.1. Composition of the Group and Wing:

6.1.1. The group is composed of two or more squadrons; the wing is composed of two or more groups. Formation and movements of the group and wing are for ceremonies. This chapter describes the formations preceding inspections, reviews, and parades.

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

6.1.3. When in mass formation, the group drills by command. Such drill is limited to movements for ceremonies where the units of the group execute the facings and marchings as one body on command of the group commander. The group executes these movements in a manner similar to that prescribed for the squadron.

6.1.4. The wing does not drill by command. Its groups form and march as directed by the wing commander. When practical, the formation and movement of the subdivisions of the group and wing are made clear to the unit commanders before starting the movement.

6.1.5. To assume any formation, the group or wing commander announces the desired formation, pointfor the right (left) of the group or wing, and direction in which the line or column is to face. The units approach the line on which the group or wing forms in column or line. After completion of a movement, the squadrons are given at ease until another movement is ordered.

6.1.6. After a group is halted and if it is under the immediate command of the group commander, the squadron commanders do not give supplementary commands to correct the alignment or position of their squadrons unless ordered by the group commander.

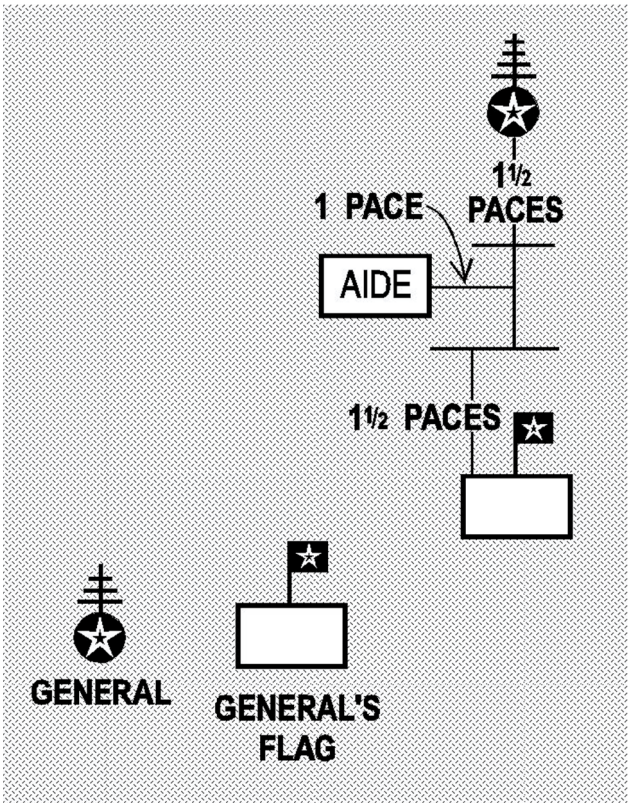
6.1.7. Once ceremonies begin, units remain at attention until ordered to a rest position by the next higher commander.

6.1.8. A unit may be presented to its commander or a reviewing officer. When this is done, the presenting officer faces the unit and gives the command **Present, ARMS.** When all elements of the unit are at present arms, the presenting officer faces to the front and commands the members of the staff to present arms. The guidon or flag bearer (if present) salutes on command of the staff.

6.2. Composition of the Staff:

6.2.1. The group is the smallest formation with a staff. The commissioned staff of a commander formsin one rank, 1 1/2 paces to the rear. The individuals of the staff form 1 1/2 paces to the rear of the officers, but do not normally participate in the marching staff. When only one staff officer is present, a position is taken one pace to the right and 1 1/2 paces to the rear of the commander. Staff members usually are arranged from right to left in order of rank, the senior on the right. However, the commander arranges them in any desired order. Airmen forming with the staff are usually posted in order of rank from right to left, except the bearer of a general officers individual flag is on the right. The arrangement is diagrammed in **Figure 6.1.**

Figure 6.1. Arrangement of Reviewing Officers Staff (General Officer).



6.2.2. If necessary to reduce the front of the staff, as in marching, the staff is formed in a column of threes and follows the commander. It marches under the direction of the senior staff officer.

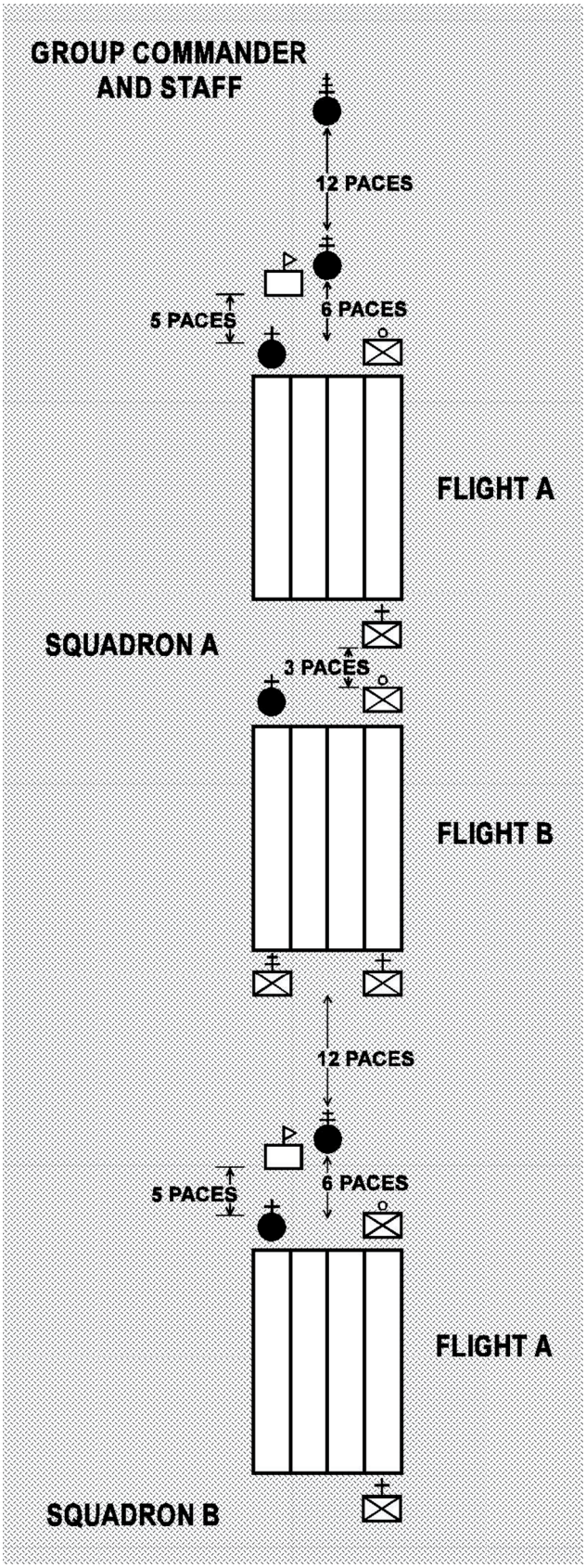
Section 6B—Group Formations

6.3. Formation of the Group:

6.3.1. For ceremonies, the group is formed with squadrons in mass. When an increase in size for appearance is necessary, the group is formed in line with squadrons in line. When formations are in movement, the group is usually in column with squadrons in column and flights in column, as shown in **Figure 6.2.** The group in mass formation is used for special command reviews.

6.3.2. The attached elements take their positions as directed by the group commander. They conform to the formation and movements of the other elements of the group.

Figure 6.2. Group in Column With Squadrons in Column and Flights in Column.



6.3.3. Regardless of the direction the group faces, squadrons are designated alphabetically from right to left in line and from front to rear in column; that is, A Squadron, B Squadron, C Squadron, etc. Groups are also lettered from right to left when in line and from front to rear when in column. The terms “right” and “left” apply to right and left as the troops face.

6.3.4. The designation “center squadron” indicates the center or the right center squadron, depending onwhether the number of squadrons is even or odd.

6.3.5. The group commander supervises the formation from those positions that are best for correcting alignments, intervals, and distances. With the staff (except the adjutant), the group commander takes the post in time to receive the report.

6.3.6. Special requirements of space or purpose may necessitate variations in formations. If they do, adhere as closely as possible to principles of spacing, precedence, and protocol.

6.4. Forming the Group in Column:

6.4.1. The group forms in column from a line of squadrons in line by executing right face. Usually the group commander prescribes the following:

6.4.1.1. Formation.

6.4.1.2. Direction the column will face.

6.4.1.3. Hour of forming.

6.4.1.4. Location of the head of the column.

6.4.1.5. Order in column of the group headquarters, squadrons, and attached elements.

6.4.2. At the appointed time, the squadron commanders form their units. They place their units in column and report their arrival in place to the group commander or adjutant.

6.5. Forming the Group in Line With Squadrons in Line:

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

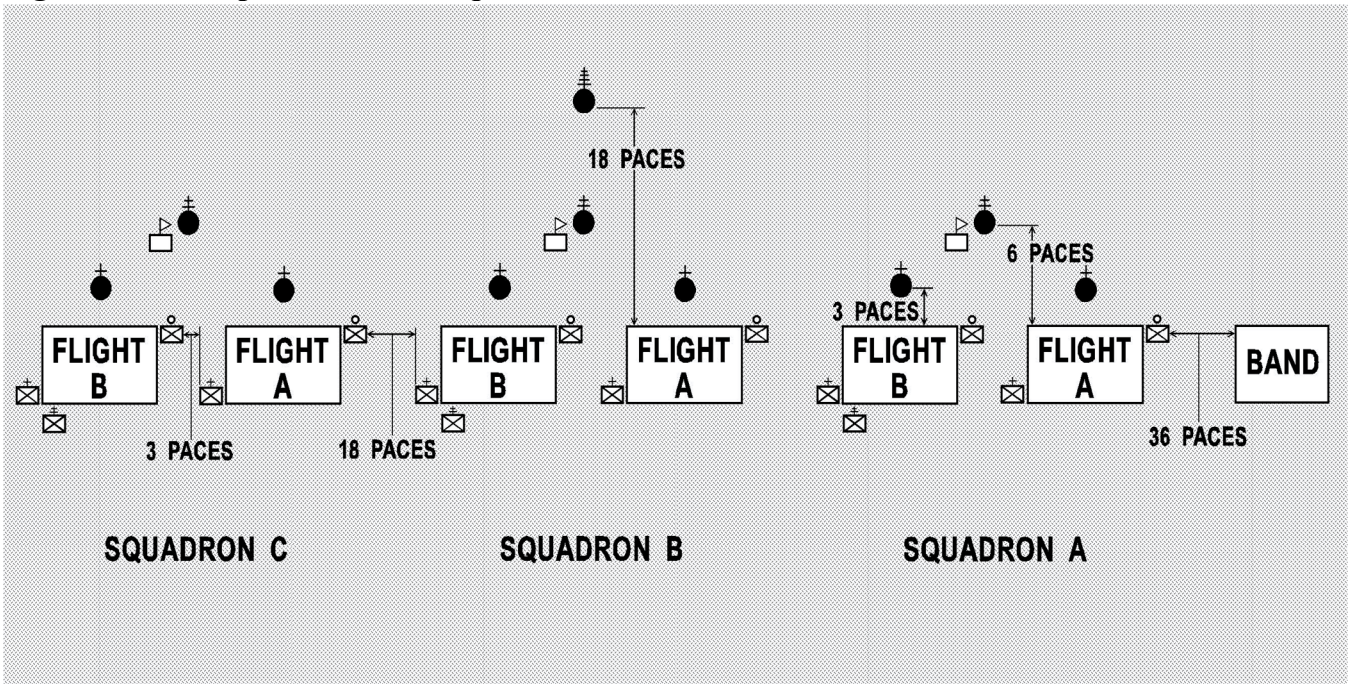
6.5.2. When a band is to participate in the ceremonies, the adjutant prearranges a signal or a specific time for Adjutant’s Call to be sounded. The adjutant takes the initial post for the ceremony on the right of the line facing down the line.

6.5.3. Squadrons are marched onto the parade ground from the troops left flank facing the reviewing stand and brought onto the ready line in column.

6.5.4. As each squadron arrives in its position on the ready line, it is halted and faced to the left. The squadron commander then commands **GUIDE ON LINE.** On this command, the guide of each flight double times to a position on the final line indicated by flags, halts, and faces the adjutant. The adjutant aligns the guides on the right squadron. The guides of the other squadrons advance in the same manner and align themselves on the guides who have already posted. As soon as the guides have established themselves on the line, the squadron commanders command **Forward, MARCH.** The command of execution for their movement is timed so they will step off at the first note of the music following Adjutant’s Call. The squadron is halted so the right shoulder of the right individual of the

front rank in each flight touches the back of the guide. The squadron commander orders the squadron to dress, and flight commanders check alignment (**Figure 6.3.**).

