

# NEW HAMPSHIRE WING NCOLS

## DRILL & CEREMONIES EXTRACT



This document is the NHWG NCOLS drill manual extract. It was designed to be easy to carry and reference. It has only some parts of the original manual and has been lightly edited to improve referencing. See CAPP 36-2203 for additional information as needed.

## TABLE OF CONTENTS

<b>CHAPTER 1 - INTRODUCTION TO DRILL AND CEREMONIES</b>	<b>5</b>
1.1. Scope.	5
1.2. Introduction to Drill.	5
1.3. Introduction to Ceremonies.	6
1.4. Key to Symbols.	6
1.5. Drill Terms	6
1.6. Drill Instruction.	9
<b>CHAPTER 2 - COMMANDS AND THE COMMAND VOICE</b>	<b>10</b>
Section 2A - Commands	10
2.1. Types of Commands.	10
2.1.2. Combined commands.	10
2.1.3. Supplementary commands.	10
2.1.4. Informational commands.	10
2.2. Parts of a command.	10
2.3. General Rules for Commands.	11
Section 2B - The Command Voice	12
2.4. Voice Characteristics.	12
2.5. Pronunciation of Commands.	14
2.6. Structure of Commands.	15
2.7. Cadence.	15
2.8. Counting Cadence.	16
2.9. Mass Commands.	16
<b>CHAPTER 3 - INDIVIDUAL DRILL and DRILL OF THE ELEMENT</b>	<b>18</b>
3.1. Positions and Movements.	18
3.2. Position of Attention.	18
3.3. Rest Positions.	18
3.3.1.1. Parade Rest.	18
3.3.1.2. At Ease.	19
3.3.1.3. Rest.	19
3.3.1.4. Fall Out.	19
3.4. Facing Movements.	19
3.4.1. Right (Left) Face.	19
3.4.2. About Face.	19
3.4.3. Half Right (Left) Face.	20
3.5. Hand Salute.	20

3.6. Exchange of Salutes.	20
3.7. Pledge of Allegiance to the Flag.	22
3.8. Army, Navy, and Air Force Gun Salutes.	22
3.9. Present Arms and Order Arms.	22
3.10. Eyes Right (Left) and Ready Front.	22
3.11. Steps and Marching.	23
3.12. Forward March and Halt.	24
3.13. Double Time.	24
3.14. Mark Time.	25
3.15. Half Step.	26
3.16. Right (Left) Step.	26
3.17. Change Step.	26
3.18. To the Rear March.	27
3.19. Flanking Movement.	27
3.20. Face in Marching.	27
3.21. Marching other than at Attention.	28
3.21.1. Route Step March.	28
3.21.2. At Ease March.	28
<b>CHAPTER 4 - DRILL OF THE FLIGHT</b>	<b>29</b>
Section 4A - Formations	29
4.1. The Flight as the Basic Drill Unit.	29
4.2. Rules for the Guide.	29
4.2.5. GUIDE LEFT (RIGHT).	29
4.3. Formation of the Flight.	30
4.3.1. FALL IN.	30
Figure 4.1. Flight in Line Formation.	31
Figure 4.3. Flight in Column Formation.	32
4.3.2. Sizing the Flight.	33
4.3.4. At Close Interval, FALL IN.	33
4.3.5. DISMISSED	33
4.4. Aligning the Flight.	33
4.4.1. Dress Right (Left) Dress (Line/Inverted Line Formation):	33
4.4.1.3. Dress Left Dress.	34
4.4.1.4. Alignment Procedures.	34
4.4.2. Cover.	35
4.5. Open Ranks.	35

# NHWG NCOLS DRILL & CEREMONIES EXTRACT

4.6. Close Ranks.	36
4.7. Individuals to Leave Ranks.	36
4.8. Count Off.	36
4.8.1. In Line.	36
4.8.2. In Column or Mass.	37
Section 4B - Marching	37
4.9. Flight Formation While Marching.	37
4.10. Close or Extend March.	37
4.11. Column Movements.	38
4.11.2. Column Right (Left) at Close Interval.	40
4.11.3. Column Movements from a Halt (Normal or Close Interval).	40
4.12. Column Half Right (Left).	40
4.12.4. INCLINE TO THE RIGHT (LEFT).	41
4.13. Forming a Single File or Multiple Files.	41
4.13.1. Column of Files.	41
4.13.2. Column of Files, Column Right (Left).	41
4.13.3. Column of Twos (Threes/Fours) From a Single File.	42
4.14. Column of Twos to the Left (Right).	43
4.16. Counter March.	44
<b>CHAPTER 5 - DRILL OF THE SQUADRON</b>	<b>46</b>
Section 5A - Rules for Squadron Drill	46
5.1. The Squadron as a Drill Unit.	46
5.2. Commands.	46
Section 5B - Formations	47
5.3. Forming the Squadron in Line.	47
Figure 5.1. The squadron in line with NCOs in position.	49
Figure 5.2. The squadron in line with officers in position.	50
<b>Attachment 2 - LISTS OF DRILL MOVEMENTS</b>	<b>53</b>
Attachment 2.1. Listed in suggested teaching order.	53
Attachment 2.2. Listed alphabetically.	55
<b>Attachment 3 - FORMING &amp; DISMISSING THE SQUADRON</b>	<b>57</b>

## CHAPTER 1 - INTRODUCTION TO DRILL AND CEREMONIES

### 1.1. Scope.

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

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

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

### 1.2. Introduction to Drill.

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

1.2.1.1. Removed for brevity. See CAPM 36-2203.

1.2.1.2. Drill movements should be taught in a logical sequence, and integrated into the cadet leadership program. Each achievement in Phases I and II tests cadets on various drill movements, per CAP Test 78-2. Units are

# NHWG NCOLS DRILL & CEREMONIES EXTRACT

encouraged to teach cadets practical drill as early as possible so they may integrate into cadet activities, formations, and ceremonies.

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

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

## 1.3. Introduction to Ceremonies.













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

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

## 1.4. Key to Symbols.

Symbols used in this pamphlet are shown in Figure 1.1.

