

HQ AFOATS

Air Force Officer Accession and Training Schools Curriculum Division

AFJROTC Drill and Ceremonies Instructor Guide and Answer Key

Curriculum Division

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Preface

This instructor guide is designed to assist the aerospace science instructors in the use of the Air Force Manuel 36-2203, *Personnel Drill and Ceremonies* that serves as our textbook for Drill and Ceremonies. The AFMAN is organized into seven chapters. We have matched the lesson plans to the chapters in the AFMAN. The chapters in the instructor guide contain objectives, samples of behavior, a teaching outline, and PowerPoint slides. The lesson plans in this instructor guide will help you teach the contents of the AFMAN to your students. *Also provided for your use is the student workbook answer key which is located in the back of this instructor guide.*

Air Force Junior ROTC gives the instructor flexibility in planning and conducting courses. Air Force Junior ROTC courses must be presented in a manner that is educationally challenging and academically sound. We encourage you to get your students actively engaged in learning and understanding by involving them in classroom activities and teaching them the drill positions and movements step-by-step.

We welcome your comments or suggestions concerning this instructor guide. Please forward them to HQ AFOATS/CRJD, 551 East Maxwell Blvd., Maxwell AFB, AL 36112-6106.

Course Objectives

After successfully completing *AFMAN 36-2203: Personnel Drill and Ceremonies*, the student will:

1. Know the importance of drill and ceremonies.
2. Know basic commands and characteristics of the command voice.
3. Apply and execute the concepts and principles of basic drill positions and movements.
4. Know when and how to salute.
5. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron.
6. Know the function of the group and the wing.
7. Know how groups and wings are formed.
8. Know the purpose and definition of ceremonies and parades.

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PART I

Lesson Title: Drill of the Squadron

Instructor: SASI/ASI

Teaching Method: Demonstration/Performance

Interrelated Information: AFMAN 36-2203

Visual Aids: PowerPoint Slides

Student Preparation: None

Date of Lesson Development/Last Major Revision: September 2004

Certified by: HQ AFOATS/CR (Dr. Charles Nath III)

PART IA

Lesson Objective: Perform drill movements as a squadron.

Samples of Behavior:

1. Execute basics drill commands as a squadron.
2. Execute guidon bearer procedures.

<p style="text-align: center;">Drill of the Squadron</p> <ul style="list-style-type: none">• Lesson Objective<ul style="list-style-type: none">– Perform drill movements as a squadron.• Samples of Behavior<ul style="list-style-type: none">– Execute basic drill commands as a squadron.– Execute guidon bearer procedures.

PART IB

Strategy: Begin lesson by getting the attention of the students. The objective of this chapter is for the students to know about Drill of the Squadron. Explain why this material is important to the students and be prepared to demonstrate the movements to show students what they look like with particular action areas. Break movements down step-by-step to insure proper instruction and understanding. Have students perform the movements and provide constructive feedback. After students have completed the application portion of the lesson, they will practice on their own to perfect the mechanics of the movement. Close out the class by leaving students with a clear purpose and reason for performing the movements correctly.

Lesson Outline:

- I. The Squadron as a Drill Unit
- II. Commands
- III. Forming the Squadron in Line
- IV. Aligning the Squadron
- V. Inspecting the Squadron
- VI. The Squadron in Column
- VII. Massing the Squadron When in Column at Close Interval
- VIII. Changing Direction When in Mass Formation
- IX. Column of Flights From Squadron Mass Formation
- X. Extended Mass Formation With Flights in Column
- XI. Dismissing the Squadron
- XII. The Guidon
- XIII. Order Guidon
- XIV. Carry Guidon
- XV. Executing Order Guidon While at Carry Guidon
- XVI. Executing Carry Guidon While at Order Guidon
- XVII. Executing Present Guidon When at Carry or Order Guidon
- XVIII. Executing Carry Guidon When at present Guidon
- XIX. Executing Order Guidon When at Present Guidon
- XX. Individual Salute by Guidon Bearer When not in Formation

PART II

INTRODUCTION

ATTENTION

Gain the student's attention by again stressing how important it is for them to grasp the information. If you can think of a short story, a scenario, or a question pertaining to the lesson you could share that with the class.

MOTIVATION

Have the students to know that it is very important that they continue to pay attention and participate in order to perfect the mechanics of the movements.

OVERVIEW

In this lesson we will talk about the following topics:

- I. The Squadron as a Drill Unit
- II. Commands
- III. Forming the Squadron in Line
- IV. Aligning the Squadron
- V. Inspecting the Squadron
- VI. The Squadron in Column
- VII. Massing the Squadron When in Column at Close Interval
- VIII. Changing Direction When in Mass Formation
- IX. Column of Flights From Squadron Mass Formation
- X. Extended Mass Formation With Flights in Column
- XI. Dismissing the Squadron
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- XIV. Carry Guidon
- XV. Executing Order Guidon While at Carry Guidon
- XVI. Executing Carry Guidon While at Order Guidon
- XVII. Executing Present Guidon When at Carry or Order Guidon
- XVIII. Executing Carry Guidon When at present Guidon
- XIX. Executing Order Guidon When at Present Guidon
- XX. Individual Salute by Guidon Bearer When not in Formation

Drill of the Squadron	
OVERVIEW	
• The Squadron as a Drill Unit	• Order Guidon
• Commands	• Carry Guidon
• Forming the Squadron in Line	• Executing Order Guidon While on Carry Guidon
• Aligning the Squadron	• Executing Carry Guidon While at Order Guidon
• Inspecting the Squadron	• Executing Present Guidon When at Carry or Order Guidon
• The Squadron in Column	• Executing Carry Guidon When at Present Guidon
• Massing the Squadron When in Column as Close Interval	• Executing Order Guidon When at Present Guidon
• Changing Direction When in Mass Formation	• Individual Salute by Guidon Bearer When not in Formation
• Dismissing the Squadron	
• The Guidon	

TRANSITION

We will begin our study of this chapter by discussing the Squadron as a Drill Unit and Commands.