Figure 6.3. Group in Line With Squadrons in Line.



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

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

6.5.7. The adjutant then commands **Present, ARMS,** faces the group commander, salutes, and reports **Sir (Ma'am), the group is formed.**

6.5.8. The group commander returns the salute and orders **TAKE YOUR POST.** The adjutant passes to the group commander's right and takes the post on line with the staff. The group commander commands **Order, ARMS.**

6.6. Forming the Group in Line With Squadrons in Mass Formation:

6.6.1. The procedure is the same as in forming in line (paragraph **6.5.**) with the following exceptions:

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

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

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

6.7. Dismissing the Group:

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

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

6.7.3. After the squadrons march off, the group commander dismisses the staff.

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

Section 6C—Wing Formation and Review

6.8. Formations:

6.8.1. On special occasions, the wing may be formed in line with groups in mass formation. However, the normal formation for the wing during a review is in line with squadrons in mass formation, as shown in **Figure 6.4.**

6.8.2. The interval between squadrons is 6 paces, and the interval between groups or between the group and the band is 12 paces.

6.8.3. The color guard is positioned in the center of the formation and is considered when measuring interval.

6.8.4. Distance is measured from the rear of the leading element to the front of the element next in order of march.

6.9. Review. A review is the formation of troops in group or wing marching in a prescribed manner. The purpose is to inspect the degree of drill proficiency of officers and airmen and the state of readiness of equipment.

6.9.1. A review may be held to allow a higher commander, official, or dignitary to observe the state oftraining in a command. It may consist of the following parts:

6.9.1.1. Formation of troops.

6.9.1.2. Inspection of troops (from the reviewing stand or as outlined in the **Chapter 7**).

6.9.1.3. March in review.

6.9.2. Two or more groups are formed on the final line and presented to the troop commander. The adjutant, by order of the troop commander, takes the post in line with the staff. The troop commander may then present the troops to the reviewing officer. Inspection of troops may follow if the reviewing officer desires. (See **Chapter 7** for more detailed instructions.)

6.10. Sequence of Review Commands. See **Figure 6.5.**

6.11. Sequence of Review and Inspection Commands. See **Figure 6.6.**

Figure 6.4. Wing in Line With Squadrons in Mass Formation.

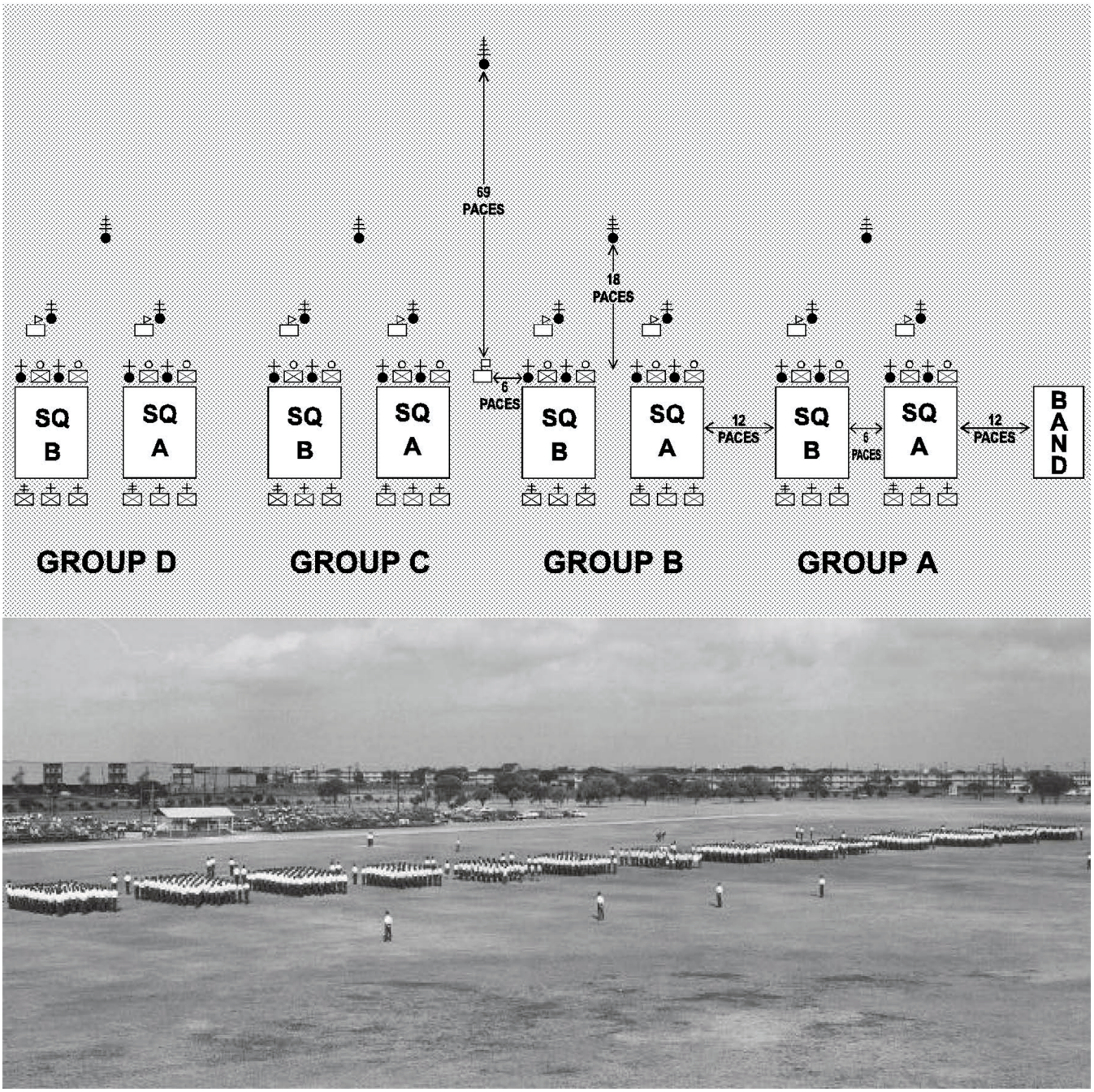


Figure 6.5. Sequence of Review Commands.

	ASSEMBLY
Group Staffs:	Position themselves.
Wing Adjutant:	Takes a position on the final line.
	MARCH ON
Wing Adjutant:	Commands **SOUND ADJUTANT'S CALL.**
Group Commanders:	On the first note of Adjutant's Call, bring their staffs to attention, execute an about face, and remain there until all elements within their groups are halted and aligned on the final line.
Group Adjutants	Come to attention and execute an about face with the group commanders and move to the final line. The adjutants and group commanders halt three paces from the right flank of the right squadron of their respective group. They align on the wing adjutant by glancing to their left. They execute right face and remain in position until all units in their group have halted on the final line. Then they rejoin the group staff by the most direct route at adjutant's cadence.
Squadron Commanders:	On the first note of Adjutant's Call, come to attention, execute an about face, and call their squadrons to attention. Then, in order of right to left in each group, command **GUIDE ON LINE** on the first note of march-on music. Command **Forward, MARCH** (marching backward); **Squadron, HALT; At Close Interval, Dress Right, DRESS; Ready, FRONT;** and **COVER.** Then face to the front.
Commander of Troops:	The commander of troops and staff march to their positions once all elements are aligned.
Wing Adjutant:	On signal of the commander of troops, moves to his or her position by the most direct route, halts, faces the final line, and commands **G-u-i-d-e-s, POST** and **GIVE YOUR GROUPS PARADE REST.**
Group Commanders:	Command **Parade, REST.** (Squadron commanders relay all preparatory commands given by group commanders.)
Wing Adjutant:	Commands **SOUND OFF** or **In Place, SOUND OFF.** On completion of music, commands **GIVE YOUR GROUPS ATTENTION**.
Group Commanders:	Command **Group, ATTENTION.**
	PAY RESPECT TO THE FLAG
Wing Adjutant:	Commands **GIVE YOUR GROUPS PRESENT ARMS.**
Group Commanders:	Command **Present, ARMS.**
Commander of Troops:	Commands **Staff, Present, ARMS.** The national anthem or To the Color is played. Commands **Staff, Order, ARMS.**
Wing Adjutant:	Faces about, salutes, and reports **Sir (Ma'am), the parade is formed**.
Commander of Troops:	Returns the salute and commands **TAKE YOUR POST**.
Wing Adjutant:	Moves directly toward the commander of troops, executes a 45-degree pivot while marching to the left, executes a 45-degree pivot while marching to the right, halts in position, and executes an about face.
Commander of Troops:	Commands **GIVE YOUR GROUPS ORDER ARMS.**
Group Commanders:	Command **Order, ARMS**.
Commander of Troops:	Commands adjutant **RECEIVE THE REPORT.**
Wing Adjutant:	Returns to original position, reversing the previous procedures, and commands **REPORT.**

Group Commanders:	From adjutant's left to right, report while saluting **A (B, C) Group, all present or accounted for, Sir (Ma'am).**
Wing Adjutant:	Returns the salute of each group commander, executes an about face, salutes, and reports **Sir (Ma'am), all present or accounted for.**
Commander of Troops:	Returns the salute and commands **PUBLISH THE ORDERS.**
	OFFICERS CENTER
Wing Adjutant:	Faces about and commands **ATTENTION TO ORDERS, Detail for today, * ____ (Lt, MSgt) , by order of Colonel ____(or by command of General ____).** Then commands **OFFICERS, CENTER, MARCH.** The adjutant returns to the appropriate position with the staff.
* Use local detail titles.	
Officers and Guidon Bearers:	On the command **OFFICERS,** move forward the required number of paces. On the command **CENTER,** face the center and step off on the command **MARCH.**
Group Commanders:	Face and step off at the same time as officers and guidon bearers.
First Sergeants:	Assume the commanders' positions. (With a double line of squadrons, the first sergeants stand fast.)
Senior Group Commander:	Commands **Forward, MARCH,** then **Officers, HALT.** Officers present arms, and guidon bearers present guidons.
Commander of Troops:	Commands **Order, ARMS,** then **Officers, POST, MARCH.**
Senior Group Commander:	Commands **Officers, HALT,** then **POST, MARCH.**
	PRESENTATION OF COMMAND
Commander of Troops:	Commands **GIVE YOUR GROUPS PRESENT ARMS.**
Group Commanders:	Command **Present, ARMS.**
Commander of Troops:	Commands **Staff, Change Post, MARCH.** (May salute automatically after posting.) Then commands **Staff, Present, ARMS.** Reports to reviewing officer Sir (Ma'am), I present the command. Ruffles and Flourishes and the appropriate march are played if the grade or title of the reviewing officer warrants it.
Reviewing Officer:	Returns the salute. Commands **MARCH THE COMMAND IN REVIEW.**
Commander of Troops:	Commands **Staff, Order, ARMS; Staff, Change Post, MARCH;** and **GIVE YOUR GROUPS ORDER ARMS.**
Group Commanders:	Command **Order, ARMS.**
Commander of Troops:	Commands **PASS IN REVIEW.**
Group Commanders:	Command **Column of Squadrons, Right Squadron, Right Turn, MARCH** (if units are in mass). (On the command **Right Squadron,** squadron commanders face about.)

Figure 6.6. Sequence of Review and Inspection Commands.

Wing Adjutant:.	Commands **SOUND ADJUTANT'S CALL; G-u-i-d-e-s, POST; GIVE YOUR GROUPS PARADE REST; SOUND OFF** or **In Place, SOUND OFF; GIVE YOUR GROUPS ATTENTION;** and **GIVE YOUR GROUPS PRESENT ARMS**
Commander of Troops:	Commands **Staff, Present, ARMS.** The national anthem or To the Color is played.
Wing Adjutant:	Faces about, salutes, and reports **Sir (Ma'am), the parade is formed**.
Commander of Troops:	Commands adjutant **TAKE YOUR POST.** Adjutant takes post in staff. Commands **GIVE YOUR GROUPS ORDER ARMS.** Commands adjutant **RECEIVE THE REPORT.**
Wing Adjutant:	Moves to his or her post. Commands **REPORT.**
Group Commanders:	From adjutant's left to right, report while saluting **A (B, C) Group, all present or accounted for, Sir (Ma'am).**
Wing Adjutant:	Returns salute of each group commander, executes an about face, salutes, and reports **Sir (Ma'am), all present or accounted for.**
Commander of Troops:	Returns the salute. Commands **PUBLISH THE ORDERS**.
Wing Adjutant:	Executes an about face. Commands **ATTENTION TO ORDERS, Detail for today, * (Lt, MSgt), by order of Colonel _____ (or by command of General _____).** Then commands **OFFICERS, CENTER, MARCH.**
* Use local detail titles.	
Senior Group	Commands **Forward, MARCH,** then **Officers, HALT. Commander:**
Commander of Troops:	Commands **Order, ARMS,** then **Officers, POST, MARCH. Senior Group** Commands **Officers, HALT,** then **POST, MARCH. Commander:**
Commander of Troops:	Commands **GIVE YOUR GROUPS PRESENT ARMS; Staff, Change Post, MARCH** (may salute automatically); and **Staff, Present, ARMS.** Reports to reviewing officer **Sir (Ma'am), I present the command.** Ruffles and Flourishes and the appropriate march are played if the grade or title of the reviewing officer warrants it.
Reviewing Officer:	Commands **PREPARE FOR INSPECTION.**
Commander of Troops:	Commands **Staff, Order, ARMS,** then **GIVE YOUR GROUPS ORDER ARMS.**
Group Commanders:	Command **Order, ARMS.**
Commander of Troops:	Commands **PREPARE FOR INSPECTION.**
Group Commanders:	Command **Parade, REST.**
Commander of Troops:	Executes an about face, then commands **Staff, Parade, REST.** The reviewing officer inspects at this time. When all members of the inspecting party and commander of troops have resumed their posts, the commander of troops salutes the reviewing officer.
Reviewing Officer:	Commands **MARCH THE COMMAND IN REVIEW.**
Commander of Troops:	Commands **Staff, Change Post, MARCH,** then **PASS IN REVIEW.**
A Group Commander:	Commands **Column of Squadrons, Right Squadron, Right Turn, MARCH.** (On the command **Right Squadron,** squadron commanders face about.)