Figure 1.1. Symbols

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

## 1.5. Drill Terms

**NOTE: This section has been reformatted from the CAPM 36-2203.**

## NHWG NCOLS DRILL & CEREMONIES EXTRACT

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

<b>Adjutant</b>	A ceremonial position in reviews and parades and responsible to the troop or group commander.
<b>Alignment</b>	Dress or cover.
<b>Base</b>	The element on which a movement is planned, regulated, or aligned.
<b>Cadence</b>	The uniform step and rhythm in marching; that is, the number of steps marched per minute.
<b>Center</b>	The middle point of a formation.
<b>Cover</b>	Individuals aligning themselves directly behind the person to their immediate front while maintaining proper distance.
<b>Depth</b>	The total space from front to rear of any formation.
<b>Distance</b>	The space from front to rear between units.
<b>Double Time</b>	The rate of marching at 180 steps (30 inches in length) per minute.
<b>Dress</b>	Alignment of elements side by side or in line maintaining proper interval.
<b>Element</b>	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.
<b>File</b>	A single column of persons placed one behind the other.
<b>Final Line</b>	The line on which the adjutant forms the front rank of Airmen for a parade or review.
<b>Flank</b>	The extreme right or left (Airmen's right or left) side of a formation in line or in column.
<b>Flight</b>	At least two, but not more than four, elements.
<b>Formation</b>	An arrangement of units.
<b>Front</b>	The space occupied by a unit, measured from flank to flank.

## NHWG NCOLS DRILL & CEREMONIES EXTRACT

<b>Guide</b>	The Airman designated to regulate the direction and rate of march.
<b>Head</b>	The leading unit of a column.
<b>In Column</b>	A formation with guide and element leaders to the front of each unit.
<b>In Line</b>	A formation with the guide and element leaders to the extreme right flank of each unit.
<b>Interval</b>	The space between individuals placed side by side.
<b>Inverted Column</b>	A formation with guide and element leaders to the rear of each unit.
<b>Inverted Line</b>	A formation with the guide and element leaders to the extreme left flank of each unit.
<b>Line of March</b>	A line followed by Airmen as they pass in review.
<b>Mark Time</b>	Marching in place at a rate of 100 to 120 steps per minute.
<b>Mass Formation</b>	The formation of a squadron or group in which the component units are in column, abreast of each other, and at close interval.
<b>Pace</b>	A step of 24 inches.
<b>Post</b>	The correct place for an officer, noncommissioned officer (NCO), or Airman to stand while in formation.
<b>Quick Time</b>	The rate of marching at 100 to 120 steps (12 or 24 inches in length) per minute.
<b>Rank</b>	A single line of persons placed side by side.
<b>Ready Line</b>	A forming line 20 paces to the rear of the final line where Airmen are formed for a parade or review at an established time prior to Adjutant's Call.
<b>Reviewing Officer</b>	The senior officer participating in a parade or review.
<b>Slow Time</b>	The rate of marching at 60 steps per minute (used in funeral ceremonies).
<b>Step</b>	The distance measured from heel to heel between the feet of an individual marching.



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

**1.6. Drill Instruction.**

Removed for brevity. See CAPM 36-2203.

## CHAPTER 2 - COMMANDS AND THE COMMAND VOICE

### *Section 2A - Commands*

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

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

#### **2.1.2. Combined commands.**

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

#### **2.1.3. Supplementary commands.**

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

#### **2.1.4. Informational commands.**

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

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

#### **2.2. Parts of a command.**

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

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

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

### 2.3. General Rules for Commands.

2.3.1. When giving commands, the leader is at the position of attention. Good military bearing is necessary for good leadership. While marching, the leader must be in step with the formation at all times. When the unit is in a rest position, present arms, or executing other positions other than the position of attention, the leader returns to the position of attention to give the next command. In these cases, they don't execute the command with the unit. In other cases, the leader executes the command with the flight. Examples are **Forward, MARCH**, where the leader steps off at the same time the flight does; **Right Step, MARCH**, where the leader executes side steps along with the flight, actually executing **Left Step** to mirror the flight. When teaching drill, a leader need not execute commands with the flight if it detracts from his instruction.

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

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

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

2.3.5. When flights of a squadron are to execute a movement in order, such as a column movement, the flight commander of A Flight repeats the squadron commander's preparatory command. The commanders of the other flights give a

supplementary command, such as **CONTINUE THE MARCH**. When the squadron commander gives the command of execution, A Flight executes the movement; and, at the command of the appropriate flight commander, each of the following flights executes the movement at approximately the same location and in the same manner as A Flight.

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

2.3.7. When giving commands, flight commanders may add the letter of their flight to the command, such as **A Flight, HALT** or **B Flight, Forward, MARCH**. This is usually only done when many flights are in the same area and could be confused hearing other commanders. When commands are given to a squadron in which one flight stands fast or continues to march, the flight commander commands **STAND FAST** or **CONTINUE THE MARCH**, as appropriate.

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

### *Section 2B - The Command Voice*

#### **2.4. Voice Characteristics.**

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

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

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

2.4.1.2. Deep breathing exercises develop the diaphragm and refresh the entire body. The following exercise will develop improved breathing techniques for giving commands. Take a deep breath through the mouth and hold the air in the lungs. With relaxed throat muscles, say huh and ha in as short a time as possible. Make the sounds entirely by expelling short puffs of air from the lungs. Use only the diaphragm and muscles around the waist. When you do this properly, you can feel a distinct movement of the abdominal muscles. Practice this exercise often. As a result, you can increase effort and volume until they are natural. Another excellent exercise for developing and strengthening the muscular walls of the diaphragm is shown in **Figure 2.1**. (Removed for brevity. See CAPM 36-2203.)

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

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

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

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

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

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

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

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

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

## 2.5. Pronunciation of Commands.

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

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

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

projection and loudness is already past the throat by the time the A sound occurs, thus protecting the leader's voice.

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

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

## 2.6. Structure of Commands.

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

## 2.7. Cadence.

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

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

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

## 2.8. Counting Cadence.

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

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

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

## 2.9. Mass Commands.

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

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

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



## NHWG NCOLS DRILL & CEREMONIES EXTRACT

2.9.4. The following are examples of mass commands:

(Removed for brevity. See CAPM 36-2203.)

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

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

### 3.1. Positions and Movements.

This chapter explains, by word and picture, individual and element level positions and movements.

### 3.2. Position of Attention.

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

### 3.3. Rest Positions.

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

#### 3.3.1.1. Parade Rest.

**PURPOSE:** *A modified position of attention for prolonged standing.* The command is **Parade, REST**. On the command **REST**, the cadet will raise the left foot from the hip just enough to clear the ground and move it smartly to the left so the heels are 12 inches apart, as measured from the inside of the heels. Keep the legs straight, but not stiff, and the heels on line. As the left foot moves, bring the arms, fully extended, to the back of the body, 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**). No space will show between the arms and body. Keep head and eyes straight ahead, and remain silent and immobile.