BODY

PRESENTATION

I. The Squadron as a Drill Unit.

A. The squadron is composed of two or more flights.

1. Only formations necessary for marches, drills, and ceremonies are prescribed in this chapter.
2. The squadron forms in line with flights in line.
3. When in column formation, the squadron is sized according to height, the tallest individuals to the front and right.

B. The squadron does not execute marching in line except for minor changes in position.

C. 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.

II. Commands.

A. In squadron drill (except mass formation) when the individuals in the unit are to execute a movement together, the flight commanders repeat the preparatory command of the squadron commander for facings, steps, and marching except when the preparatory command of the squadron commander is **Squadron**.

1. When this happens, the flight commanders give the preparatory command **Flight**.
2. 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**.
3. 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.

B. 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**.

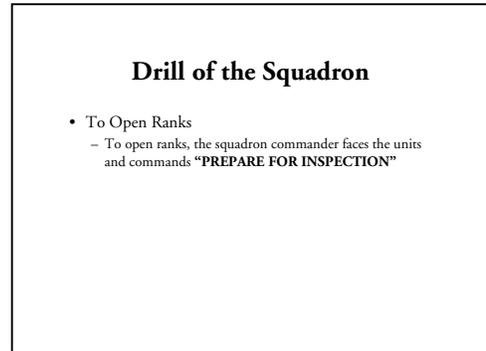
Drill of the Squadron

- The Squadron as a Drill Unit
 - The squadron is composed of two or more flights.
 - The squadron does not execute marching in line except for minor changes in position.
- Commands

1. At the same time, the remaining flight commanders command **Forward**.
2. 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.
3. Each flight executes the movement at approximately the same location and in the manner as the first flight.

C. To Open Ranks.

1. To open ranks, the squadron commander faces the units and commands **PREPARE FOR INSPECTION**.
2. The flight commanders, in successive order from the squadron commander's left to right, command their flights **Open Ranks, MARCH**.



3. The flight commanders align their flights and give the command **Ready, FRONT**.

D. When the squadron is in column and desires to obtain the correct distance between flights such as a column from standard mass formation, the command is **CLOSE ON LEADING FLIGHT**.

1. On this command:
 - a. The leading flight commander commands the flight to take up the half step.
 - b. As soon as the correct distance has been obtained, each succeeding flight takes up the half step at its commander's command.
 - c. When all flights have obtained the correct distance, the squadron commander gives **Forward, MARCH**, and all flights step off with a 24-inch step.

E. 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**.

F. 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.

INTERIM SUMMARY QUESTIONS:

- How many flights does a squadron consist of?
- How is the squadron sized in column formation?
- What is the command given when the squadron is in column and it is desired to obtain the correct distance between flights?

ANTICIPATED RESPONSES:

A squadron consists of two or more flights.

The squadron is sized according to height, the tallest individuals to the front and right.

The command is **CLOSE ON LEADING FLIGHT.**

TRANSITION

We will continue our study of this chapter by discussing formations and forming the squadron in line.

III. Forming the squadron in line.

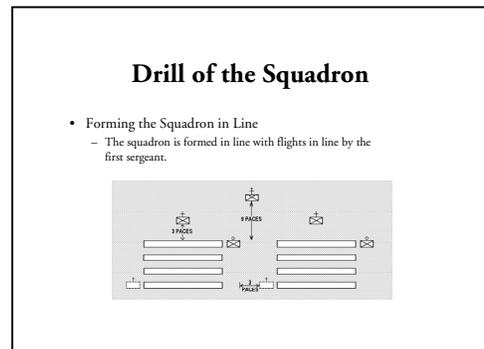
A. The squadron is formed in line with flights in line by the first sergeant.

1. The first sergeant 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.**
2. On the command **FALL IN.**

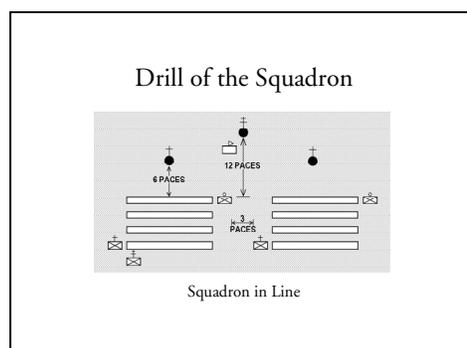
- a. The squadron forms in two or more flights with normal interval between individuals (unless close interval is directed).
- b. A three-pace interval between flights is maintained.

B. While positioning units in an area:

1. The command is _____ **Paces Forward, MARCH,** or _____ **Steps Backward, MARCH.**
2. In backward March, the Airman takes 12-inch steps backward starting with the left foot, and maintains arm swing.
3. These commands are used for short distances of four paces (steps or less).



- C. Each flight sergeant takes a post three paces in front of and centered on the flight.
1. The flights then form as prescribed under the supervision of the flight sergeants.
 2. The flight sergeants then command **REPORT**.
 3. Remaining in position, the element leaders in succession from front to rear of each flight salute and report _____ **Element, all present** or _____ **Element, (number) person(s) absent**.
 4. The flight sergeants then face about.
- D. Upon receiving the command **REPORT** given by the first sergeant:
1. The flight sergeants, beginning with the right flight successfully salute and report _____ **Flight, all present or accounted for** or _____ **Flight, (number) person(s) absent**.
 2. After all flights have reported, the first sergeant commands **POST**.
 3. The flight sergeants face about and move by the most direct route to their positions in the ranks.
 4. 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.
 5. The guidon bearer assumes a position with the commander.
 6. The first sergeant faces the squadron commander, salutes, and reports **Sir (Ma'am), all present and accounted for** or **(number) person(s) absent**.
 7. Without a command, the first sergeant faces about and moves by the most direct route to the appropriate position.
 8. The flight commanders immediately take their posts after the first sergeant has reported.
- E. 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.



INTERIM SUMMARY QUESTION:

- Who forms the squadron in line?

ANTICIPATED RESPONSE:

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**.