Chapter 7

CEREMONIES

Section 7A—Purpose and Precedence

7.1. Purpose and Definition of Ceremonies:

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

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

7.1.1.2. Display the proficiency and state of training of the troops of a command.

7.1.1.3. Promote teamwork and pride in an Air Force organization.

7.1.1.4. Contribute to the public morale by displaying symbolically the strength and unity of the military in support of the nation.

7.1.2. This chapter explains procedures for reviews and parades, changes of command, honors to individuals and groups, the US Flag, To the Color, and the national anthem. A parade may be used to formalize each ceremony.

7.2. Order of Precedence:

7.2.1. When foreign troops are invited to participate in a ceremony within the territorial jurisdiction of the United States, they are assigned a position of honor ahead of the US troops, except for a small US detachment, which immediately precedes the foreign troops as a guard of honor.

7.2.2. Troops of the US Armed Forces are positioned in the following order of precedence:

7.2.2.1. Cadets, US Military Academy.

7.2.2.2. Midshipmen, US Naval Academy.

7.2.2.3. Cadets, US Air Force Academy (USAFA).

7.2.2.4. Cadets, US Coast Guard Academy.

7.2.2.5. Midshipmen, US Merchant Marine Academy.

7.2.2.6. US Army.

7.2.2.7. US Marine Corps.

7.2.2.8. US Navy.

7.2.2.9. US Air Force.

7.2.2.10. US Coast Guard.

7.2.2.11. Army National Guard of the US.

7.2.2.12. US Army Reserve.

7.2.2.13. US Marine Corps Reserve.

7.2.2.14. US Naval Reserve.

7.2.2.15. Air National Guard of the US.

7.2.2.16. US Air Force Reserve.

7.2.2.17. US Coast Guard Reserve.

7.2.2.18. Other training organizations of the US Army, US Marine Corps, US Navy, US Air Force, andUS Coast Guard, in that order.

7.2.3. When the US Coast Guard operates as part of the US Navy, the Cadets, US Coast Guard Academy; US Coast Guard; and US Coast Guard Reserve precede the Midshipmen, US Naval Academy; US Navy; and US Naval Reserve, respectively.

7.2.4. Troops of the US Air Force are positioned as follows: officers, USAFA cadets, Officer Training School (OTS) students, and airmen.

Section 7B—Parade Ceremony

7.3. Definition of a Parade. A parade is a review with honors. A parade is also a ceremony within itself when respect is paid to the US Flag, as in retreat.

7.4. Suggested Checklist for Commander of Troops:

7.4.1. Establish the time, date, and place.

7.4.2. Determine the type of formation; that is, squadrons in mass or extended mass and number of squadrons and groups.

7.4.3. Determine the type of ceremony, honors, or decorations.

7.4.4. Select who will perform in command positions and as color guard.

7.4.5. Mark the parade field, including the final line and line of march as shown in **Figure 7.1.**

7.4.6. Make arrangements for the band and public address system. Communicate with flight line personnel to coordinate flyovers, if desired.

7.4.7. Arrange for and hold practice, if needed.

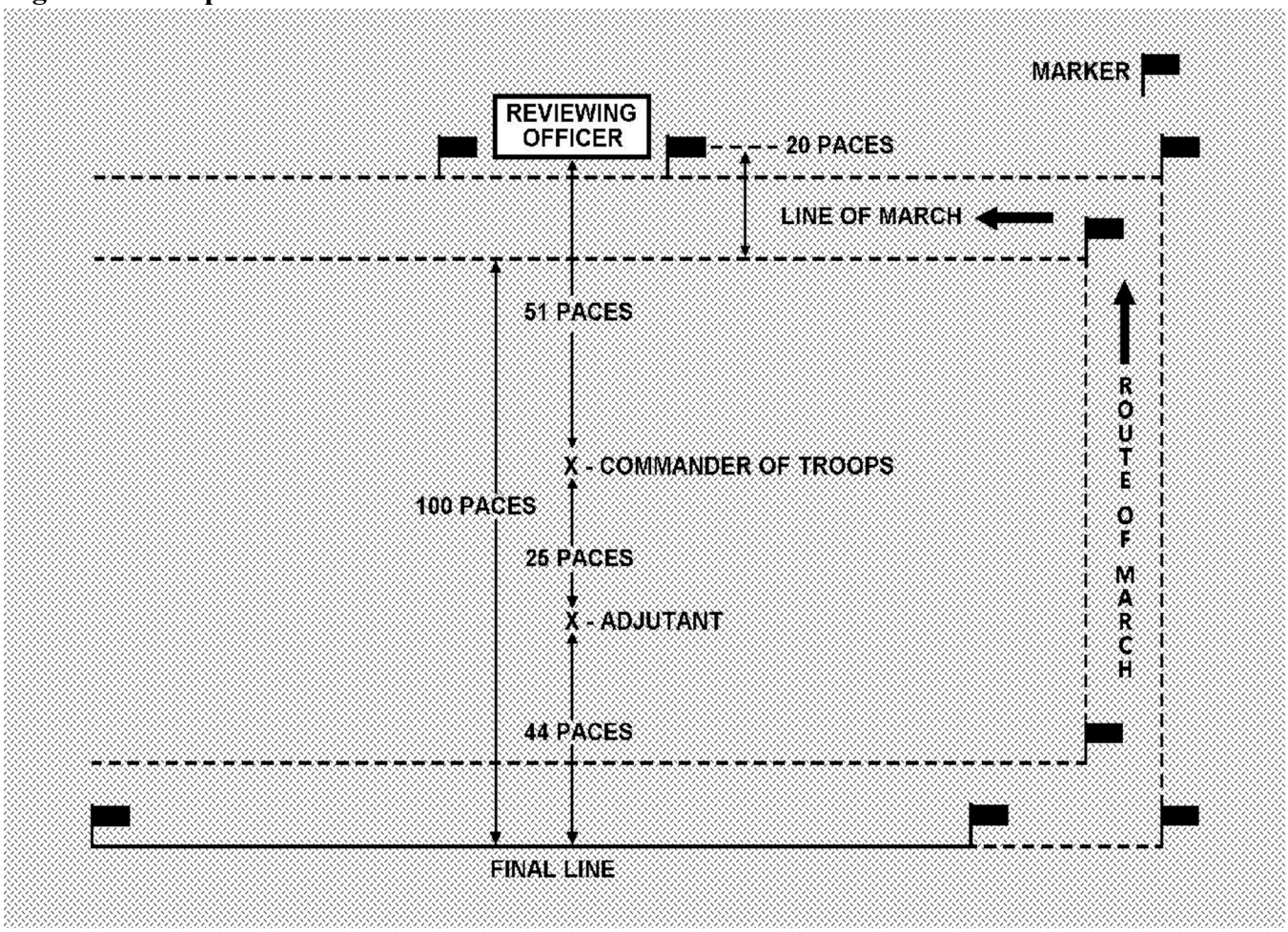
7.4.8. Announce the uniform for the ceremony.

7.4.9. Arrange for the Colors appropriate to the grade of the reviewing officer.

7.5. Formations:

7.5.1. Any of the formations for the group or wing may be used. If the space available is too small for the activity contemplated, modify the formation to meet the local situation and use units of an appropriate size as shown below.

Figure 7.1. Preparation for Parade.

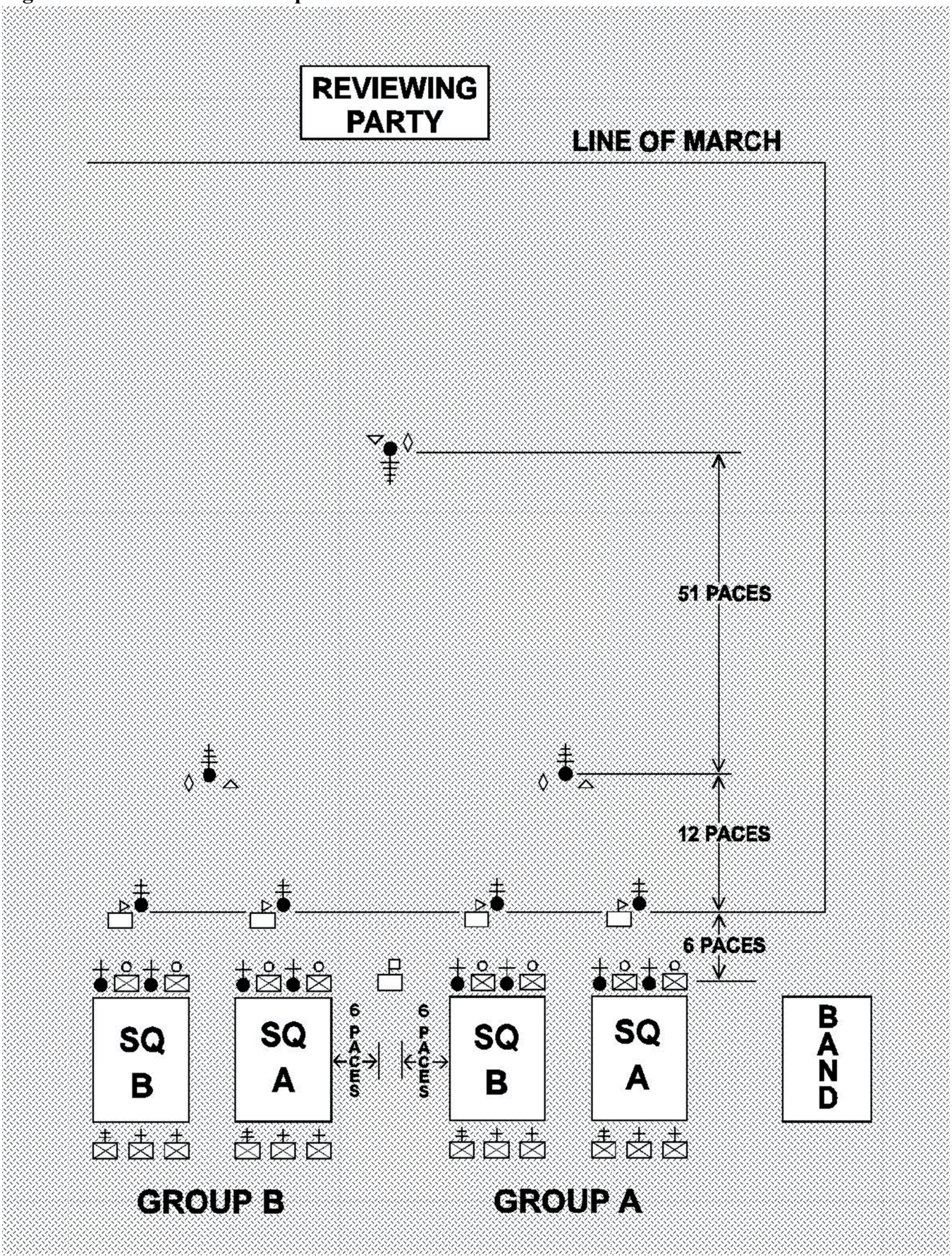


7.5.1.1. **Groups in Line (Column) With Squadron in Line (Column).** The optimum size of this formation should be four by eight with staff positions as indicated in **Figure 6.2.** and **Figure 6.3.** However, this formation may be reduced to any depth (**Figure 1.2.**) down to three with the staff positions adjusted accordingly.