### 3.3.1.2. At Ease.

**PURPOSE:** *A rest position allowing Airmen to relax in place without talking.* The command is **AT EASE**. On the command **AT EASE**, cadets may relax in a standing position, but they must keep the right foot in place. Their position in the formation will not change, and silence will be maintained.

### 3.3.1.3. Rest.

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

### 3.3.1.4. Fall Out.

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

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

## 3.4. Facing Movements.

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

### 3.4.1. Right (Left) Face.

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

### 3.4.2. About Face.

**PURPOSE:** *To turn 180 degrees.* The command is **About, FACE**. On the command **FACE**, lift the right foot from the hip just enough to clear the ground. Without bending the knees, place the ball of the right foot approximately half a shoe length behind and slightly to the left of the left heel. Distribute the weight of the body on the ball of the right foot and the heel of the left foot. Keep both

legs straight, but not stiff. The position of the foot has not changed. This completes count one of the movement. Keeping the upper portion of the body at the position of attention, pivot 180 degrees to the right on the ball of the right foot and heel of the left foot, with a twisting motion from the hips. Suspend arm swing during the movement, and remain as though at attention. On completion of the pivot, heels should be together and on line and feet should form a 45-degree angle. The entire body is now at the position of attention (**Figure 3.4**). This completes count two of the movement.

### 3.4.3. Half Right (Left) Face.

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

## 3.5. Hand Salute.

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

## 3.6. Exchange of Salutes.

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

3.6.1. Outdoors, salutes are exchanged upon recognition between officers and enlisted members and between cadet officers and lower ranking cadets. Saluting *outdoors* means salutes are exchanged when the persons involved are

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

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

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

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

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

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

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

3.6.8. In groups, but not in formation, when a senior officer approaches, the first individual noticing the officer calls the group to attention (**Group, ATTENTION**). All members face the officer and salute. If the officer addresses

## NHWG NCOLS DRILL & CEREMONIES EXTRACT

an individual or the group, all remain at attention (unless otherwise ordered) until the end of the conversation, at which time they salute the officer.

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

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

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

Paragraph 3.6.9.3 through 3.6.21.4 eliminated for brevity. See CAPM 36-2203.

### **3.7. Pledge of Allegiance to the Flag.**

Eliminated for brevity. See CAPM 36-2203.

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

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

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

### **3.9. Present Arms and Order Arms.**

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

### **3.10. Eyes Right (Left) and Ready Front.**

**PURPOSE:** *To render honors as a unit, usually in ceremonies, similar to an individual salute.* The commands are **Eyes, RIGHT (LEFT)** and **Ready, FRONT**. These commands may be given at a halt or while marching. The preparatory command and command of execution are given on the right (left) foot while marching. On the command **RIGHT (LEFT)**, all persons, except those on the right (left) flank, turn their heads and eyes smartly 45 degrees to the

right (left) (**Figures 3.7, 3.8**). To return their heads and eyes to the front, the command **Ready, FRONT** is given as the left (right) foot strikes the ground. On the command **FRONT**, heads and eyes are turned smartly to the front as the right (left) foot next hits the ground. During the Inspection by a Reviewing Officer in a ceremony or parade, squadrons or flights execute Eyes Right differently. At the command, ALL members of the unit turn their head and eyes 45 degrees to the right. As soon as the reviewing party comes into their line of vision, they follow with their eyes, turning their heads, until the reviewing party reaches their front. At this point, the head and eyes of each person remain fixed to the front. Officers execute a hand salute while turning their head. When in mass, Guidon Bearers and Guides do not present guidon. When in line, Guides present guidon.

### **3.11. Steps and Marching.**

The following general rules apply to marching in CAP, unless specifically countered in a paragraph describing a drill movement.

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

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

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

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

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

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

whether it's the whole flight or just some elements, arm swing is NOT suspended.

### 3.12. Forward March and Halt.

**PURPOSE:** *To move together as a unit from one position to another at quick time.*

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

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

### 3.13. Double Time.

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

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

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



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

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

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

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

### 3.14. Mark Time.

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

3.14.2. At a halt, on the command **MARCH**, the cadet raises and lowers first the left foot and then the right. Mark time is executed in quick time only. The halt executed from mark time is similar to the halt from quick time (**Figure 3.11**).

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

### 3.15. Half Step.

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

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

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

### 3.16. Right (Left) Step.

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

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

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

### 3.17. Change Step.

**PURPOSE: To change from the left to right or right to left foot within quick time cadence.** The command is **Change Step, MARCH**. On the

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

### 3.18. To the Rear March.

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

### 3.19. Flanking Movement.

**PURPOSE:** *To turn the unit 90 degrees for short distances while marching.* The command is **Right (Left) Flank, MARCH**, given as the heel of the **right (left)** foot strikes the ground. On the command **MARCH**, the cadet takes one more

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

### 3.20. Face in Marching.

**PURPOSE:** *To execute a left or right flank or column left from the halt.* The command is **Right (Left) Flank, MARCH**. On the command **MARCH**, the Airman executes a 90-degree pivot on the ball of the right foot and, at the same time, steps off with the left foot in the new direction with coordinated arm swing. When moving to the right, this means the left foot

crosses over the right foot. The pivot and step are executed in one count, and proper dress, cover, interval, and distance are maintained (**Figures 3.15/16**).

### **3.21. Marching other than at Attention.**

***PURPOSE:*** *To allow less rigidity or more flexibility while marching.*

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

#### 3.21.1. Route Step March.

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

#### 3.21.2. At Ease March.

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

## CHAPTER 4 - DRILL OF THE FLIGHT

### *Section 4A - Formations*

#### **4.1. The Flight as the Basic Drill Unit.**

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

#### **4.2. Rules for the Guide.**

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

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

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

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

#### **4.2.5. GUIDE LEFT (RIGHT).**

When the flight is in column and it is desired to position the guide to the left, the command **GUIDE LEFT** is given. *PURPOSE: To cause the guide to switch positions with the flight commander in column formation, causing the first element to become the base element.* On this command, the guide and

flight commander exchange positions by passing right shoulder to right shoulder. To return the guide to the normal position, **GUIDE RIGHT** is given. The guide and flight commander return to their normal positions by again passing right shoulder to right shoulder. The movement can be made either at a halt or while marching.

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

### **4.3. Formation of the Flight.**

#### **4.3.1. FALL IN.**

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

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 in place at the position of attention, the guide performs an automatic dress right dress. When the guide feels the presence of the first element leader on his or her fingertips, the guide executes an automatic ready front. Once positioned, the guide does not move. Note: unless the guide is still learning, the guide does not pace off the three paces – they estimate it!

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

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

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

Figure 4.1. Flight in Line Formation.