TRANSITION

We continue our discussion with Aligning and Inspecting the Squadron.

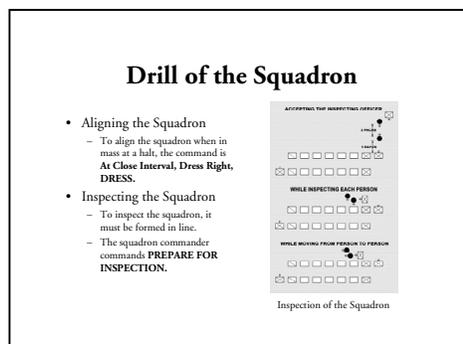
IV. Aligning the Squadron.

- A. To align the squadron when in mass at a halt, the command is **At Close Interval, Dress Right, DRESS**.

- 1. On the command **DRESS**.

- a. The squadron dresses at close interval.
- b. The base flight commander promptly verifies the alignment of ranks.

- c. When the flight commander resumes the post, the squadron commander commands **Ready, FRONT** and **COVER**.



V. Inspecting the Squadron.

- A. To inspect the squadron, it must be formed in line.

- B. The squadron commander commands **PREPARE FOR INSPECTION**.

- C. On this command:

- 1. The flight commanders face about and order ranks to be opened.
- 2. After the command **Ready, FRONT**, flight commanders command **Parade, REST**.
- 3. When all flights are at parade rest, the squadron commander begins by inspecting the guidon bearer.

NOTE: The guidon bearer may assume the position of parade rest after being inspected.

4. The first sergeant joins the squadron commander, if so directed, and takes notes during the inspection.
 5. As the squadron commander approaches each flight, the flight commander brings the flight to attention, salutes, and reports **Sir (Ma'am), _____ Flight is prepared for inspection.**
 6. After being inspected, the flight commander accompanies the squadron commander through the inspection of the flight.
 7. The inspection is made from the right to left in front and from left to right in rear of each rank.
 8. The flight commander may give parade rest to elements not being inspected.
 9. The element leader calls the element to attention before the inspecting officer completes the inspection of the preceding element.
 10. The element leader may give the element parade rest after it has been inspected.
- D. On completion of the inspection of each flight:
1. The flight commander moves three paces beyond the front rank, halts, faces down the line, and calls the flight to attention.
 2. The flight commander takes one pace forward, faces to the right, and receives comments from the inspecting officer.
 3. The flight commander salutes the inspecting officer upon departure and then faces down line and commands **Close Ranks, MARCH.**
 4. The flight commander then commands **Parade, REST, AT EASE,** or **REST,** (whichever is appropriate) takes a post in front of the flight, centers on the flight, and assumes the same position as the flight.

INTERIM SUMMARY QUESTIONS:

- What is the command given to align the squadron formed in line at a halt?
- What command is given to inspect the squadron?

ANTICIPATED RESPONSES:

The squadron commander orders **DRESS FLIGHTS TO THE RIGHT.**

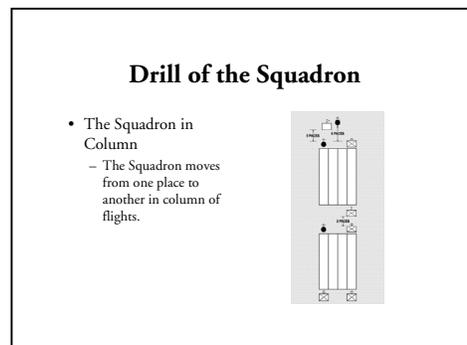
The squadron commander commands **PREPARE FOR INSPECTION.**

TRANSITION

We now move on to discussion of The squadron in Column; Massing the Squadron When in Column at Close Interval; and Changing Direction When in Mass Formation.

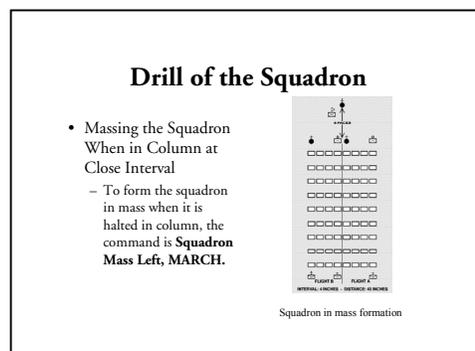
VI. The Squadron in Column.

- A. The squadron moves from one place to another in column of flights.
- B. The guidon bearer is one pace to the rear and two paces to the left of the squadron commander.
- C. To view and control the squadron, the squadron commander may take a position on the flank.
- D. When this occurs, the guidon bearer is at the head of the column.



VII. Massing the Squadron When in Column at Close Interval.

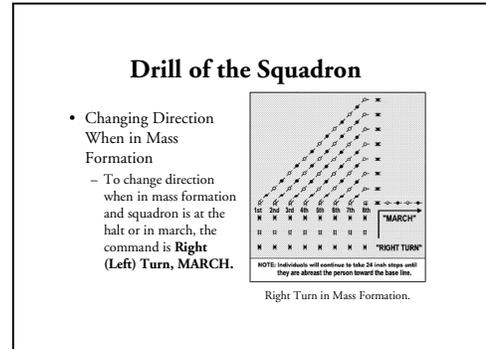
- A. To form the squadron in mass when it is halted in column, the command is **Squadron Mass Left, MARCH.**
- B. On the preparatory command:
 1. The leading flight commander gives the command **STAND FAST.**
 2. Each flight commander of the succeeding flights commands **Column Half Left.**
 3. On the command **MARCH**, the leading flight stands fast.
 4. In turn, each rear flight executes a column half left and the flight commander commands **Column Half Right** to move the flight to the new position at a 4-inch interval alongside the flight it was following.
 5. Each flight commander halts the flight when its leading rank is on line with the leading rank of the flight already in line.
 6. This places the squadron in mass with 4-inch intervals between all individuals in rank.
- C. The Squadron in Mass.
 1. To form the squadron in mass while marching, the commands by the squadron commander are the same as if halted.
 2. On the preparatory command:



- a. The A Flight commander commands **CONTINUE THE MARCH.**
 - b. Flight commanders of succeeding flights command **Column Half Left.**
3. On the command **MARCH:**
- a. The commander of the leading flight (A Flight) halts the flight.
 - b. The other flights move to the new positions in the same manner as before.