7.5.1.2. **Wing in Line With Squadrons in Mass Formation.** The optimum size of this formation should be eight by eight with staff positions as indicated in **Figure 5.5.** and **Figure 6.4.** However, this formation may be reduced to a front of six and any depth down to three with staff positions adjusted accordingly. (***NOTE:*** Formations in conjunction with USAFA, Reserve Officer Training Corps (ROTC), OTS, and Basic Military Training School (BMTS) training programs need not adhere to the optimum sizes described in this paragraphs and paragraph **7.5.1.1.**)

7.5.2. Troops move into their position in an orderly manner. The commander of troops prescribes routesof march and time of arrival. After the frontage of units has been measured and the field appropriately marked, units occupy their places in line as shown in **Figure 7.2.** If a second line of troops is required, the distance is 18 paces.

Figure 7.2. Formation of Troops for Parade.



7.5.3. In ceremonies of a wing or larger unit, especially when troops pass in review in mass formation, special arrangements should be made to provide for breaking up into columns after passing in review. This is done by assigning areas into which the different units can move without blocking the line of march.

7.5.4. Where units larger than a wing participate, the appropriate command designations and staffing are substituted.

7.6. Adjutant's Call:

7.6.1. The adjutant takes a position on the final line six paces to the right of the first unit, faces down line, and begins the ceremony by commanding the band to sound Adjutant's Call. At the first note of the music, squadron commanders face their units and call them to attention. If the parade consists of more than one group, at the sound of Adjutant's Call, the group adjutant's face about and move to the final line. They halt three paces from the squadrons, align on the wing adjutant, and face to the right. Where a unit larger than a wing is involved, group and wing adjutants retain their positions in the staff of their commanders.

7.6.2. The group adjutants remain on line until all elements in their groups have come on line. At adjutant's cadence, they join the group staff by the most direct route.

7.7. March On:

7.7.1. 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.

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

7.7.3. The squadron commander dresses the squadron. After the flight commanders have checked the alignment (only the A Flight officer in squadron mass), the squadron commander commands **Ready, FRONT** and **COVER.** The squadron commander then faces to the front and aligns on other commanders to the right.

7.7.4. If a larger number of units are participating and considerable time is required for the march on, the squadron commander should give the squadron parade rest after it has been dressed. The squadron is called to attention immediately after the march-on music stops.

7.7.5. The guides of squadrons other than the leading squadron align on the guides of squadrons to theirright. If the squadrons form group mass as they come on line, only the guide of the leading squadron moves on line on the command **GUIDE ON LINE.** The group commander dresses the group, and the squadron commander on the right checks the alignment. After the group is dressed, the group commander faces to the front.

7.8. Guidon Bearer. Guidon bearers execute right face while the squadron is dressed. This action enables bearers to position themselves on their own squadrons and to cover behind other guidon bearers to the right. They face to the front on the command **Ready, FRONT.**

7.9. Guides Post:

7.9.1. After all elements come on line, the band stops playing and 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 down line of the troops, executes left face, and commands in a loud and distinct voice **G-u-i-d-e-s, POST.**

7.9.2. If in mass formation, on the command **Guides, POST,** the guides move to their positions in the ranks by executing a left face and taking one pace forward.

7.10. Sound Off orTrooping the Line:

7.10.1. After giving the troops parade rest, the adjutant commands **SOUND OFF.** The band, in place, plays the sound off of three chords. At the conclusion of the third chord, the band moves forward, playing a march in quick time. It executes left turn to march across the front of the troops midway between the adjutant and front line of commanders. When the band has passed to the left of the line of troops, it counter marches and returns over the same ground to the right of the line. After it has passed beyond the right of the line of troops, it executes right turn. When the entire band has passed the front rank of the troops, it again counter marches and halts in its original position. When it ceases playing the march, the sound off is played again. This entire movement is called trooping the line.

7.10.2. If it is not desired that the band troop the line, the adjutant commands **In Place, SOUND OFF.** On this command, the band plays the three chords of sound off and the introduction to a march, then repeats the three chords of sound off.

7.10.3. The commander of troops and staff stand at attention during the sound off ceremony.

7.11. Officers Center:

7.11.1. Immediately after publishing the orders, the adjutant commands **Officers, Center, MARCH;** then faces about and takes a position one pace to the right and 1 1/2 paces to the rear of the commander of troops.

7.11.2. (***NOTE:*** In this paragraph, words and numbers in parentheses apply when the group is in line with squadrons in line.) On the command **OFFICERS,** squadron commanders take eight (two) paces forward; guidon bearers execute carry guidon and take five paces forward (one step backward); the A Flight commander takes six paces forward (stand fast); the B Flight commander takes four paces forward (two steps backward); and the C Flight commander takes two paces forward (four steps backward). Officers and guidon bearers in the rear squadrons (second line of squadrons) move around the front line of squadrons on the flank nearest the center and assume positions on line with other officers and guidon bearers equal to their positions. When the formation includes a second line of squadrons, flight commanders are omitted from officers center and first sergeants do not take commanders positions.

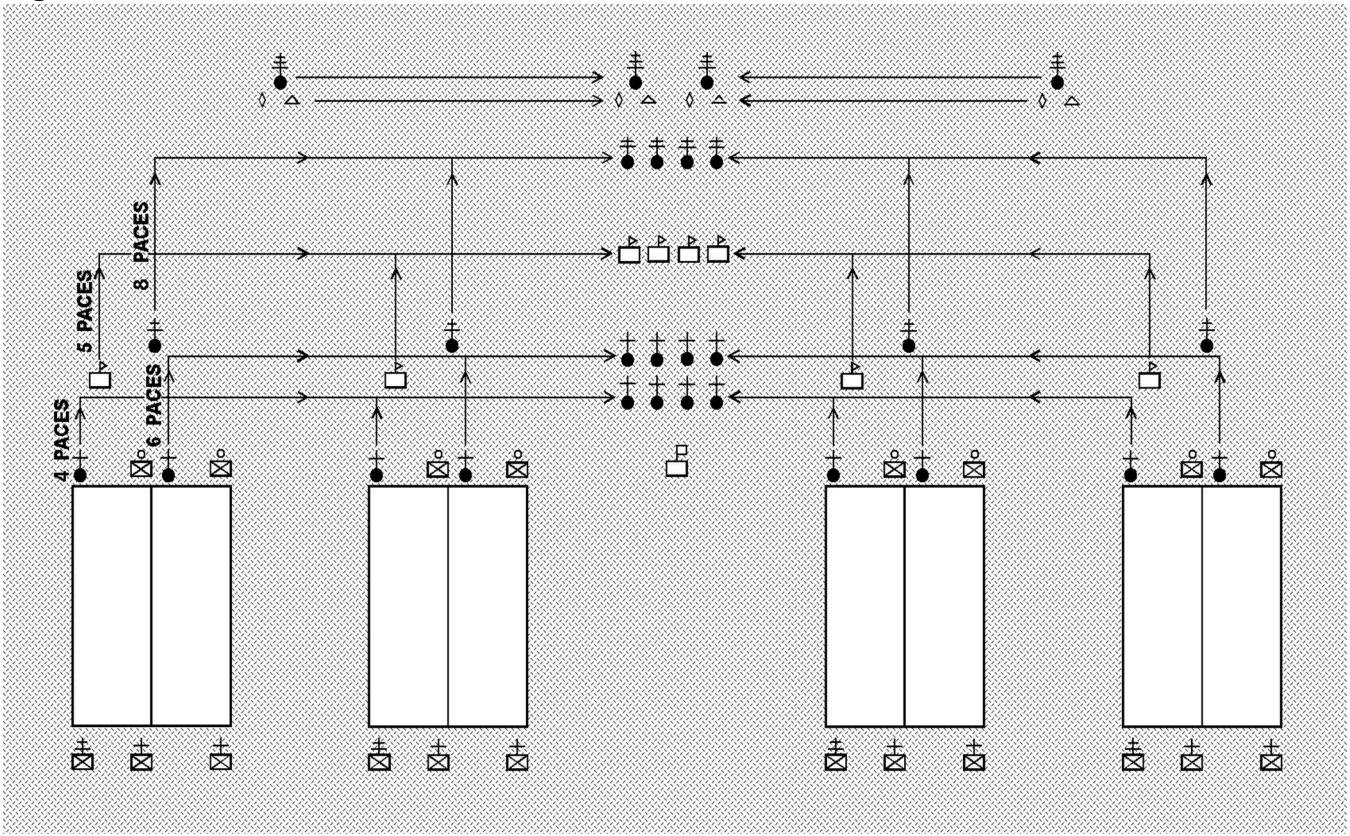
7.11.3. On the command **CENTER,** officers and guidon bearers face to the center.

7.11.4. On the command **MARCH,** the band plays and the officers and guidon bearers march toward the center, maintaining relative positions. The first sergeant occupies the command position in the absence of the commander. On the commands **OFFICERS** and **CENTER,** the first sergeants stand fast. On the command **MARCH,** each moves by the most direct route around the flank of his or her respective mass nearest the Colors and halts abreast of the front rank. After officers and guidon bear-

ers are positioned and the senior group commander commands **Forward, MARCH,** each first sergeant moves by the most direct route to the command position in front of his or her mass.

7.11.5. 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 (**Figure 7.3.**).

Figure 7.3. Officers Center.



7.11.6. When officers and guidons have reached the center and faced to the front, the right and left flank commanders say **Sir (Maam), all in from the right (left).** The senior officer then commands **Forward, MARCH.** The center officer or airman in each rank is the base element, and the senior officer commands **Officers, HALT.** The officers halt and present arms in three counts. (Guidon bearers halt and present arms in four counts.) (***NOTE:*** Guidon bearers should execute the first movement of present arms on the preparatory command **Officers.)**

7.11.7. The commander of troops returns the salute and commands **Order, ARMS** to end the salute and return guidon bearers to carry guidon.

7.11.8. If a unit award (streamer) is to be presented, the commander of troops commands the appropriateunit guidon **Front and Center, MARCH.** On the command **Center,** the designated guidon bearer takes one step to the rear and faces to the nearest flank. On the command **MARCH,** a route is taken around the nearest flank to a position four paces in front of the commander of troops. The bearer then executes the individual salute with the guidon so it is in a convenient position for the streamer to be attached. The guidon bearer returns to the carry position and executes the individual guidon salute.

The commander of troops commands **Post** and then **MARCH.** The guidon bearer returns to the normal position by the same route he or she took when moving to the front.

7.12. Officers Post:

7.12.1. The commander of troops commands **Officers, Post, MARCH.**

7.12.2. On the command **Post,** officers, guidon bearers, and first sergeants face about.

7.12.3. On the command **MARCH,** they step off. (First sergeants return to their position within the mass, reversing the route they used to take command in the squadron commanders absence.) The senior group commander commands **Officers, HALT** when the leading rank is approximately four paces from the final line. Then the command **Post, MARCH** is given.

7.12.4. On the command **Post,** officers and guidon bearers face outward toward their respective group.

7.12.5. On the command **MARCH,** officers and guidon bearers move off in succession at four-pace distances. Squadron commanders, flight commanders, and guidon bearers execute right (left) flank upon arriving at their respective units and halt in their original positions in the formation. All face about at the squadron commanders command **Post.** Guidon bearers return to order guidon. The commander and staffs march to their positions as a unit. At the conclusion of these movements, the band stops playing.

7.12.6. During the execution of officers center, all guidon bearers remain at carry guidon except when saluting.

7.13. Presentation of Troops:

7.13.1. A distinctive feature of the parade ceremony or review is the formal presentation of the troops tothe commander of troops. The adjutant does this by commanding the troops to salute the commander of troops. The commander of troops returns the salute in acknowledgment before personally taking charge of the ceremony.

7.13.2. Later in the ceremony, the commander of troops makes a similar presentation of the troops to the reviewing officer, presenting them to the reviewing officer by stating **Sir (Maam), I present the command.** Honors are given to the reviewing officer when the grade is appropriate. If honors are given, the reviewing officer and staff salute at the first note of the music and hold the salute until the music ends. The reviewing officer then directs the continuation of the review or ceremony.

7.14. Honors:

7.14.1. Special military honors are reserved for military and national dignitaries who participate in ceremonies.

7.14.2. In the Air Force, honors consist of Ruffles and Flourishes and appropriate music by the band asauthorized by AFR 900-6, attachment 1. During the presentation of honors, military spectators come to attention and face the person receiving the honors, and all personnel salute.

7.15. Inspection by a Reviewing Officer:

7.15.1. Upon announcement by the commander of troops that the command is ready for inspection, thereviewing officer, accompanied by designated members, moves forward and halts six paces in front of the commander of troops. The two exchange salutes; their staffs do not salute. The band plays while the reviewing officer is at the front, side, or rear of an organization. The commander of troops then guides the reviewing party around the formation, beginning with the unit on the right of the line, passing in front of the line and then around the rear of the formation. In large formations, the reviewing party normally passes between the line of wing, group, and squadron commanders. The commander of troops and local commander march on the side of the reviewing officer that is away from the troops. They are followed by the staffs of the commander of troops, local commander (if present), and reviewing officer. Each staff follows its own commander in a column of files.