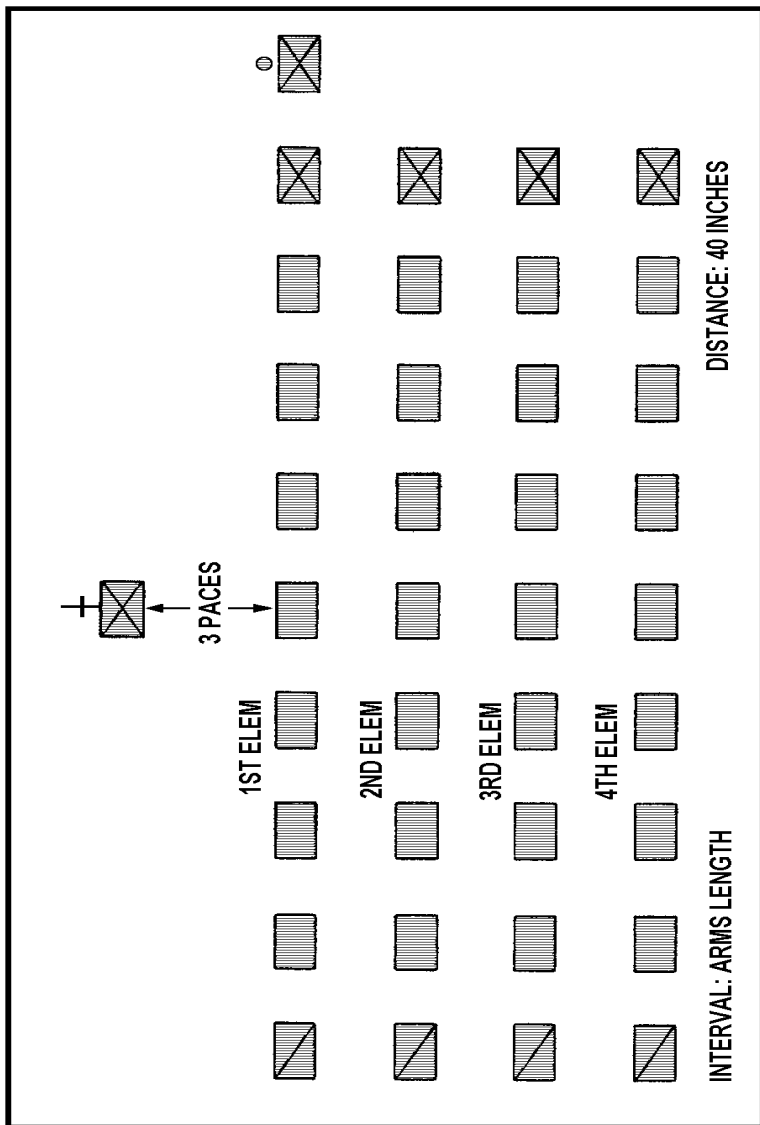
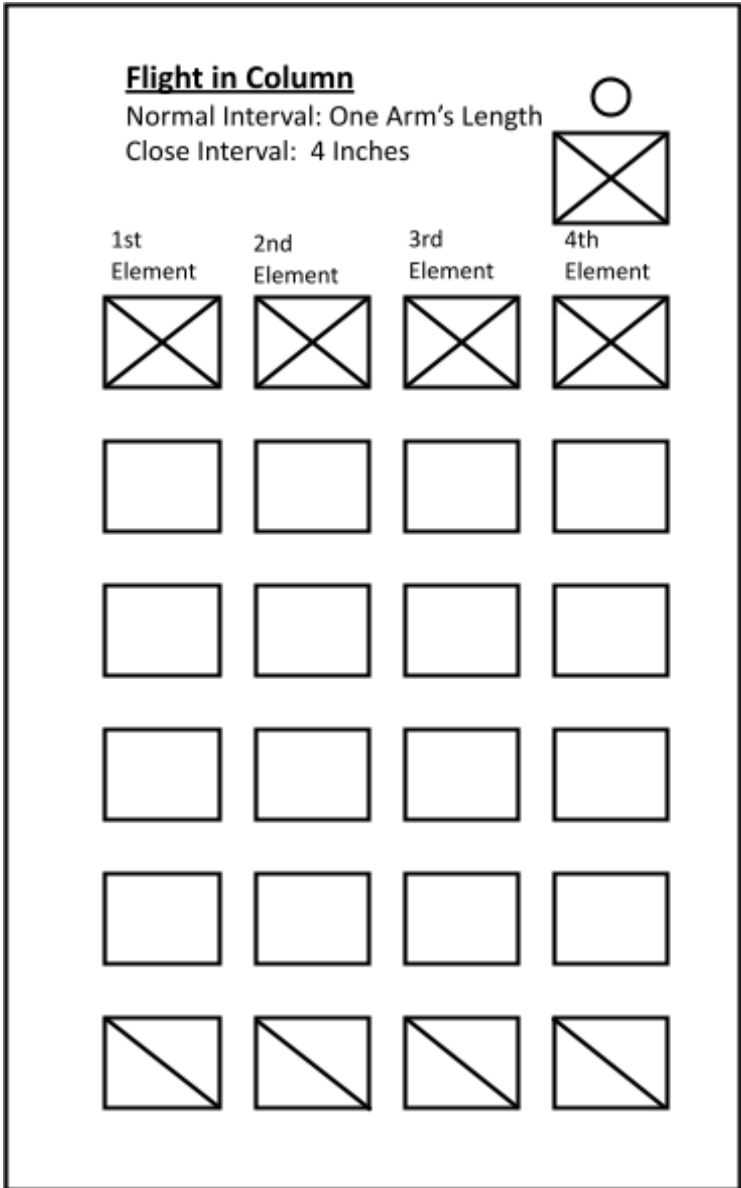


Figure 4.3. Flight in Column Formation.