VIII. Changing Direction When in Mass Formation.

- A. To change direction when in mass formation and squadron is at the halt or in march, the command is **Right (Left) Turn, MARCH.**
- B. The right (left) flank individual of the line of guides and flight commanders is the pivot for this movement.



- C. On the command **Right Turn, MARCH:**
 1. The individual takes one pace forward.
 2. Executes a 90-degree pivot to the right.
 3. Advances one 24-inch step, and takes up the half step.
- D. On the command **Left Turn, MARCH:**
 1. The individual faces to the left in marching.
 2. Advances one 24-inch step and takes up the half step.
 3. Other front rank individuals do a right (left) 45-degree pivot, advance until opposite their places in line, do a second right (left) 45-degree pivot, and upon arriving abreast of the pivot individual, take up the half step.
- E. Each succeeding rank executes the movement in approximately the same location and in the same manner as the preceding rank.
 1. All continue marching in the half step until the command **Forward, MARCH** is given.
 2. **Forward, MARCH** will be given once the change of direction is completed and dress cover, interval and distance have been reestablished.

- F. When turning to the left, each rank dresses left on the preparatory command.
1. Dress will remain left until the command **MARCH** is given.
 2. The dress then reverts to the right and remains there unless otherwise announced.
 3. The squadron commander faces the squadron and marches backward until the change in direction has been completed.

INTERIM SUMMARY QUESTIONS:

- What is the command to form the squadron in mass when it is halted in column?
- What is the command to change direction when in mass formation and the squadron is at halt or in march?

ANTICIPATED RESPONSES:

The command is **Squadron Mass Left, MARCH.**

The command is **Right (Left) Turn, MARCH.**

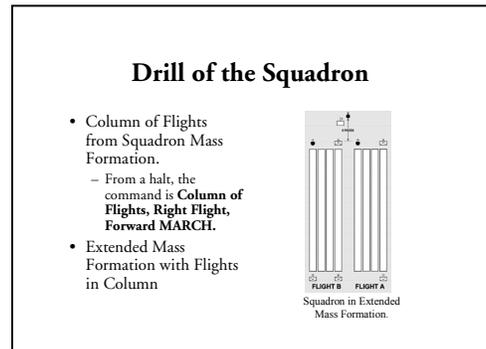
TRANSITION

We will focus our attention on Column of Flights From Squadron Mass Formation; Extended Mass Formation with Flights in Column; and Dismissing the Squadron.

IX. Column of Flights from Squadron Mass Formation.

A. From a halt, the command is **Column of Flights, Right Flight, Forward, MARCH.**

1. On the preparatory command:
 - a. The right flight commander commands **Forward.**
 - b. The other flight commanders command **STAND FAST.**
2. On the command **MARCH:**
 - a. The right flight marches forward.
 - b. Each of the remaining flights follow in column in its normal formation, executing column half right and column half left upon the commands of its commander.



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

X. Extended Mass Formation with Flights in Column.

A. The extended mass formation is used when a more impressive appearance for drill and ceremonies is desired.

B. The commands are **Squadron Mass, (number) Paces Left, MARCH**.

C. On the command **MARCH**:

- 1. The movement is executed as described in “Column of Flights from Squadron Mass Formation” except the rear flights execute a column half left and a column half right to move to the new position beside the leading flight at the interval ordered.
- 2. Each flight is halted when its leading rank is on line with the leading rank of the flight already on line.

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

XI. Dismissing the Squadron.

A. The squadron is in line at attention. The squadron commander directs the first sergeant to dismiss the squadron, the command is **First sergeant, (pause) DISMISS THE SQUADRON**.

Drill of the Squadron

- Extended Mass Formation with Flights in Column
 - The extended mass formation is used when a more impressive appearance for drill and ceremonies is desired.
 - The commands are **Squadron Mass, (number) Paces Left, MARCH**.

Drill of the Squadron

- Dismissing the Squadron
 - The squadron commander directs the first sergeant to dismiss the squadron, the command is **First sergeant, (pause) DISMISS THE SQUADRON**.

- B. On this command, the first sergeant takes the most direct route to a position three paces from the squadron commander, who is nine paces in front of and centered on the squadron.
1. The first sergeant halts and renders the salute.
 2. The squadron commander returns the salute and commands **DISMISS THE SQUADRON.**
 3. The first sergeant salutes and the squadron commander returns the salute and falls out.
 4. The flight commanders and the guidon bearer fall out at the same time.
 5. The first sergeant executes an about face and the flight sergeants take their posts three paces in front of and centered on their flights.
 6. The first sergeant then orders the flight sergeants to dismiss their flights by giving them the command **DISMISS YOUR FLIGHTS.**
 7. The first sergeant then falls out and the flight sergeants then face about and command **DISMISSED.**
 8. Individuals break ranks and leave the formation.

INTERIM SUMMARY QUESTIONS:

- What is the command to form a column of Flights From Squadron Mass Formation?
- How is the squadron dismissed?
- What is the command to dismiss the squadron?

ANTICIPATED RESPONSES:

From a halt, the command is **Column of Flights, Right Flight, Forward, MARCH.**

The squadron is in line at attention. The squadron commander directs the first sergeant to dismiss the squadron.

The command is **First Sergeant, (pause) DISMISS THE SQUADRON.**

TRANSITION

Our discussion now will focus on “Manual of the Guidon” and we will talk about the Guidon; Order Guidon, and Carry Guidon.