7.15.2. The reviewing officer may direct the staff and flag to either remain at the post or accompany thereviewing officer.

7.15.3. When the inspection is made in motor vehicles, the vehicles drive up to the post of the reviewing officer after the presentation of the troops or completion of the honors, and the reviewing party enters the vehicles. If available, open vehicles should be used. In each vehicle, one seat on the right side (the side away from the troops during inspection) is left vacant. The vehicles move to the post of the commander of troops and stop. The commander of troops exchanges salutes with the reviewing officer, enters the reviewing officer's vehicle, and occupies the vacant seat. The staff officers occupy the vacant seats in the remaining vehicles. The vehicles proceed on the route of inspection as already described.

7.15.4. As the reviewing party approaches, each squadron or group commander (when the group is in mass formation) brings his or her unit to attention. The command **Eyes, RIGHT** is given. All service members execute eyes right. As soon as the reviewing officer comes into their line of vision, they follow with their eyes, turning their heads, until the reviewing officer reaches their front. At this point, the head and eyes of each person remain fixed to the front. As the reviewing party reaches a point six paces to the right of the squadron commander, the hand salute is executed by the squadron commander and held until returned by the officer making the inspection. Flight commanders salute with the squadron commander. Guidon bearers do not present guidon, but execute eyes right. While the group is inspected, the group commander and staff are at attention.

7.15.5. The reviewing officer and those accompanying the reviewing officer salute the US flag when passing in front of it. Members of the color guard execute eyes right as members of the inspection party arrive six paces from them, and they follow the same procedures as outlined in paragraph **7.15.4.** The unit colors are dipped.

7.15.6. The reviewing officer makes such general inspection of the command as desired while passing around the troops. (A detailed inspection is not a part of a review.)

7.15.7. On arriving at the right of the band after passing around the line, the commander of troops salutes and halts. The reviewing officer returns the salute and proceeds with the staff to the normal post. When the reviewing officer and staff have passed the commander of troops and resumed their positions on the reviewing stand, the commander of troops and staff move directly to their posts facing the reviewing officer. When members of the inspecting party are in motor vehicles, a stop is made at the post of the commander of troops. The commander of troops dismounts, exchanges salutes with the reviewing officer, and returns to the appropriate post. Staff members dismount and return to their posts at the same time. The vehicles then proceed to the post of the reviewing officer, where the mem-

bers of the reviewing party dismount and return to their posts. The commander of troops then salutes. The reviewing officer returns the salute and commands **MARCH THE COMMAND IN REVIEW.**

7.16. Presentation of Decorations:

7.16.1. The presentation of decorations and awards to military or civilian personnel and the appending of unit decoration streamers, battle honors, and service streamers onto an Air Force organizational flag are made at a parade. The same parade may honor persons and units who are to be decorated or receive awards and persons who are retiring.

7.16.2. Persons to be decorated are positioned before the start of the ceremony on the right side of the reviewing stand. They line up in column according to rank of the decorations to be conferred, with the highest ranking decoration in front.

7.16.3. After the command has been presented, the reviewing officer instructs the commander of troopsto have the persons to be decorated (receive awards, etc.) and the Colors brought forward.

7.16.3.1. The commander of troops commands **Order, ARMS** and then commands **Persons to be decorated (receive awards, be retired, etc.) and Colors, CENTER, MARCH.** On the command **MARCH,** the music starts and the commander of troops moves forward and halts six paces from the front rank of the detachment. He or she faces about, commands **Detachment, Forward, MARCH** (or while marching, commands **Detachment, Forward, MARCH),** and then executes a march to the rear, ensuring the detachment is in step with the music.

7.16.3.2. On the command **CENTER,** the wing staff officer executes right face and the wing adjutant executes left face. They move forward three paces, halt, and execute about face. As the Colors pass, the senior officer gives present arms. After the Colors have passed, the senior officer gives order arms. Staff members then return to their original position under command of their senior officer.

7.16.3.3. The commander of troops continues directly toward the reviewing officer. The dress is center in all ranks. After reaching a point five paces from the reviewing officer, the commander of troops halts the group on the command **Detachment, HALT.** The band stops playing when the detachment halts.

7.16.3.4. After the detachment halts, the persons to be decorated (receive awards, etc.) move forward, execute a column left, and halt at a position five paces in front of and centered on the Colors. They then face to the left.

7.16.3.5. If any organizational Air Force flags are to be decorated, they are placed in a single rank at the left of the reviewing stand according to the rank of the decoration to be bestowed, with the highest ranking decoration at the rear.

7.16.3.6. Theflagbearers march forward, execute a column right, and halt at a position three paces in front of and centered on the persons to be decorated (receive awards, etc.) or on the Colors. They then face to their right.

7.16.3.7. The commander of troops salutes the reviewing officer and reports **Sir (Maam), the persons (flags) to be decorated (receive awards, etc.) and the Colors are present.** The reviewing officer returns the salute and directs that the command be presented.

7.16.4. The commander of troops passes around the right flank of the detachment and proceeds directly to the normal post. On reaching the post, he or she brings the troops to present arms, faces about, and brings the staff to present arms. The band then plays the national anthem or To the Colors. On completion of the music, the commander of troops brings the staff to order arms, faces about, and brings the troops to order arms and parade rest. On the command of the senior flagbearer, the persons to be decorated (receive awards, etc.) and the color guard come to present arms for the national anthem or To the Color. When the music ceases, they execute order arms on the command.

7.16.5. The citation or order announcing the awards is read. As the citation (order) is read, the reviewingofficer and staff (or certain members of the staff) advance to the flags and the line of persons to be decorated. The reviewing officer fastens the streamer immediately below the staff ornament of the flagstaff.

7.16.5.1. Medals are pinned on the left breast pocket of military personnel (and others at the discretion of the presenting officer). When posthumous awards are accepted on behalf of deceased Air Force personnel, the decoration may be handed to the next of kin in the open decoration container.

7.16.5.2. The reviewing officer then invites the recipient of the medal to take a position on his right or left in the reviewing stand. At the command of the senior officer or airman present, the persons decorated form a line on the left of the reviewing officer or as directed.

7.16.5.3. The flags are returned to their posts by the most direct route. Once the flags are positioned, the commander of troops salutes the reviewing officer, but gives no report. The reviewing officer returns the salute and directs the commander of troops to march the command in review.

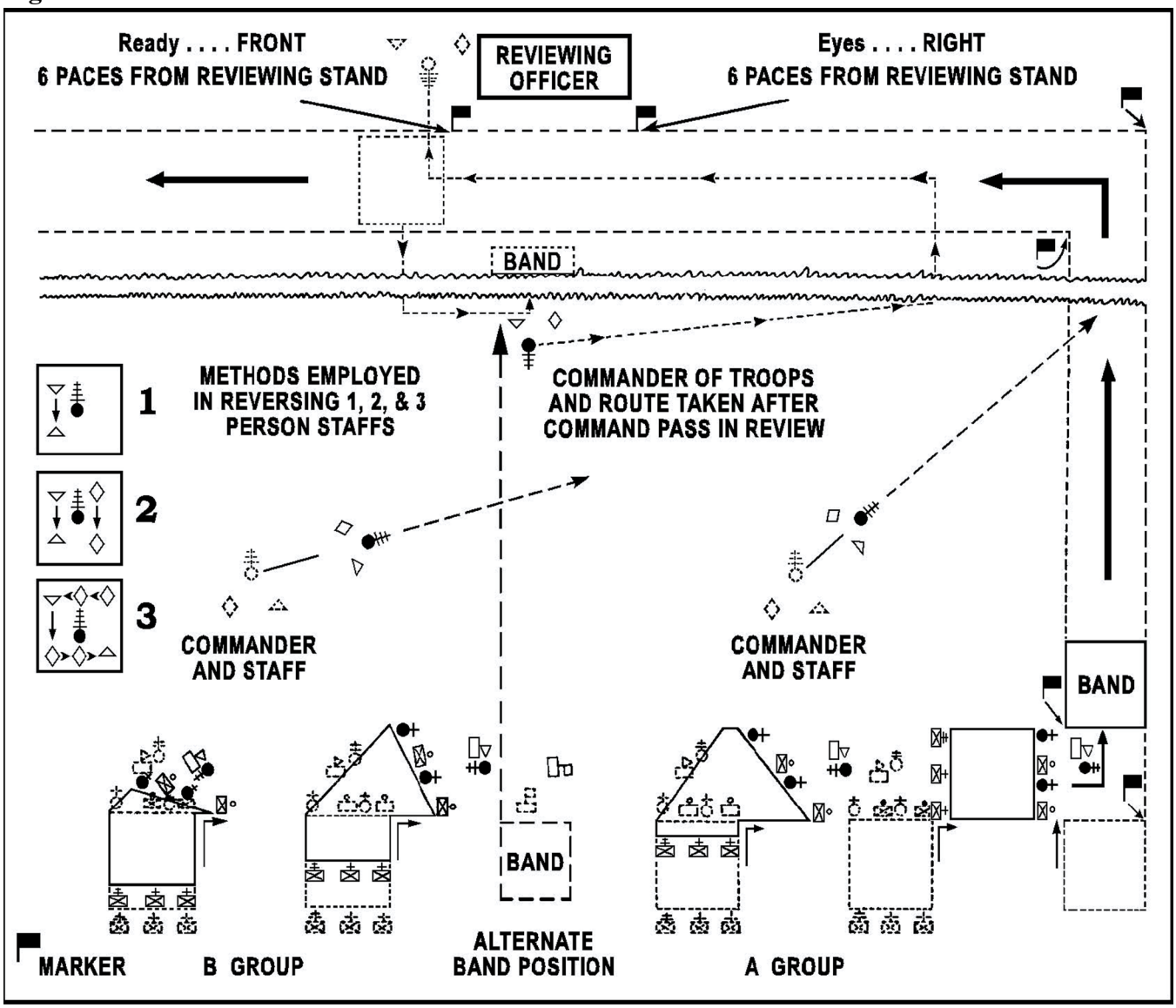
7.17. March in Review:

7.17.1. When the reviewing party is again in place after the inspection of troops or presentation of decorations and awards, the commander of troops commands **PASS IN REVIEW.**

7.17.2. On the command **PASS IN REVIEW,** the band changes direction by executing column right, moves out on the route of march, and comes to a halt.

7.17.3. In order from right to left, the group commanders give the command **Column of Squadrons, Right Squadron, Right Turn, MARCH** to put the troops in march in the formation designated for review. On the command **Right Squadron,** squadron commanders face about. On the command **Right Turn,** each squadron commander sounds off with the appropriate supplementary command (**Right Turn or Stand Fast**). The band begins playing and marches forward on the command **MARCH,** given by the group commander. If the band is placed between groups in the center facing the reviewing stand, it marches forward on the command of execution, inclines to the right, and halts in a position in front of and facing the reviewing officer at least 12 paces from the left flank of the marching troops. If the band is placed to the right of the groups, other units move out in succession to follow in column at the prescribed distance (**Figure 7.4.**).

Figure 7.4. March in Review.



7.17.4. The band and each unit change direction at the points indicated on the route of march.

7.17.5. When the units are in mass formation, at each change of direction, the commander of each squadron (or group if in group formation) in turn commands **Left Turn, MARCH.** The commander faces the formation and marches backward until the turn is completed.

7.17.6. The wing and group commanders and their staffs move into position in the column at the head oftheir troops after the second left turn.

7.17.7. The proper distance between units, including wing and group staffs and the Colors, is 12 paces.

7.17.8. The commander of troops and the wing and group commanders command **Eyes, RIGHT** when they arrive six paces from the reviewing stand. Commanders and their staffs execute eyes right and the hand salute. They end the salute and face to the front when their staffs have passed six paces

beyond the reviewing stand by commanding **Ready, FRONT.** The reviewing officer returns their salutes. Other members of the reviewing party do not salute.

7.17.9. After executing ready front, the commander of troops turns out of the column and takes a post on the right side of the reviewing officer. The members of the staff accompany the commander of troops, maintaining relative positions. When the last unit has passed, the commander of troops faces the reviewing stand and salutes the reviewing officer.

7.17.10. Band commanders and drum majors execute and end their salutes at the point prescribed for the other commanders. When it has passed the reviewing officer, the first band executes column left three times to take a position in front of and facing the reviewing officer and at least 12 paces from the left flank of the marching troops. The first band continues to play until the band following approaches the post of the reviewing officer. The first band then stops playing and may leave the field. The band following begins playing as soon as the preceding band has stopped playing and so forth.