#### 4.3.2. Sizing the Flight.

**PURPOSE:** *To arrange Airmen from shortest to tallest within the flight.*

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

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

#### 4.3.4. At Close Interval, FALL IN.

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

#### 4.3.5. DISMISSED

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

### 4.4. Aligning the Flight.

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

4.4.1.1. Normal Interval. The commands are **Dress Right, DRESS** and **Ready, FRONT**. **PURPOSE:** *To attain alignment in a line formation.* On the command **DRESS**, everyone except the last Airman in each element raises and extends the left arm laterally from the shoulder with snap so the arm is parallel with the ground. As the arm is raised, un-cup the hand at approximately waist level, keeping the palm down. Extend and join the fingers and place the thumb along the forefinger. At the same time as the left arm is raised, each individual (except the individuals on the right flank) turns head and eyes 45 degrees to the right with snap. The leading individual of each file establishes normal interval (by taking small choppy steps and aligning with the base file) and establishes exact shoulder-to- fingertip contact with the individual to the

immediate right. The second, third, and fourth element leaders align themselves directly behind the person in front of them (using small choppy steps) and visually establish a 40-inch distance. As the remaining members align themselves behind the individual in front of or to the right of them, their shoulders may or may not touch the fingertips of the individual to their right. If the arm is too long, place the extended hand behind the shoulder of the individual to the left. If the arm is too short, leave it extended toward the individual to the left and parallel to the ground (**Figure 4.2**). Once dress, cover, interval, and distance have been established, the command **Ready, FRONT** will be given. On this command, Airmen whose arms are up will lower their arms with snap to their sides (without slapping their sides) and re-cup their hands when their arm is at approximately waist level. As the arm is lowered, Airmen whose heads are turned will return their heads to the front with snap. The body is now back to the position of attention.

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

#### 4.4.1.3. Dress Left Dress.

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

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

#### 4.4.1.4. Alignment Procedures.

Moving by the most direct route, the flight commander takes the position on the right flank of the flight, one pace from and in prolongation of the front rank, halts and faces right down the line. From this position, the flight commander verifies the alignment of the front rank. If necessary, individuals are called to move forward or backward by name or number. Military bearing is maintained and, instead of weaving from side to side, short sidesteps are taken to verify alignment. The flight commander then faces to the left in marching, halts next to each succeeding rank, executes right face, and aligns the rank. After

verifying the alignment of the ranks, the flight commander faces to the right in marching, moves three paces beyond the front rank, faces to the left, and commands **Ready, FRONT**. Executing a minimum of movements, the flight commander takes the normal position by the most direct route in front of the flight.

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

4.4.2. Cover.

**PURPOSE:** *To attain alignment in a column formation.*

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

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

## 4.5. Open Ranks.

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

4.5.2. After Open Ranks March is executed, the flight commander aligns the flight as described in paragraph 4.4.1.4. Once the flight is aligned, the flight commander commands **Ready, FRONT**. If the flight is to be inspected, the

flight commander takes one step forward and faces to the right in a position in front of the guide.

#### 4.6. Close Ranks.

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

#### 4.7. Individuals to Leave Ranks.

**PURPOSE:** *To have an individual Airman leave the formation.*

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

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

#### 4.8. Count Off.

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

##### 4.8.1. In Line.

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

#### 4.8.2. In Column or Mass.

**PURPOSE:** *To determine the number of ranks in a column formation.*

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

### *Section 4B - Marching*

#### 4.9. Flight Formation While Marching.

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

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

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

#### 4.10. Close or Extend March.

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

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

4.10.2. Close March (Marching). On the command **MARCH**, which is given on the right foot, the last (base) element takes up the half step (beginning with the left foot) following the command of execution. The element next to the last element obtains close interval by pivoting 45 degrees to the right on the ball of the

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

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

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

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

#### **4.11. Column Movements.**

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

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

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

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

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

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

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

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

4.11.2. Column Right (Left) at Close Interval.

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

4.11.3. Column Movements from a Halt (Normal or Close Interval).

**PURPOSE:** *To turn the unit 90 degrees to the right or left from a halt at normal or close interval in column formation.* When column movements are executed from a halt, procedures are similar to those in **paragraph 4.11.1** and **paragraph 4.11.2**. On the command **MARCH**, element leaders begin the movement by executing a face in marching for a column left. For a column right, element leaders take one 24- inch step forward, then execute the movement.

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

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

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

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



4.12.4. **INCLINE TO THE RIGHT (LEFT).**

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

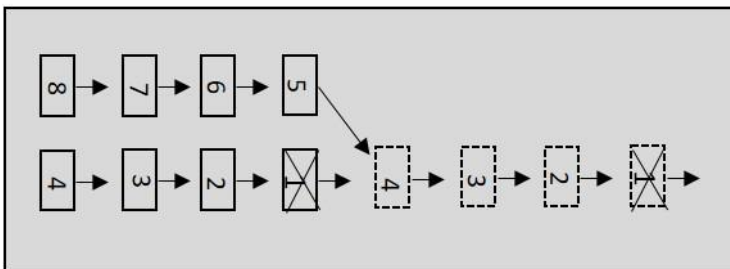
4.13. **Forming a Single File or Multiple Files.**

These are not precise movements, but they are practiced in drill so, when necessary, the movements can be executed smoothly and without delay. These movements are executed only from the halt.

4.13.1. **Column of Files.**

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

**Figure 4.12. Forming a File from a Column of Twos**



4.13.2. **Column of Files, Column Right (Left).**

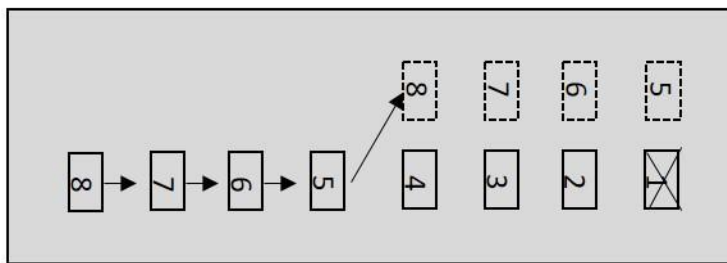
In conjunction with forming single files, column movements may be executed at the same time. The command is **Column of Files from the Right (Left), Column Right (Left), March.** **PURPOSE:** *To form a single file from a*

*column of two or more elements, and immediately go to the right or left.* On the informational command, the guide executing a face in marching takes a position in front of the file that will move first. On the preparatory command, the element leader of the right (left) element commands **Column Right (Left)**. The remaining element leaders command **STAND FAST**. On the command **MARCH**, the element leader and guide execute a face in marching to the right (left), and the element leader continues marching in the new direction with 24-inch steps. The guide marches to a position ahead of the element leader, then pivots 45 degrees to a position 40 inches in front of the element leader. The remaining individuals in the base file march forward on the command of execution, pivot in approximately the same location as their element leader, and maintain a 40-inch distance. The element leaders of the remaining elements command **Column Right (Left)**, **MARCH** (as the right foot strikes the ground), at which time all Airmen perform the movement in the same manner as the base element. The element leaders follow the leading elements in successive order, forming one file behind the guide or leading element leader.