XII. The Guidon.

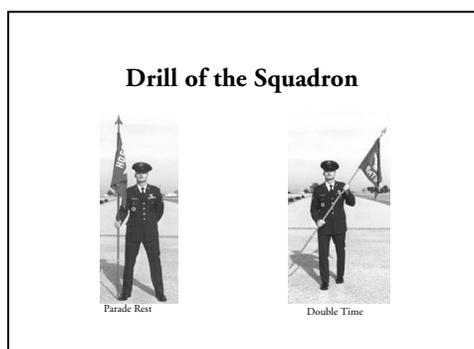
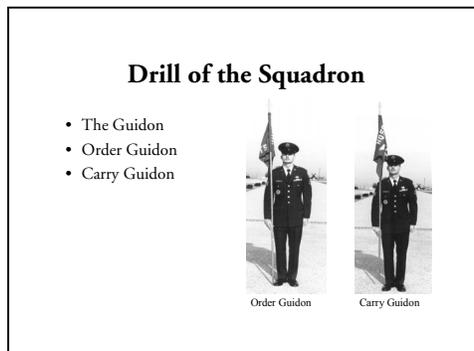
- A. The guidon is carried at ceremonies and on other occasions when prescribed by the commander.
- B. The guidon bearer is a specially selected Airman designated by the squadron commander.

XIII. Order Guidon.

- A. Order guidon is the position of attention.
- B. The guidon bearer holds the guidon in a vertical position and keeps the ferrule on the ground beside the right shoe.
- C. The guidon bearer holds the staff in the right hand in the “V” formed by the thumb and by the fingers extended and joined.
- D. The right hand and arm are kept behind the staff with the arm bent naturally and the staff resting against the hollow of the shoulder.

XIV. Carry Guidon.

- A. Carry guidon is the position in which the ferrule is approximately 6 inches from the ground.
- B. Facings, alignments, and formal marchings require carry guidon.
- C. The guidon bearer keeps the staff in a vertical position throughout the movements and brings it to carry guidon on the preparatory command for the movement.
- D. When marching at route step or at ease, the guidon bearer may hold the guidon in either hand at the carry position.
- E. Parade rest is executed by sliding the hand up the staff and inclining the staff of the guidon forward at arm’s length with the hand at waist level.
- F. At double time, the guidon bearer holds the guidon diagonally across the body.



1. The guidon bearer grasps the staff with the right hand at the position used at the carry, with the right forearm horizontal and the elbow near the body.
2. The staff is grasped with the left hand opposite the left shoulder.

- G. When executing column movements and turns, the guidon bearer executes the movement on the command of execution and then moves at 45-degree angles to a position in front of the base file.
- H. When the squadron is in column with the squadron commander on the flank, the guidon bearer's position is five paces in front of and centered on the front rank of the leading flank.

INTERIM SUMMARY QUESTIONS:

- When is the guidon carried?
- What is the position of “carry guidon?”
- What is the position of “order guidon?”

ANTICIPATED RESPONSES:

The guidon is carried at ceremonies and other occasions when prescribed by the commander.

Carry guidon is the position in which the ferrule is approximately 6 inches from the ground.

Order guidon is the position of attention.

TRANSITION

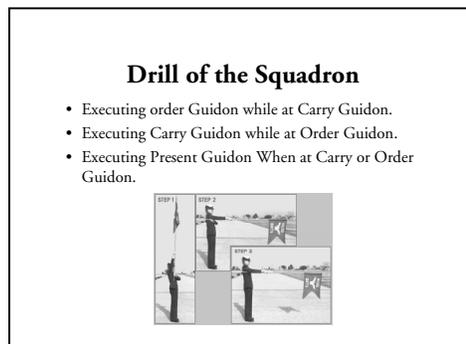
We will conclude our study of this chapter by focusing on Executing Order Guidon While at Carry Guidon; Executing Carry Guidon While at Order Guidon; and Executing Present Guidon When at Carry or Order Guidon; Executing Carry Guidon When at Present Guidon; Executing Order Guidon When at Present Guidon; and Individual Salute by Guidon Bearer When not in Formation.

XV. Executing Order Guidon While at Carry Guidon.

- A. The guidon bearer lets the staff slide through the right hand until the ferrule is on the ground in line with and touching the toe of the right shoe.
- B. The staff is regripped with the hand as at the carry position.

XVI. Executing Carry Guidon While at Order Guidon.

- A. The guidon bearer grasps the staff with the left hand while at the same time loosening the grip of the right hand on the staff.
- B. The guidon is raised vertically with the left hand, letting the staff slide upward through the right hand until the ferrule is approximately 6 inches from the ground.
- C. The guidon bearer then regrips the staff with the right hand and cuts the left hand away smartly to the left side.



XVII. Executing Present Guidon When at Carry or Order Guidon.

- A. To execute present guidon (when at carry) or order guidon (while marching or at halt) upon receiving the preparatory command **Present** or **Eyes**:
 - 1. The guidon bearer raises the guidon vertically until the right arm is fully extended.
 - 2. At the same time, the left hand is brought smartly across the chest to guide the staff.
- B. On receiving the command of execution **ARMS** or **RIGHT**:
 - 1. The guidon bearer lowers the guidon straight to the front with the right arm extended and the staff resting in the pit of the right arm.
 - 2. The left hand is cut away smartly to the left side.
- C. On the command **RIGHT** of **Eyes**, **RIGHT**, the guidon bearer turns the head and eyes in the same manner prescribed for other individuals in the formation.
- D. On the preparatory command **Ready**:
 - 1. The guidon bearer raises the guidon vertically until the right arm is fully extended.
 - 2. At the same time, the left hand is brought smartly across the chest to guide the staff.
- E. On the command of execution **FRONT**:
 - 1. The guidon is returned to the position of carry.
 - 2. The head and eyes are turned to the front.

<p>Drill of the Squadron</p> <ul style="list-style-type: none">• Executing carry Guidon when at Present Guidon.
--

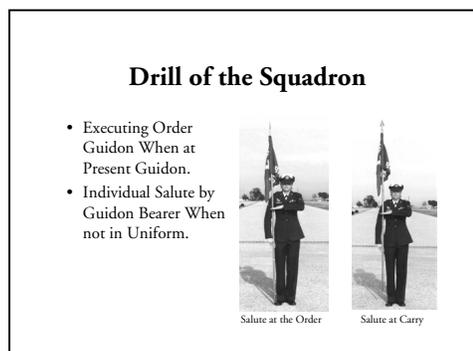
XVIII. Executing Carry Guidon When at Present Guidon.