7.17.11. In large commands, two bands may remain alongside each other after they have turned out of column to alternate playing while the troops pass in review. Bands may be massed and posted as directed by the commander of troops.

7.17.12. Each squadron commander (or group commander if the formation is in group formation) turns his or her head to the right and commands **Eyes, RIGHT.** The command **RIGHT** is given when the squadron commander is six paces from the reviewing stand. On the command **RIGHT**, the squadron commander salutes and the officers in the front rank execute eyes right and salute simultaneously. No others salute. The commander keeps his or her head to the right until giving ready front.

7.17.13. Troops, except those on the right flank, execute eyes right. The guidon bearer executes present guidon. On the command **Ready, FRONT,** given by the squadron commander when the last rank of the unit is six paces beyond the reviewing stand, all officers end the salute. The guidon bearer executes carry guidon, and all troops turn their heads and eyes to the front.

7.17.14. All individuals at the reviewing stand salute the US flag as it passes.

7.17.15. The reviewing officer returns the salute of the commander of troops and the salutes of subordinate commanders down to and including the squadron commanders. Other members of the reviewing party do not salute.

7.18. Commander of Troops and Staff:

7.18.1. Commanders reviewing their own troops designate another officer as commander of troops. When the review is given for a visiting higher commander or civilian dignitary, the local commander designates a commander of troops so the local commander may accompany the visitors and receive the review with them.

7.18.2. When the band stops playing the march-on music, the commander of troops and staff members, except the adjutant, take their positions between the front line commanders and the post of the reviewing officer, facing the troops.

7.18.3. Staff members do not salute with the commander when the troops are presented.

7.18.4. In a ceremony, the staff changes post (faces about) in the following manner:

7.18.4.1. When the staff consists of one or two members, on the command **Change Post, MARCH** by the commander of troops, the staff officer moves forward three paces, halts, and exe-

cutes an about face automatically without command. The commander of troops executes about face the same time as the staff faces about. When awards are presented, the commander of troops does not reverse the staff. In posting, the adjutant moves toward the commander of troops, marches 45 degrees to the left, halts in position, and executes about face.

7.18.4.2. When the staff consists of more than two members, on the command **Change Post, MARCH** by the commander of troops, the adjutant moves four paces forward, faces to the left in marching, and advances to a position diagonally opposite the original position. Other members of the staff face to the right and follow the path of the adjutant until they have reached relative opposite positions. They then halt and face the reviewing stand without command to complete the movement. In advancing to receive the report, the adjutant moves forward, turns 45 degrees to the left until directly in front of the commander, turns forward again, and advances to a position between the front line of commanders and the commander of troops. The same route is used in returning to the post.

7.19. Reviewing Party:

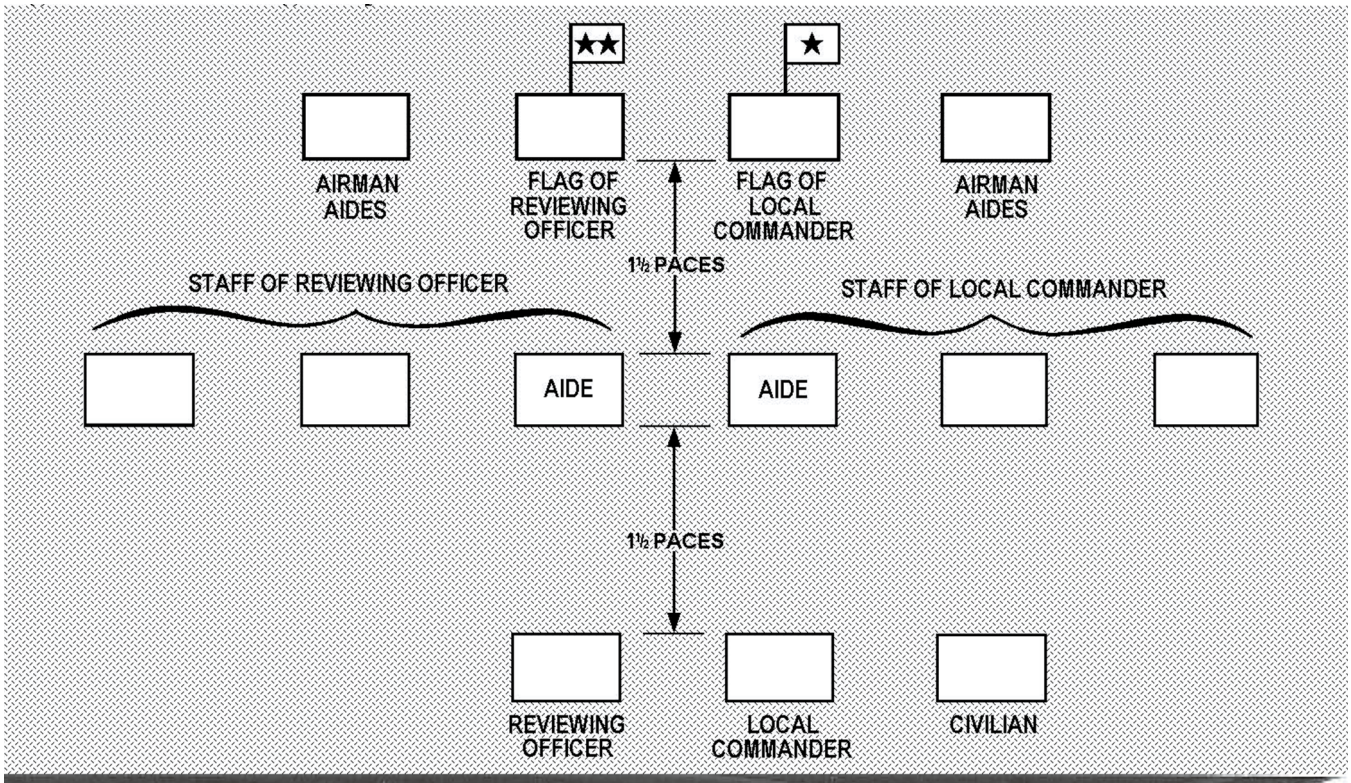
7.19.1. The reviewing officer (the senior officer participating in the ceremony), local commander (if not acting as commander of troops), distinguished persons invited to accompany the reviewing officer (but not themselves receiving the reviews), staffs, and airmen take positions facing the troops as shown in **Figure 7.5.**

7.19.2. The reviewing officer may designate an individual to return the salute as the units pass in review. If this person is military and junior to the reviewing officer, he or she takes a position to the left of the reviewing officer.

7.19.3. An officer from the local staff is designated to escort distinguished persons and show them their proper places. A civilian receiving a review takes a position on the right of the local commander. If necessary, timely explanations of the ceremony are made to the civilian (**Figure 7.5.** for exact positions).

7.20. Sequence of Parade Commands. See **Figure 7.6.**

Figure 7.5. Reviewing Party.



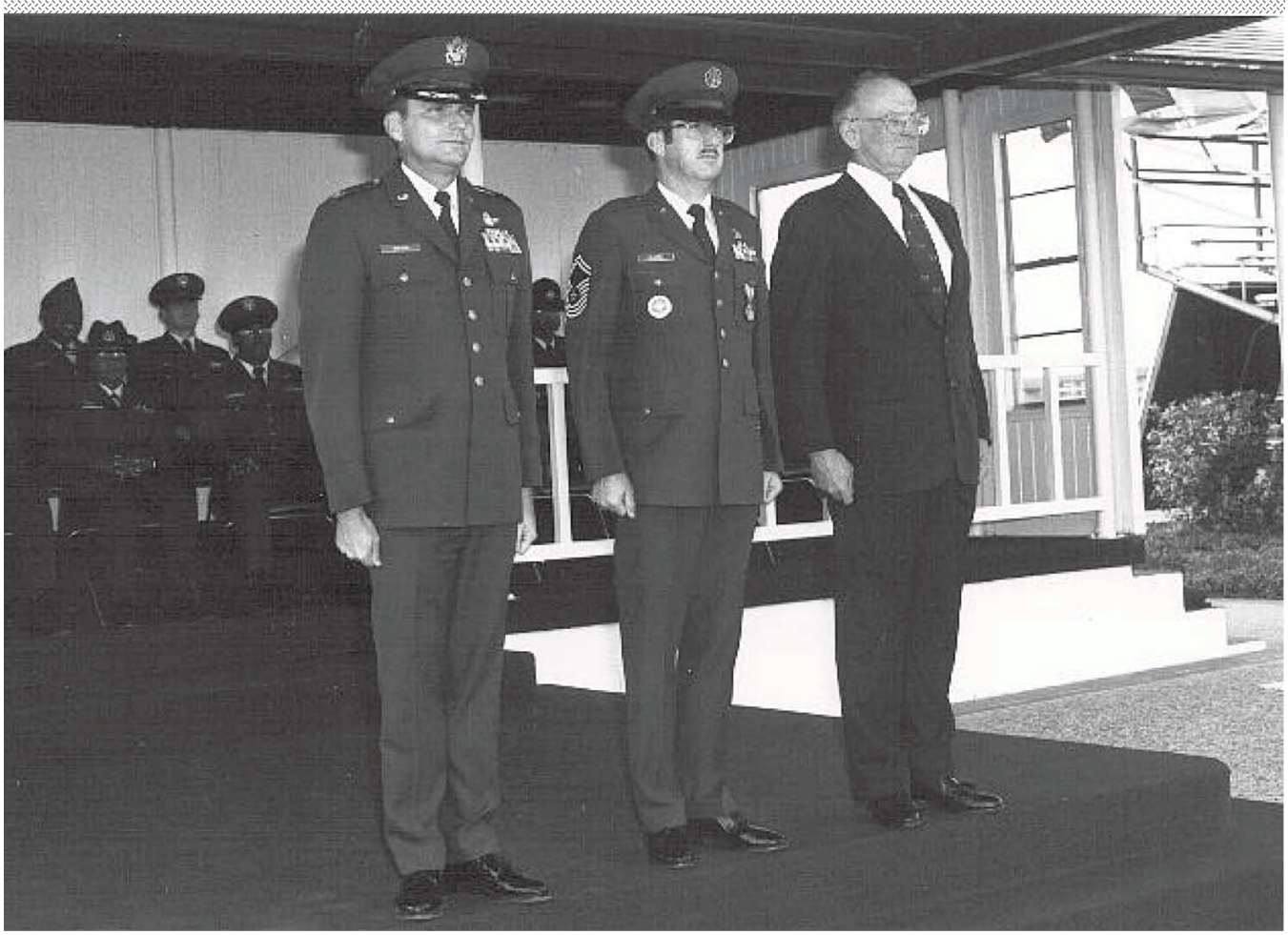


Figure 7.6. Sequence of Parade Commands.

	ASSEMBLY
Group Staffs:	Position themselves.
Wing Adjutant:	Takes a position on the final line.
	MARCH ON
Wing Adjutant:	Commands **SOUND ADJUTANT'S CALL**
Group Commanders:	On the first note of Adjutant's Call, bring their staffs to attention, execute about face, and remain there until all elements within their groups are halted and aligned on the final line.
Group Adjutants:	Come to attention, execute about face with the group commanders, and move to the final line. The adjutants and group commanders halt three paces from the right flank of the right squadron of their respective group. They align on the wing adjutant by glancing to their left. They execute right face and remain in position until all units in their group have halted on the final line. Then they rejoin the group staff by the most direct route at adjutant's cadence.
Squadron Commanders:	On the first note of Adjutant's Call, come to attention, execute an about face, and call their squadrons to attention. Then, in order of right to left in each group, command **GUIDE ON LINE** on the first note of march-on music. Next, command **Forward, MARCH** (march backward); **Squadron, HALT; At Close Interval, Dress Right, DRESS; Ready, FRONT;** and **COVER.** Face to the front.
Commander of Troops:	With staff, march to position once all elements are aligned.
Wing Adjutant:	Moves to position by the most direct route on signal of the commander of troops. Halts, faces the final line, commands **G-u-i-d-e-s, POST,** and then **GIVE YOUR GROUPS PARADE REST.**
Group Commanders:	Command **Parade, REST.** (Squadron commanders relay all preparatory commands given by group commanders.)
Wing Adjutant:	Commands **SOUND OFF** or **In Place, SOUND OFF.** On completion of music, commands **GIVE YOUR GROUPS ATTENTION.**
Group Commanders:	Command Group, **ATTENTION.**
	FORMATION OF PARADE
Wing Adjutant:	Commands **GIVE YOUR GROUPS PRESENT ARMS.**
Group Commanders:	Command **Present, ARMS.**
Wing Adjutant:	Faces about, salutes, and reports **Sir (Ma'am), the parade is formed.**
Commander of Troops:	Returns the salute and commands **TAKE YOUR POST.**
Wing Adjutant:	Moves directly toward the commander of troops, executes a 45-degree pivot while marching to the left, then executes a 45-degree pivot while marching to the right, halts in position, and executes about face.
Commander of Troops:	Commands **GIVE YOUR GROUPS ORDER ARMS.**
Group Commanders:	Command **Order, ARMS.**
Commander of Troops:	Commands adjutant **RECEIVE THE REPORT.** Wing Adjutant: Returns to original position, reversing the previous procedures, and commands **REPORT.**
Group Commanders:	From adjutants left to right, report while saluting **A (B, C) Group, all present or accounted for, Sir (Maam).**