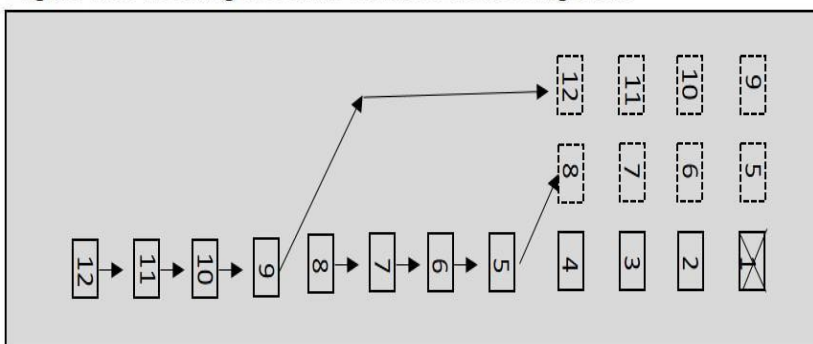
#### 4.13.3. Column of Twos (Threes/Fours) From a Single File.

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

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



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



**4.14. Column of Twos to the Left (Right).**

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

**4.15. Forming a Column of Twos from a Column of Fours and Reforming.**

(Removed for brevity. See CAPM 36-2203.)

#### 4.16. Counter March.

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

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

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

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

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

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

4.16.1.5. The guide takes one 24-inch step forward and executes a 90-degree pivot to the left with suspended arm swing. The guide then marches

across the front of the flight and executes another 90-degree pivot to the left between the first and second elements, suspending arm swing during the pivot.

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

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

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

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

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

4.16.4. (Removed for brevity. See CAPM 36-2203.)

## CHAPTER 5 - DRILL OF THE SQUADRON

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

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

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

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

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

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

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

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

**CONTINUE THE MARCH**, and give the command **Forward, MARCH** when their flight has completed the column movement.

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

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

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

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

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

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

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

5.3.2. While positioning units in an area, the command is **\_\_ Paces Forward, MARCH** or **Steps Backward, MARCH**. (In backward march, the Airman takes 12-inch steps backward (starting with the left foot) with coordinated arm swing). These commands are used for short distances only of four paces (steps) or less.

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

## NHWG NCOLS DRILL & CEREMONIES EXTRACT

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

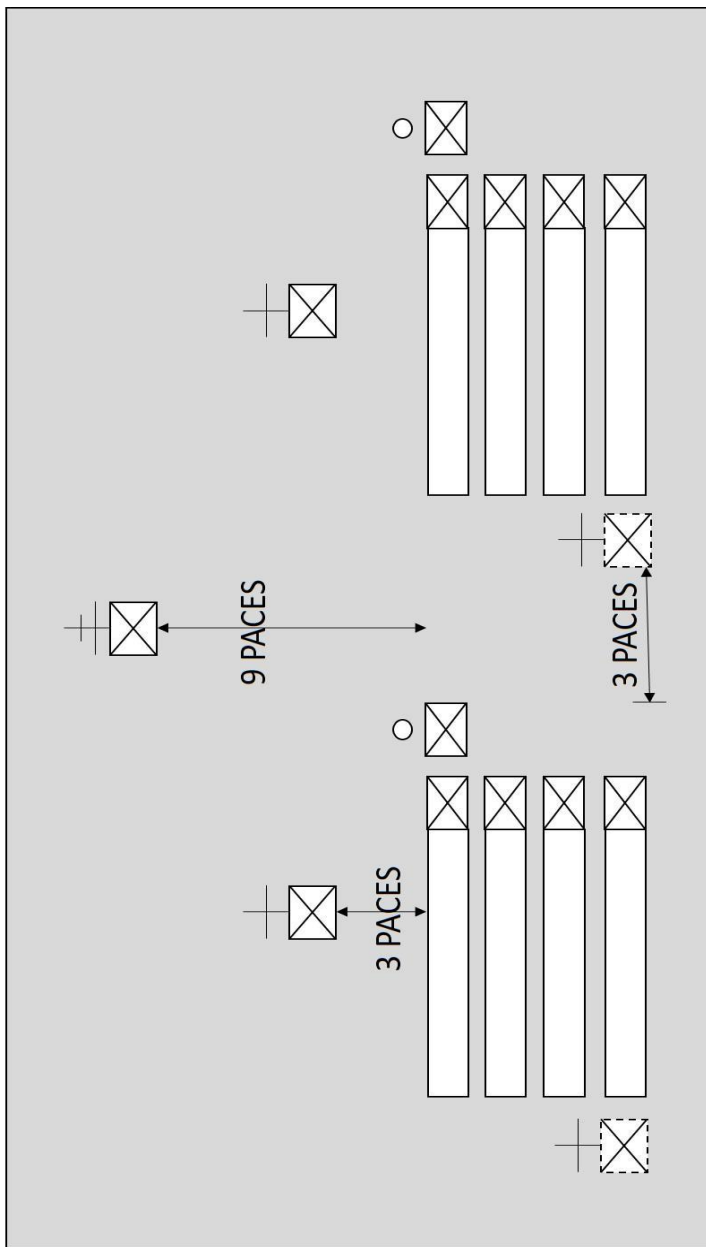
5.3.5. Upon receiving the command **REPORT** given by the first sergeant, the flight sergeants, beginning with the right flight, successively turn their head to face the first sergeant, salute and report **\_\_Flight, all present or accounted for or \_\_Flight, (number) persons absent**. After all flights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