- A. On the preparatory command:
 - 1. The guidon bearer raises the staff to the vertical position.
 - 2. At the same time, the guidon bearer brings the left arm smartly across the chest to let the left hand guide the staff.

- B. On the command of execution:
1. The guidon bearer loosens the grip of the left hand on the staff.
 2. With the right hand the guidon bearer lowers the guidon.
- C. The left hand is used to steady the staff until the ferrule is approximately 6 inches from the ground, then the left hand is cut away smartly to the left side.

XIX. Executing Order Guidon When at Present Guidon.

- A. The guidon bearer executes order guidon as prescribed previously except that after bringing the guidon to the carry position, the staff is permitted to slide through the right hand.
- B. The staff is steadied with the left hand until the guidon is in the position of order guidon, and the left hand is cut smartly away to the left side.



XX. Individual Salute by Guidon Bearer When not in Uniform.

- A. When at order guidon, the guidon bearer executes the salute with the left hand in a two-count movement.
1. On the first count, the left arm is moved horizontally across the body with forearm and wrist straight and fingers and thumb extended and joined with palm down.
 2. The first joint of the forefinger touches the staff.
 3. On the second count, the left hand is cut smartly away to the side.
- B. The salute at carry guidon is executed in the same manner, except that the ferrule is approximately 6 inches from the ground.

INTERIM SUMMARY QUESTIONS:

- How is order guidon executed while at carry guidon?
- What is the position of “Garry Guidon”?

ANTICIPATED RESPONSES:

The guidon bearer lets the staff slide through the right hand until the ferrule is on the ground in line with and touching the toe of the right shoe. The staff is regripped with the hand as at the carry position.

Carry Guidon is the position in which the ferrule is approximately 6 inches from the ground.

TRANSITION

We have concluded our study of Chapter 5, Drill of the Squadron. We discussed Rules for Squadron Drill and Formations.

REMOTIVATION/CLOSURE

You have learned a large amount of information. There is a purpose and a reason for learning about all the movements and for learning to perform them correctly. Teamwork is the key and you will find out how important being a team player is in performing drill as we continue our studies.

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PART I

Lesson Title: Group and Wing Formations
Instructor: SASI/ASI
Teaching Method: Demonstration/Performance
Interrelated Information: AFMAN 36-2203
Visual Aids: PowerPoint Slides
Student Preparation: None
Date of Lesson Development/Last Major Revision: September 2004
Certified by: HQ AFOATS/CR (Dr. Charles Nath III)

PART IA

Lesson Objective:
Demonstrate a group and wing formation.

Sample of Behavior:
Perform group and wing formations when given the command to do so.

Group and Wing Formations

- Lesson Objective
 - Demonstrate a group and wing formation.
- Sample of Behavior
 - Perform group and wing formations when given the command to do so.

PART IB

Strategy: Begin lesson by getting the attention of the students and stating what the lesson is about. Explain why the chapter is important to them. Allow students to ask questions and provide them with feedback as necessary.

Lesson Outline:

- I. Composition of the Group and Wing
- II. Composition of the Staff
- III. Formation of the Group
- IV. Forming the Group in Column
- V. Forming the Group in Line With Squadrons in Line
- VI. Forming the Group in Line With Squadrons in Mass Formation
- VII. Dismissing the Group
- VIII. Formations
- IX. Review
- X. Sequence of Review Commands
- XI. Sequence of Review and Inspection Commands

PART II

INTRODUCTION

ATTENTION

Gain the students' attention by again stressing how important it is for them to grasp the information. If you can think of a short story, a scenario, or a question pertaining to the lesson you could share that with the class.

MOTIVATION

Have the students to know that it is very important that they continue to pay attention and participate in class.

OVERVIEW

In this lesson we will study the following topics.

- I. Composition of the Group and Wing
- II. Composition of the Staff
- III. Formation of the Group
- IV. Forming the Group in Column
- V. Forming the Group in Line With Squadrons in Line
- VI. Forming the Group in Line With Squadrons in Mass Formation
- VII. Dismissing the Group
- VIII. Formations
- IX. Review
- X. Sequence of Review Commands
- XI. Sequence of Review and Inspection Commands

Group and Wing Formations

OVERVIEW

- Composition of the Group and Wing
- Composition of the Staff
- Formation of the Group
- Forming the Group in Column
- Forming the Group in Line With Squadrons in Line
- Forming the Group in Line With Squadrons in Mass Formation
- Dismissing the Group
- Formations
- Review
- Sequence of Review Commands
- Sequence of Review and Inspection Commands

TRANSITION

Our first discussion will be on the function of the Group and Wing focusing on Composition of the Group and Wing and Composition of the Staff.

BODY

PRESENTATION

I. Composition of the Group and Wing.

A. The group is composed of two or more squadrons; the wing is composed of two or more groups; formation and movements of the group and wing are for ceremonies.

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

C. When in mass formation, the group drills by command. The group executes these movements in a manner similar to that prescribed for the squadron.

D. The wing does not drill by command.

1. Its groups form and march as directed by the wing commander.

2. When practical, the formation and movement of the subdivisions of the group and wing are made clear to the unit commanders before starting the movement.

E. To assume any formation, the group or wing commander announces the desired formation, point for the right (left) of the group or wing, and direction in which the line or column is to face.

1. The units approach the line on which the group or wing forms in column or line.

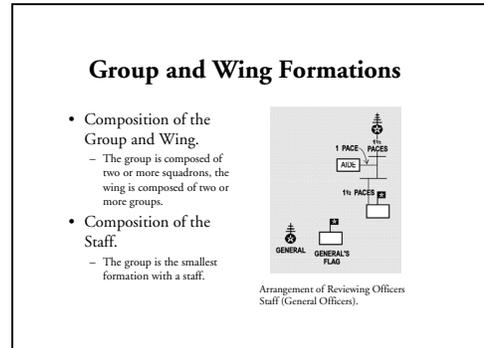
2. After completion of a movement, the squadrons are given at ease until another movement is ordered.