Wing Adjutant:	Returns salute of each group commander, executes about face, salutes, and reports **Sir (Ma'am), all present or accounted for.**
Commander of Troops:	Returns the salute and commands **PUBLISH THE ORDERS.**
	OFFICERS CENTER
Wing Adjutant:	Faces about and commands **ATTENTION TO ORDERS, Detail for today, *_____ (Lt, MSgt) _____ by order of Colonel** (or **by command of General _____).** Then commands **OFFICERS, CENTER, MARCH.** The adjutant then returns to the appropriate position with the staff. * Use local detail titles.
Officers and Guidon Bearers:	On the command **OFFICERS,** move forward the required number of paces. On the command **CENTER,** face the center and step off on the command **MARCH.**
Group Commanders:	Face and step off at the same time as officers and guidon bearers.
First Sergeants:	Assume the commander's position. (With a double line of squadrons, stand fast.)
Senior Group Commander:	Commands **Forward, MARCH** and **Officers, HALT.** Officers present arms, and guidon bearers present guidons.
Commander of Troops:	Commands **Order, ARMS** and **Officers, POST, MARCH.**
Senior Group Commander:	Commands **Officers, HALT** and **POST, MARCH.**
	PRESENTATION OF COMMAND
Commander of Troops:	Commands **GIVE YOUR GROUPS PRESENT ARMS.**
Group Commanders:	Command **Present, ARMS.**
Commander of Troops:	Commands **Staff, Change Post, MARCH** (may salute automatically after posting). Commands **Staff, Present, ARMS.** Reports to reviewing officer **Sir (Ma'am), I present the command.** Ruffles and Flourishes and the appropriate march are played if the grade or title of the reviewing officer warrants it.
Reviewing Officer:	Returns the salute and then, adapting the words to the occasion, directs **Have the person(s) to be retired (decorated, receive awards, etc.) and the Colors come forward.**
Commander of Troops:	Commands **Staff, Order, ARMS** and **GIVE YOUR GROUPS ORDER ARMS.**
Group Commanders:	Command **Order, ARMS.**
Commander of Troops:	Commands **Person(s) to be retired (decorated, receive awards, etc.) and the Colors, CENTER, MARCH.** Marches forward, halts six paces from the front rank of the detachment, faces about, and commands **Detachment, Forward, MARCH** (or while marching, commands **Detachment, Forward, March),** ensuring individuals remain in step with the music. Commands **Detachment, HALT.** Once individuals are in place, salutes and reports **Sir (Ma'am), the person(s) to be retired (decorated, receive awards, etc.) and the Colors are present.**
Reviewing Officer:	Returns the salute and directs **PRESENT THE COMMAND.**
Commander of Troops:	Returns to position and commands **GIVE YOUR GROUPS PRESENT ARMS.**
Group Commanders:	Command **Present, ARMS. .**

Commander of Troops:	Faces about and commands **Staff Present, ARMS.** The band plays the national anthem or To the Colors. After the last note of music, commands **Staff, Order, ARMS** and **GIVE YOUR GROUPS ORDER ARMS.**
Group Commanders:	Command **Order, ARMS**
Commander of Troops:	Commands **GIVE YOUR GROUPS PARADE REST.**
Group Commanders:	Command **Parade, REST.**
Commander of Troops:	Faces about and commands **Staff, Parade, REST.**
Reviewing Officer:	Makes presentations.
Color Guard:	Following presentations, executes a right about and returns to its original position on the final line.
Commander of Troops:	As the Colors are approximately six paces in front, gives the command **Staff, ATTENTION.** As the Colors are abreast, faces about. As the Colors approach the final line, commands **GIVE YOUR GROUPS ATTENTION.**
Group Commanders:	Command Group, **ATTENTION.**
Commander of Troops:	When the Colors are in position, faces about and salutes the reviewing officer, but gives no report.
Reviewing Officer:	Returns the salute and commands **MARCH THE COMMAND IN REVIEW.**
Commander of Troops:	Returns to order and commands **Staff, Change Post, MARCH** and **PASS IN REVIEW**.
Group Commanders:	Command **Column of Squadrons, Right Squadron, Right Turn, MARCH** (if units are in mass). (On the command **Right Squadron,** squadron commanders face about.)

7.21. General's Flagbearer:

7.21.1. The general's flag at the order is the position of attention as shown in **Figure 7.7.** The flagbearer keeps the ferrule on the ground by touching the outside of the right shoe opposite the toe of the right foot. The staff is held in the "V" of the right hand (between the thumb and the extended and joined fingers). The right hand and arm are kept behind the staff with the arm bent naturally. The staff is rested against the hollow of the shoulder.

7.21.2. The carry is the position in which the ferrule is approximately 6 inches from the ground. Facings, alignments, or formal marching require the general's flag to be at the carry. The staff is kept in a vertical position throughout the movements.

7.21.3. Parade rest is executed by sliding the hand up the staff and inclining the staff of the flag forwardat arm's length with the hand at belt level.

7.21.4. To execute the order while at the carry, the flagbearer lets the staff slide through the right hand until the ferrule is on the ground, in line with, and touching the toe of the right shoe. The staff is regrasped with the right hand as at the carry position.

7.21.5. To execute the carry while at the order, the flagbearer grasps the staff with the left hand while at the same time loosening the grip of the right hand on the staff. The flag is raised vertically with the left hand, letting the staff slide through the right hand until the ferrule is approximately 6 inches from the ground. The staff is then regrasped with the right hand. The left hand is cut away smartly to the left side.

7.21.6. To execute present when at carry or order, the flagbearer places the left hand so it grasps the staff just under the bottom of the flag. The left arm is extended fully until it is parallel to the ground.

At the same time, the right hand is raised (still grasping the staff) and placed against the right hip as shown in **Figure 7.8.** To execute the order or carry position from present, the procedure is reversed.

7.21.7. On the arrival of a general officer, the sequence of events for the general's flagbearer is as follows:

7.21.7.1. The flagbearer takes a position in front of the aircraft or staff car, goes to present, and unfurls the flag as the general leaves the vehicle.

Figure 7.7. Generals Flag at Order.

Figure 7.8. Generals Flag at Present.

7.21.7.2. Theflagbearer then takes a position one pace to the right and 1 1/2 paces to the rear of the general. The flag bearer maintains this relative position at all times, when practical, including after the ceremony, during a social event following the ceremony, etc.

7.21.7.3. During the parade or review, the general's flag may be presented as the general desires and specifically on the following occasions:

7.21.7.3.1. During the playing of the national anthem or To the Colors.

7.21.7.3.2. During the playing of Ruffles and Flourishes.

7.21.7.3.3. As the Colors pass by.

7.21.7.3.4. When the general's flag is furled or cased and a salute is required by the flag bearer. (A guidon salute is executed.)

7.22. Relay of Commands to Troops:

7.22.1. If there is only one group participating in the ceremony, the adjutant and commander of troops give commands directly to the troops.

7.22.2. If the formation consists of a wing with two or more groups, the adjutant and commander of troops relay their commands through the group commanders, such as **Give Your Groups Parade Rest.** These commands are given with moderate volume and force. Group commanders should permit time between the preparatory command and the command of execution so the squadron commanders can echo the preparatory command. The group commanders give commands in succession, starting from the right flank.

7.22.3. If the formation consists of two or more wings, the commands are relayed from the adjutant or commander of troops to the wing commanders and then to the group commanders, who give the commands to the troops. For example, if the command of the adjutant is **Give Your Wings Parade Rest,** the command of the wing commanders is **Give Your Groups Parade Rest** and the command of the group commanders is **Parade, REST.**

Section 7C—Raising and Lowering the Flag

7.23. Reveille:

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

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

7.24. Events Accompanying Flag Raising at the Reveille Ceremony:

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

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

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

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

7.24.5. On the first note of the national anthem or To the Colors, the flag security detail begins to raisethe flag briskly. The senior member of the detail holds the flag to keep it from touching the ground.

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

7.25. Raising the Flag:

7.25.1. When practical, a detail consisting of an NCO and two airmen hoists the flag. This detail should be armed with sidearms (if the special equipment of the guard includes sidearms).

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

7.25.3. On the last note of the music or after the flag has been hoisted to the staff head, all members ofthe detail execute order arms on command of the senior member. The halyards are then secured to the cleat of the staff or, if appropriate, the flag is lowered to halfstaff and the halyard secured. The detail is formed again and marched to the dismissal area.

7.26. Retreat Ceremony:

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

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

7.26.3. When persons not assigned to a formation are outdoors and in uniform, on the first note of retreat, they should face the flag (if visible) or music and assume the position of parade rest.

7.27. Events Accompanying Retreat Ceremony at the Flagstaff:

7.27.1. Shortly before the specified time for retreat, the band and troops participating in the ceremony are positioned facing the flagstaff and dressed. If marching to and from the flagstaff, the band precedes the troops participating in the ceremony.

7.27.2. If the band and troops march to the flagstaff, a flag security detail also marches to the flagstaff, halts, and is given the command **Parade, REST** by the senior member. (See paragraph **7.28.1.** for composition of the flag security detail.)

7.27.3. As soon as the troops are dressed, the commander commands **Parade, REST.** The commander then faces the flagstaff, assumes the position of the troops, and waits for the specified time for retreat.

7.27.4. The commander orders the band leader to sound retreat at the specified time by commanding **SOUND RETREAT.**

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

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

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

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

7.27.9. The commander executes order arms when the last note of the music is played and the flag has been securely grasped. The commander faces about, gives the troops **Order, ARMS,** and then faces to the front.

7.27.10. The flag security detail folds the flag. The senior airman of the detail remains at attention whilethe flag is being folded unless he or she is needed to control the flag.

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

7.28. Lowering the Flag:

7.28.1. When practical, the persons lowering the flag should be an NCO and three airmen for the all-purpose flag and an NCO and five airmen for the base flag. The detail is formed and marched to the flagstaff, and the halyards are detached and attended from the leeward side. On the first note of the national anthem or, if no band is present, To the Colors, the members of the detail not lowering the flag execute present arms. The lowering of the flag is coordinated with the playing of the music so the two are completed at the same time. The senior member commands the detail **Order, ARMS** when

the flag is low enough to be received. If at halfstaff, the flag is hoisted briskly to the staff head while retreat is sounded, and then it is lowered on the first note of the national anthem or To the Colors.

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

Section 7D—Change of Command

7.29. Sequence of Events:

7.29.1. Formation of troops.

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

7.29.3. Inspection of troops.

7.29.4. Presentation of decorations and awards if scheduled.

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

7.29.6. March in review.

7.30. Flag Procedures for General Officers:

7.30.1. When the former and new commanders are general officers, the flag of the former commander is furled and cased when relieved of command. At the same time, the flag of the new commander is uncased and unfurled on assumption of command.

7.30.2. Ruffles and Flourishes and other music must be appropriate to the grade of the senior commander participating in the review (AFR 900-6, attachment 1).

7.31. Formal Change of Command:

7.31.1. If the higher echelon commander desires, the change of command may be performed off and in front of the reviewing stand. This is done to enable everyone to actually see the former commander and new commander relinquish and assume command, respectively.

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

7.31.3. At a parade ceremony attended by the higher echelon commander, the order directing the changeof command is read after the presentation of decorations and award, if scheduled. Otherwise, the order is read after the national anthem and officers center portion in the normal review sequence.

7.31.3.1. After the order is read, the higher echelon commander faces left, and the new and former commanders face right. The new commander steps up to the left of the former commander.

7.31.3.2. The former commander salutes the higher echelon commander and says loudly **Sir (Ma'am), I relinquish command.** The higher echelon commander returns the salute, and the former commander takes two steps straight back into the space previously occupied by the new commander.

7.31.3.3. The new commander takes two sidesteps to the right into the space previously occupied by theformer commander, salutes the higher echelon commander, and says loudly **Sir (Ma'am), I assume command.** The higher echelon commander returns the salute, and both commanders face right and left to once again face the troops.

7.31.3.4. The commander of troops then directs the formation to be brought to present arms and presents the command to the higher echelon commander, who directs the march in review. The higher echelon commander, former commander, or new commander may take one step forward to accept the pass in review.