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

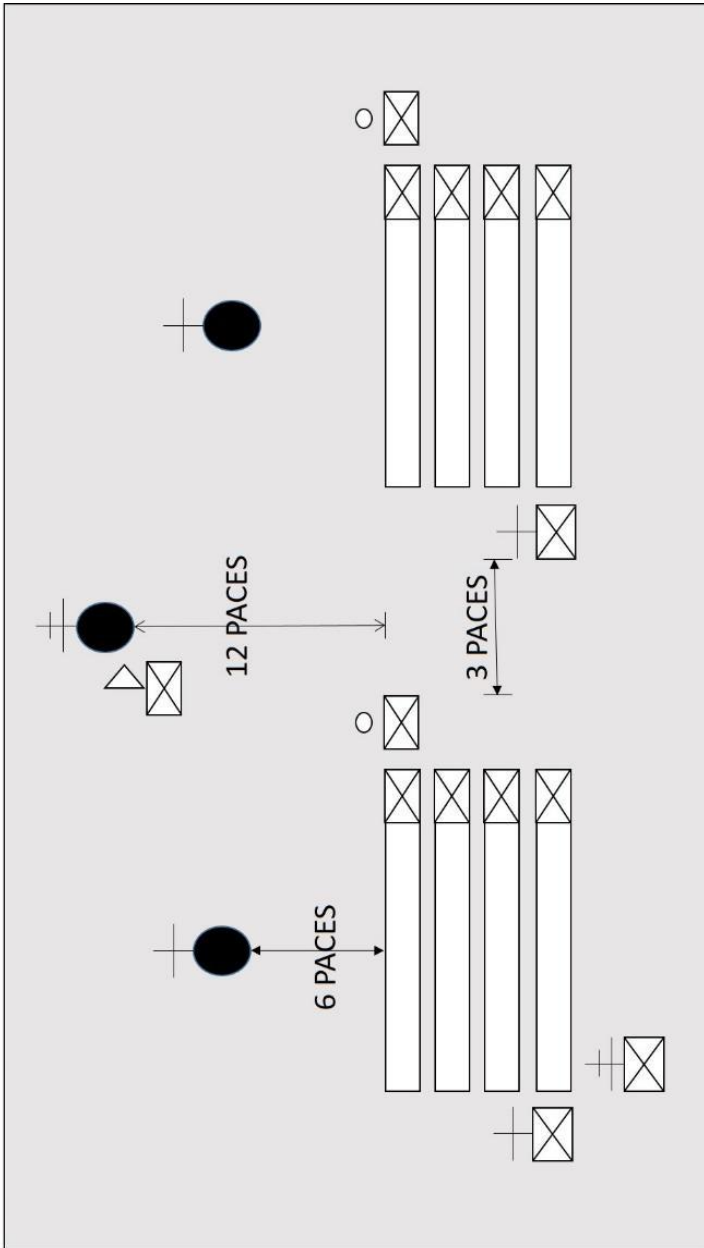
5.3.7. In forming the squadron, any individual required to make a report salutes while reporting and holds the salute until it is returned. The individual receiving the report does not return the salute until the report is completed. Individuals not in ranks (flight sergeants and above) render individual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



**Figure 5.1. The squadron in line with NCOs in position.**



**Figure 5.2. The squadron in line with officers in position.**



#### 5.4. Aligning the Squadron.

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

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

Paragraph 5.5 through 5.11.1 removed from brevity. See CAPM 36-2203.

#### 5.12. Physical Training Formations.

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

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

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

## NHWG NCOLS DRILL & CEREMONIES EXTRACT

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

1. Extend to the Left, MARCH
2. Arms Downward, MOVE
3. Left, FACE
4. Extend to the Left, MARCH
5. Arms Downward, MOVE
6. Right, FACE
7. From Front to Rear, Count, OFF
8. Even numbers to the Left, UNCOVER

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

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

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

5.12.7. Whatever method is used to extend the formation, a similar command is used to reform. This might be **[redacted] Assemble to the Right, MARCH**, etc.

Section 5C through paragraph 7.8.7, and Attachment 1 eliminated for brevity. See CAPM 36-2203.

## Attachment 2 - LISTS OF DRILL MOVEMENTS

### Attachment 2.1. Listed in suggested teaching order.

<u>#</u>	<u>Position / Movement</u>	<u>Paragraphs</u>
1	ATTENTION	3.2, 3.3.2
2	FALL IN	4.3.1
3	Dress Right, DRESS	4.4.1.1
4	Ready, FRONT	4.4.1.1
5	Parade, REST	3.3.1.1
6	AT EASE	3.3.1.2
7	REST	3.3.1.3
8	FALL OUT	3.3.1.4
9	Hand, SALUTE	3.5
10	Present, ARMS	3.9
11	Order, ARMS	3.9
12	Right (Left), FACE	3.4.1
13	Half Right (Left), FACE	3.4.3
14	About, FACE	3.4.2
15	COVER	4.4.2.1
16	# Paces Forward, MARCH	5.3.2
17	# Steps Backward, MARCH	5.3.2
18	REPORT	5.3.4
19	Open Ranks, MARCH	4.5.1
20	Ready, FRONT	4.5.2
21	Close Ranks, MARCH	4.6
22	Individuals to Leave Ranks & Return to Ranks	4.7
23	DISMISSED	4.3.5
24	Forward, MARCH (from quick time, mark time, half step)	3.12.1 ,3.14.3, 3.15.2
25	Flight, HALT	3.12.2
26	INCLINE TO THE RIGHT (LEFT)	4.12.4
27	Count Cadence, COUNT	2.6.2
28	Mark Time, MARCH	3.14
29	Half Step, MARCH	3.15.1
30	Right (Left) Step, MARCH	3.16
31	Change Step, MARCH	3.17
32	To the Rear, MARCH	3.18
33	Right (Left) Flank, MARCH	3.19
34	Face in Marching (Flanks from a Halt)	3.2
35	Column Right (Left), MARCH (marching, normal interval)	4.11.1

NHWG NCOLS DRILL & CEREMONIES EXTRACT

36	Column Right (Left), MARCH (marching, close interval)	4.11.2
37	Column Movements from a halt (normal & close interval)	4.11.3
38	Column Half Right (Left), MARCH (marching, halted)	4.12
39	Column of Files from the Right (Left), Forward, MARCH	4.13.1
40	Column of Files from the Right (Left), Column Right (Left), MARCH	4.13.2
41	Column of Twos (Threes, Fours) to the Left (Right), MARCH	4.13.3
42	Double Time, MARCH	3.13.1
43	Quick Time, MARCH	3.13.4
44	Route Step, MARCH	3.21.1
45	At Ease, MARCH	3.21.2
46	Count, OFF (In Line)	4.8.1
47	Count, OFF (In Column)	4.8.2
48	Close, MARCH (halted)	4.10.1
49	Close, MARCH (marching)	4.10.2
50	Extend, MARCH (halted)	4.10.4
51	Extend, MARCH (marching)	4.10.5
52	Eyes, RIGHT (LEFT)	3.1
53	Ready, FRONT	3.1
54	Counter, MARCH	4.16
55	AT CLOSE INTERVAL, FALL IN	4.3.4
56	At Close Interval, Dress Right, DRESS	4.4.1.2
57	Dress Left, DRESS	4.4.1.3
58	At Close Interval, Dress Left, DRESS	4.4.1.3
59	Column of Twos from the Left (Right), Forward, MARCH	4.15.2
60	Column of Fours to the Left (Right), MARCH	4.15.3
61	GUIDE LEFT (RIGHT)	4.2.5
62	POST	5.3.5
63	DRESS FLIGHTS TO THE RIGHT	5.4.1
64	PREPARE FOR INSPECTION	5.5.1
65	Squadron Mass Left, MARCH	5.7.1
66	Right (Left) Turn, MARCH	5.8.1
67	Column of Flights, Right Flight, Forward, MARCH	5.9.1
68	Squadron Mass, # Paces Left, MARCH	5.10.2