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

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

H. A unit may be presented to its commander or a reviewing officer.

1. When this is done, the presenting officer faces the unit and gives the command **Present, ARMS.**



2. When all elements of the unit are at present arms, the presenting officer faces to the front and commands the members of the staff to present arms.
3. The guidon or flag bearer (if present) salutes on command to the staff.

II. Composition of the Staff.

A. The group is the smallest formation with a staff.

1. The commissioned staff of a commander forms in one rank, 1½ paces to the rear.
2. The individuals of the staff form 1½ paces to the rear of the officers, but do not normally participate in the marching staff.
3. When only one staff officer is present, a position is taken one pace to the right and 1½ paces to the rear of the commander.
4. Staff members usually are arranged from right to the left in order of rank, the senior on the right. However, the commander arranges them in any desired order.
5. Airmen forming with the staff are usually posted in order of rank from right to left, except the bearer of a general officers individual flag is on the right.
6. If necessary to reduce the front of the staff, as in marching, the staff is formed in a column of threes and follows the commander. It marches under the direction of the senior staff officer.

INTERIM SUMMARY QUESTIONS:

- What is the group and wing composed of?
- How does the wing drill?
- How does the group drill?
- Describe the composition of the staff.

ANTICIPATED RESPONSES:

The group is composed of two or more squadrons; the wing is composed of two or more groups.

The wing drills by command. Its groups form and march as directed by the wing commander.

When in mass formation, the group drills by command.

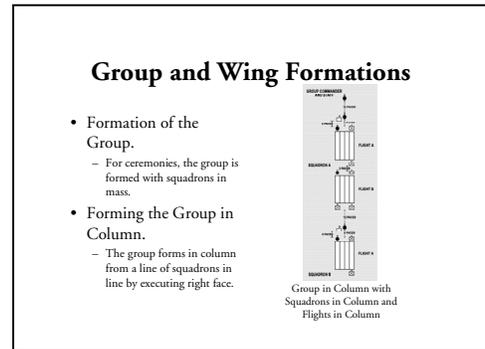
The group is the smallest formation with a staff. The commissioned staff of a commander forms in one rank, 1½ paces to the rear.

TRANSITION

Our discussion of Group and Wing Formations continues with Formation of the Group; Forming the Group in Column; and Forming the Group in Line With Squadrons in Line.

III. Formation of the Group.

- A. For ceremonies, the group is formed with squadrons in mass.
- B. Attached elements take their positions as directed by the group commander.
- C. Regardless of the direction the group faces, squadrons are designated alphabetically from right to left in line and from front to rear when in column.



- 1. Groups are also lettered from right to left when in line and from front to rear when in column.
- 2. The terms “right” and “left” apply to right and left as the troops face.
- D. The designation “center squadron” indicates the center or the right center squadron, depending on whether the number of squadrons is even or odd.
- E. The group commander supervises the formation from those positions that are best for correcting alignments, intervals, and distances.
- F. Special requirements of space or purpose may necessitate variations in formations. If so, adhere as closely as possible to principles of spacing, precedence, and protocol.

IV. Forming the Group in Column.

- A. The group forms in column from a line of squadrons in line by executing right face.
- B. The group commander usually prescribes the following:
 - 1. Formation.
 - 2. Direction the column will face.
 - 3. Hour of forming.
 - 4. Location of the head of the column.
 - 5. Order in column of the group headquarters, squadrons, and attached elements.
 - 6. The squadron commanders form their units at the appointed time.

V. Forming the Group in Line With Squadrons in Line.

A. Before the ceremonies, the adjutant ensures the group position on the parade ground is marked with two flags.

1. Flags are placed on each flank of the line on which the group is to form.
2. Additional markers may be placed on the line to indicate the position of guides.

B. When a band is to participate in the ceremonies, the adjutant prearranges a signal or a specific time for Adjutant's Call to be sounded.

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

D. As each squadron arrives in its position on the ready line, it is halted and faced to the left.

1. The squadron commander then commands **GUIDE ON LINE.**
2. On this command, the guide of each flight double times to a position on the final line indicated by flags, halts, and faces the adjutant.
3. The guides of the other squadrons advance in the same manner and align themselves on the guides who have already posted.
4. When the guides have established themselves on the line, the squadron commanders command **Forward, MARCH.**

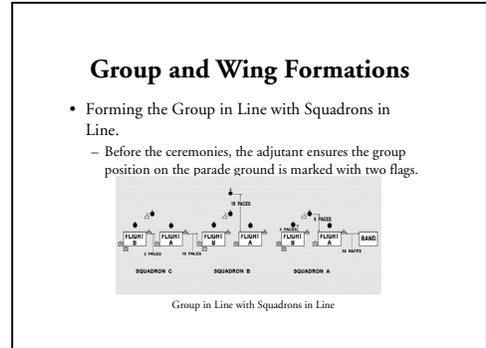
E. When the elements reach their position on the line, the band stops playing; the adjutant moves with dignity at adjutant's cadence by the most direct route to a position midway between the line of squadron commanders and the group commander; the adjutant halts facing down line of troops, then executes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

F. When all elements are dressed, the adjutant commands **Guides, POST.**

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

H. The group commander returns the salute and orders **TAKE YOUR POST.**

1. Adjutant passes to group commander's right and takes the post on line with staff.
2. Group commander commands **Order, ARMS.**



INTERIM SUMMARY QUESTIONS:

- How is the group formed?

- How does the group form in column?

ANTICIPATED RESPONSES:

For ceremonies, the group is formed with squadrons in mass.

The group forms in column from a line of squadrons in line by executing right face.

TRANSITION

We will discuss Forming the Group in Line With Squadrons in Mass Formation and Dismissing the Group.