7.31.3.5. At a parade ceremony not attended by the higher echelon commander, the order directing the change of command is read after the presentation of decorations and award, if scheduled. Otherwise, the order is read after the national anthem in the normal review sequence. After the order is read, the former and new commanders, who have been standing together (with the former commander on the right), face each other and salute. The new commander says loudly **Sir (Ma'am), I assume command.** They both face the troops. The commander of troops then causes the formation to be brought to present arms and presents the command to the new commander who directs the march in review. Either the new commander or the former commander takes one step forward to accept the pass in review.

7.31.3.6. Theflagbearers may change positions at the same time and in the same manner as their respective commanders.

7.31.3.7. The ceremony should be performed after the Colors are brought forward for the national anthem, whether it is a parade or a review sequence (change of command only).

7.31.3.8. If no decorations are awarded, the higher echelon commander directs the commander of troopsto have the Colors come forward. Once the Colors and commander of troops are in place, the former and new commanders march out to a position between the Colors and commander of troops. The commander of troops salutes and reports **Sir (Ma'am), the Colors are present.** The commander of troops then returns to his or her original position and gives the troops present arms for the national anthem. After the national anthem, order arms, and parade rest, the narrator begins to read the order.

7.31.3.8.1. The higher echelon commander steps off the reviewing stand and moves to a position directly in front of the former commander. At the appropriate time, the former commander salutes and reports **Sir (Ma'am), I relinquish my command.** The higher echelon commander returns the salute, and the former commander takes two steps straight back. The new commander sidesteps to the right to a position directly in front of the higher echelon commander.

7.31.3.8.2. When the new commander is in position, the former commander steps forward and to the leftinto the new commander's previous position. At the appropriate time, the new commander salutes and reports **Sir (Ma'am), I assume command.**

7.31.3.8.3. When salutes have been exchanged, the higher echelon commander directs the new and former commanders to join him or her on the reviewing stand. All three commanders move to their right and return to the reviewing stand to face the troops, with the new commander to the higher echelon commander's left and the former commander to the new commander's left.

7.31.3.8.4. The Colors return to their original position once the commanders depart for the reviewing stand. Once the colors are in position, the commander of troops salutes the higher echelon commander without a report. The higher echelon commander exchanges salutes and directs **MARCH THE COMMAND IN REVIEW.**

Section 7E—Colors

7.32. Color Guard:

7.32.1. When practical, the color guard consists of two NCOs (the flagbearers) and two experienced airmen (the guards). When selecting a color guard, make every effort to ensure uniformity in height among members.

7.32.1.1. The carrying of the US and Air Force flags is an honor bestowed only on responsible NCOs. When possible, flagbearers and guards who have had experience in this function should be selected. If experienced personnel are not available, those selected should be thoroughly trained in the manual of the Colors (paragraph **7.33.**) and made fully aware of the honor of their duty.

7.32.1.2. Theflagbearers are unarmed. The guards are armed with rifles or revolvers, but ammunition will not be issued to color guards performing a strictly ceremonial function.

7.32.1.3. The senior flagbearer carries the US flag, commands the color guard, and gives the necessary commands for movements and rendering honors. The junior flagbearer carries the Air Force flag. The Air Force flag is placed on the marching left of the US flag in whatever direction the flags face. When only the US flag is carried, the color guard is composed of one flagbearer and two guards. The Air Force flag is never carried without the US flag.

7.32.2. With the flagbearers in the center, the color guard is formed and marched in one rank at close interval. The color guard does not execute to the rear march or about face. When the unit to which the color guard is attached executes a facing movement, the color guard, on command of the senior flagbearer, executes a right or left about. To halt the color guard, give the command **Color Guard, HALT.** When the unit to which the color guard is attached marches to the flank in column, the color guard executes half right (left) about. When the unit moves in a new direction for short distances, the color guard executes the about movement and halts in its proper place. The base or pivot point is the guard on the flank toward which the movement is directed. Each member turns (without pivot) around this point and maintains dress until the new direction is established.

7.32.3. On command of the senior flagbearer, the guards of the color guard present arms on receiving and parting with the US flag. After parting with the US flag, the guard is brought to order arms by command of the senior remaining member, who is the right flank of the guard.

7.32.4. Having received the US flag, the senior flagbearer conducts the color guard to its proper position in the center of the color squadron. After securing the US flag, the color guard is dismissed by the senior flagbearer.

7.32.5. At drills and ceremonies in which the US and Air Force flags are carried (except escort of the US flag), the US and the Air Force flags are received by the color squadron before the formation of the command.

7.32.6. The color squadron, formed with a 12-pace interval between flights and with its commander facing the front, receives the Colors as follows: the color guard, conducted by the senior flagbearer,

approaches from the front and halts at a distance of 12 paces from the squadron commander. The squadron commander then faces the squadron and brings it to present arms, faces the US flag, and salutes. After a brief moment, the squadron commander again faces the squadron and brings it to order arms. The guards of the color guard execute present and order arms with the color squadron. The senior flagbearer then marches the color guard directly to its post. The color guard takes its position in the center when the squadron is in line or column and on the left when the squadron is in mass. When the color squadron joins the formation, the color guard takes its post on the final line.

7.32.7. When in formation, the color guard executes at ease and rest with the color squadron, keeping the staffs on the US and Air Force flags vertical.

7.32.8. When dismissing the color guard at the end of a drill or ceremony in which the US and Air Forceflags have been carried, the color guard proceeds from its position and halts in front of and faces the squadron commander of the color squadron. The squadron presents arms. The color guard then escorts the US and Air Force flags to the commanders office or other depository of flags. The color guard is dismissed from organizations smaller than a squadron (funeral escort) in a similar manner.

7.33. Manual of the Colors:

7.33.1. **Position of the Flag at the Order.** At the order, the flagbearer rests the ferrule of the staff on the ground on line with and touching the toe of the right shoe. With the right hand, the staff is clasped at a convenient place, keeping the back of the hand to the right and holding the staff in a vertical position (**Figure 7.9.**).

Figure 7.9. Position of Flags at the Order.

7.33.2. **Positions of the Flag at the Carry.** At the carry, the ferrule of the staff rests in the socket of the sling. The flagbearer grasps the staff with the right hand at the height of the shoulder, only using the left hand to steady the staff in a strong wind. The staff is inclined slightly to the front. The flagbearer comes to the carry when the adjutant directs **GIVE YOUR GROUPS PRESENT ARMS** (**Figure 7.10.**).

7.33.3. **Position of the Flag at Parade Rest.** Parade rest with the flag is similar to parade rest for the individual airman except the flagbearer keeps the staff vertical (**Figure 7.11.**). The order is resumed on the command **ATTENTION.** The order and parade rest are executed with the color squadron.

7.34. Escort of the US Flag:

Figure 7.10. Position of Flags at the Carry.

Figure 7.11. Position of Flags at Parade Rest.

7.34.1. Escort may be executed in the following circumstances: during the ceremony for a parade (whenthe group or wing formally receive the US flag as a part of the ceremony) and before the ceremony for a parade (when the troops are formed as a unit on a separate parade area and marched to the designated area).

7.34.2. When the ceremony or escort of the US flag is to take place, the color guard obtains the Air Force flag and takes its post with the ceremonial color squadron before the group is formed. This is done informally.

7.34.3. After the wing is in line and the entire color guard is in position with the Air Force flag (but without the US flag), the group commander details a squadron (other than the ceremonial color squadron) to receive and escort the US flag to its place. During the ceremony, the wing Air Force color guard is at its post with the wing.

7.34.4. The band moves straight to its front until clear of the line of group commanders, changes direction (if necessary), and halts. The designated squadron forms a column of flights 18 paces in the rear of the band with the ceremonial flagbearer in the rear of the leading flight.

7.34.5. The escort then marches without music to the wing (group) commander's office and forms in line facing the entrance.

7.34.6. Theflagbearer of the US flag, preceded by the senior flight commander of the escort squadron and followed by a designated NCO of the escort squadron, obtains the US flag.

7.34.7. Theflagbearer of the US flag returns, followed by the flight commanders and the NCO. The flagbearer halts before the entrance, facing the escort squadron. The flight commander takes a position on the right and the NCO on the left of the flagbearer of the US flag. The escort squadron is then brought to present arms, and the band plays the national anthem or To the Colors. The flight commander and NCO salute on the command of the squadron commander.

7.34.8. At the last note of the music, the squadron commander brings the squadron to order arms. The flight commander and NCO end their salutes and return to their posts in the squadron. The squadron is formed in column, and the band posts in front of the column. The flagbearer takes a position to the center in the rear of the center flight. The escort squadron then marches in quick time back to the parade area with the band playing. The squadron enters from the right of the troops and moves parallel to the front of the troops, arriving at a point 24 paces in front of the commander of troops.

7.34.9. When the US flag arrives opposite the center of the wing (group), the escort squadron and bandare formed in line facing the wing (group). The flagbearer of the US flag, passing between the flights, advances and halts six paces in front of the wing (group) commander at the post in front of the center of the wing (group).

7.34.10. Once the flagbearer halts, the wing (group) commander faces about and commands **Present, ARMS.** The commanding officer of the center (or right center) group (squadron) commands **Present, ARMS.** The other group (squadron) commanders continue simultaneously toward both flanks, and the escort squadron commander brings the units to present arms. The wing (group) commander then faces to the front and salutes. The band plays the national anthem or To the Colors, and organizational Air Force flags are dipped in salute while the music is played.

7.34.11. The wing (group) commander then faces about and brings the wing (group) to order arms. Theflagbearer of the US flag moves to the post on the right of the Air Force flag.

7.34.12. After the escort squadron executes order arms, the squadron faces to the right (on command ofits commander) and, preceded by the band, marches to its place in line to the right of the Colors, passing around the left flank parallel to the rear of the troops.

7.34.13. The band plays until the escort squadron passes the left of the line. Then it returns to its position on the right, passing in the rear of the wing (group).

7.34.14. The wing (group) may be given the command REST when the escort squadron passes to the left of the line.

7.35. Salutes by Flags:

7.35.1. The Air Force flag is dipped in salute in all military ceremonies when the national anthem or Tothe Colors is played and when rendering honors. In marching, the Air Force flag is dipped in salute when it is approximately six paces from the front of the person entitled to the salute. It resumes the carry when it is approximately six paces beyond that person (**Figure 7.12.**).

7.35.2. When passing in review, the color guard executes eyes right approximately six paces from the reviewing officer on command of the senior flagbearer. All except the person on the right flank of the color guard execute eyes right (**Figure 7.13.**).

7.36. Courtesies to the US Flag:

7.36.1. Flags flown from stationary flagstaffs on bases are saluted only at reveille, retreat, and special occasions. Small flags and flags on halfstaff are not saluted. Cased and folded flags are not saluted.

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

7.37. Saluting When the National Anthem or To the Colors is Played:

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

7.37.2. On certain occasions, such as during inclement weather or when a band is not present for a retreat ceremony, To the Colors is played instead of the national anthem. To the Colors is a bugle call sounded as a salute to the flag and it symbolizes respect to the nation and the flag the same as the national anthem does. The proper courtesies in paragraphs **7.37.2.1.** through **7.37.2.5.** must be rendered.

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

7.37.2.2. When in uniform, but not in formation:

Figure 7.12. Position of Flags at the Salute.

Figure 7.13. Position of Flags and Color Guard at Eyes Right.

7.37.2.2.1. Outdoors, at any ceremony where the US flag is present, come to attention, face the flag in the ceremony, and salute. At sporting events, if the flag is visible, face the flag and salute. If the flag is not visible, face the band and salute in its direction. If the music is recorded, face the front and salute. At all other outdoor occasions, follow the same general principle, come to attention, salute, and face the flag, if visible, or the music.

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

7.37.2.3. When in civilian clothing outdoors, take the same action as when in uniform, but use the following manner of saluting. Men remove the headdress with the right hand and hold it at the left shoulder with the right hand over the heart. Men without hats and women salute by standing at attention and placing the right hand over the heart.

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

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

7.37.3. Air Force photographers and camera operators render appropriate honors outlined in paragraph **7.37.2.2.** except when they are specifically assigned to photograph others rendering honors.

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

7.38. Pledge of Allegiance to the Flag:

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

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

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

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

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

7.39. Army, Navy, and Air Force Gun Salutes:

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

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

7.40. Prevention of Fainting by Persons Participating in Ceremonies. Commanders and supervisors responsible for the conduct of military ceremonies such as honor guard functions, parades, and change of command ceremonies will take necessary precautions to minimize instances of fainting and possible injury to personnel. When preparing for ceremonies, consider the duration of the event, climatic conditions, and instances where personnel are required to stand at a fixed position for prolonged periods of time. The following guidelines apply:

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

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

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

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

7.40.5. Participants should be instructed that, if they experience symptoms of becoming ill, they may leave the formation.

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

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Attachment 1

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