**Attachment 2.2. Listed alphabetically.**

<b><u>Position / Movement</u></b>	<b><u>Paragraph</u></b>
# Paces Forward, MARCH	5.3.2
# Steps Backward, MARCH	5.3.2
About, FACE	3.4.2
At Close Interval, Dress Left, DRESS	4.4.1.3
At Close Interval, Dress Right, DRESS	4.4.1.2
AT CLOSE INTERVAL, FALL IN	4.3.4
AT EASE	3.3.1.2
At Ease, MARCH	3.2.1.2
AT MY COMMAND	2.9.5
AT YOUR COMMAND	2.9.3
ATTENTION	3.2, 3.3.2
Change Step	3.17
Close Ranks	4.6
Close, MARCH (halted)	4.10.1
Close, MARCH (marching)	4.10.2
Column Half Right (Left)	4.12
Column Movements from a halt	4.11.3
Column of Files from the Right (Left), Column Right	4.13.2
Column of Files from the Right (Left)	4.13.1
Column of Flights, Right Flight	5.9.1
Column of Fours to the Left (Right)	4.15.3
Column of Twos (Threes, Fours) to the Left (Right)	4.13.3
Column of Twos from the Left (Right)	4.15.2
Column Right (Left) (close interval)	4.11.2
Column Right (Left) (normal interval)	4.11.1
Count Cadence, COUNT	2.6.2
Count, OFF (In Column)	4.8.2
Count, OFF (In Line)	4.8.1
Counter, MARCH	4.16
COVER	4.4.2.1
DISMISSED	4.3.5
Double Time, MARCH	3.13.1
DRESS FLIGHTS TO THE RIGHT	5.4.1
Dress Left, DRESS	4.4.1.3
Dress Right, DRESS	4.4.1.1
Extend, MARCH (halted)	4.10.4
Extend, MARCH (marching)	4.10.5
Eyes, RIGHT (LEFT)	3.1
Face in Marching (Flanks from a Halt)	3.2
FALL IN	4.3.1

# NHWG NCOLS DRILL & CEREMONIES EXTRACT

FALL OUT	3.3.1.4
Flight, HALT	3.12.2
Forward, MARCH (from quick time, mark time, half step)	3.12.1 ,3.14.3, 3.15.2
GUIDE LEFT (RIGHT)	4.2.5
Half Right (Left), FACE	3.4.3
Half Step	3.15.1
Hand, SALUTE	3.5
INCLINE TO THE RIGHT (LEFT)	4.12.4
Individuals to Leave Ranks & Return to Ranks	4.7
Mark Time	3.14
Open Ranks	4.5.1
Order, ARMS	3.9
Parade, REST	3.3.1.1
POST	5.3.5
PREPARE FOR INSPECTION	5.5.1
Present, ARMS	3.9
Quick Time, MARCH	3.13.4
Ready, FRONT	4.4.1.1
Ready, FRONT	4.5.2
Ready, FRONT	3.1
REPORT	5.3.4
REST	3.3.1.3
Right (Left) Flank	3.19
Right (Left) Step	3.16
Right (Left) Turn	5.8.1
Right (Left), FACE	3.4.1
Route Step	3.21.1
Squadron Mass Left	5.7.1
Squadron Mass, # Paces Left	5.10.2
To the Rear, MARCH	3.18



## Attachment 3 - FORMING & DISMISSING THE SQUADRON

For scheduled squadron formations, flights assemble in the prescribed location at the specified time. The squadron will form in line with flights in line at normal interval. If space is an issue, another formation (i.e. at close interval) may be used. Flight Sergeants will take positions so that the squadron is at proper interval and in alignment. Alpha Flight is the base flight. **Reference: Para 5.3 & 5.11.**

**NOTE:** Highlighted sections are changes from CAPM 36-2203 for NHWG NCOLS.

**1st Sgt: FALL IN** (Flt Sgts assume correct positions from 1st Sgt)

**Flt Sgts: FALL IN.** (Flights fall in as normal.) **REPORT**

**Element Leaders:** (Salute) **\_ ELEMENT, (#) PRESENT or \_ ELEMENT, (#) PRESENT, (#) LOCATION, (#) MISSING.** (Example: “1st Element, 4 cadets present.” or “2nd Element, 3 cadets present, 1 excused, 1 missing.”) (Flt Sgt individually returns each salute. When done, faces about)

**1st Sgt: REPORT**

**Flt Sgts:** (From right to left, turning their heads and eyes toward the First Sergeant, salute) **\_ FLIGHT, (#) PRESENT or \_ FLIGHT, (#) PRESENT, (#) LOCATION, (#) MISSING.** (The 1st Sgt turns the head and eyes toward the Flt Sgt, and returns each salute)

**1st Sgt: POST** (Flt Sgts face about, then march by the most direct route to their post at the end of the last element. 1st Sgt faces about)

**Cadet Commander:** (marches to position 12 paces in front of Sqdn with guidon bearer. Halts, faces Sqdn – guidon bearer faces forward.

**1st Sgt:** (salutes) **SIR (MA’AM), (#) PRESENT or (#) PRESENT, (#) LOCATION, (#) MISSING.** (CC returns salute. 1st Sgt drops the salute, faces about, and posts behind the last cadet in the last flight. Flt Cdrs march directly to their position 6 paces & centered on the flight). CC can now make announcements, present awards, etc.

### *To dismiss the squadron:*

**Cadet Commander:** (Sqdn is at Attention) **FIRST SERGEANT** (the First Sergeant marches by the most direct route to the original post, halts and salutes. The CC returns the salute and commands **DISMISS THE SQUADRON.** The 1st Sgt salutes again, and the CC returns the salute. CC and guidon bearer face and depart. Once the CC has departed, the Flt Cdrs face about, march to the rear of their flights and depart. Flt Sgts post to the front.

**1st Sgt: DISMISS YOUR FLIGHTS** (1st Sgt falls out. Flt Sgts face about)

NHWG NCOLS DRILL & CEREMONIES EXTRACT

**Flt Sgts: DISMISSED.**

Alternately, the Cadet Commander may command **FLIGHT COMMANDERS TAKE CHARGE OF YOUR FLIGHTS**. Flt Cdrs salute. The CC returns the salutes, then CC and guidon bearer face and depart. Flt Cdrs can then command the flight or call the Flt Sgt forward.