VI. Forming the Group in Line With Squadrons in Mass Formation.

- A. Procedure is the same as in forming in line, as stated above, with the following exceptions:
 1. The squadrons in mass formation are marched onto the parade ground from either flank on a line well to the rear of ready line.
 2. The group is formed first on the ready line and, at the first note of the Adjutant's Call, moved to the final line.

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

VII. Dismissing the Group.

- A. Group commander commands **DISMISS YOUR SQUADRONS.**

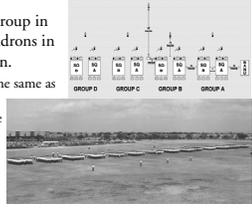
- B. Squadron commanders salute the group commander, march their squadrons to place of dismissal, and dismiss them.

- C. Commander dismisses staff after squadrons march off.

- D. If group commander desires to release squadrons to their commanders without directing that squadrons be dismissed promptly, the command **TAKE CHARGE OF YOUR SQUADRONS** is given.

Group and Wing Formations

- Forming the Group in Line with Squadrons in Mass Formation.
 - Procedure is the same as in forming in line with some exceptions.
- Dismissing the Group.



The diagram shows a top-down view of four groups (A, B, C, D) in a line formation. Each group is represented by a small square with a grid of dots inside, indicating the positions of squadrons. Arrows indicate the direction of movement and formation. Below the diagram is a photograph of a parade ground with several squadrons in formation, illustrating the concept of mass formation.

INTERIM SUMMARY QUESTION:

- What is the command for dismissing the group?

ANTICIPATED RESPONSE:

The command is **DISMISS YOUR SQUADRONS.**

TRANSITION

We conclude our study of Chapter 6 with Formations; Review; Sequence of Review Commands; and Sequence of Review and Inspection Commands.

VIII. Formations.

A. On special occasions the wing may be formed in line with groups in mass formation. The normal formation for the wing during a review is in line with squadrons in mass formation as shown in figure 6.4 of the AFMAN.

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

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

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

<p style="text-align: center;">Group and Wing Formations</p> <ul style="list-style-type: none">• Formations<ul style="list-style-type: none">– On special occasions the wing may be formed in line with groups in mass formation.• Review<ul style="list-style-type: none">– A review is the formation of troops in group or wing marching in a prescribed manner.
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IX. Review.

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

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

1. Formation of troops.
2. Inspection of troops (from the reviewing stand or as outlined in Chapter 7).
3. March in review.

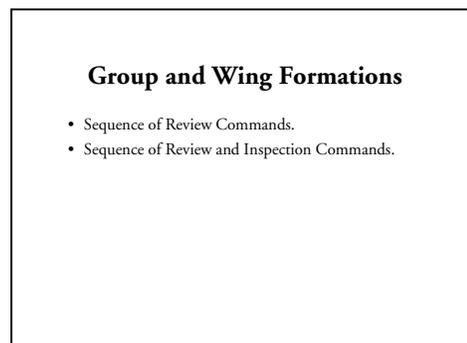
C. Two or more groups are formed on the final line and presented to the troop commander.

1. The adjutant takes the post in line with the staff.
2. The troop commander may then present the troops to the reviewing officer.

3. Inspection of troops may follow if reviewing officer desires. (Refer to Chapter 7 for more detailed instructions).

X. Sequence of Review Commands. (Refer to figure 6.5 of AFMAN, pages 74-76)

XI. Sequence of Review and Inspection Commands. (Refer to figure 6.6 of AFMAN, pages 76-77)



INTERIM SUMMARY QUESTIONS:

- What is the interval between squadrons in the wing formation?
- Where is the color guard positioned in wing formation?
- Define review and tell the purpose.

ANTICIPATED RESPONSES:

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

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

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

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PART I

Lesson Title: Ceremonies
Instructor: SASI/ASI
Teaching Method: Informal Lecture
Interrelated Information: AFMAN 36-2203
Visual Aids: PowerPoint Slides
Student Preparation: None
Date of Lesson Development/Last Major Revision: September 2004
Certified by: HQ AFOATS/CR (Dr. Charles Nath III)

PART IA

Lesson Objective: Know the purpose and definition of ceremonies and parades.

Samples of Behavior:

1. Define ceremony and parade.
2. State the purpose of ceremonies and parades.
3. Identify the different types of ceremonies and parades.
4. Define reveille and retreat.
5. State when it is appropriate to raise and lower the flag.

Ceremonies
<ul style="list-style-type: none">• Lesson Objective<ul style="list-style-type: none">- Know the purpose and definition of ceremonies and parades.• Samples of Behavior<ul style="list-style-type: none">- Define ceremony and parade.- State the purpose of ceremonies and parades.- Identify the different types of ceremonies and parades.- Define reveille and retreat.- State when it is appropriate to raise and lower the flag.

PART IB

Strategy: Begin lesson by getting the attention of the students and stating what the lesson is about. Explain that this chapter is important to them and tell them why it is important. It is important because it explains procedures for Reviews and Parades, Changes of Command, Honors to Individuals and Groups, The U.S. Flag, To The Colors, and the National Anthem. Encourage students to participate in and learn the various movements and that by doing this will promote teamwork and pride in their unit. Give students the opportunity to ask questions and provide them with feedback as necessary.

Lesson Outline:

- I. Purpose and Precedence
- II. Parade Ceremony
- III. Raising and Lowering the Flag
- IV. Change of Command
- V. Colors

PART II

INTRODUCTION

ATTENTION

Gain the students' attention by again stressing how important it is for them to grasp the information. If you can think of a short story, a scenario, or a question pertaining to the lesson, share that with the class.

MOTIVATION

Have the students to know that it is very important that they continue to pay attention and participate in class.

OVERVIEW

In this lesson we will study the following topics:

- I. Purpose and Precedence
- II. Parade Ceremony
- III. Raising and Lowering the Flag
- IV. Change of Command
- V. Colors

TRANSITION

Our first discussion will be on the purpose of ceremonies and the order of precedence when participating in ceremonies.

Ceremonies

OVERVIEW

- Purpose and Precedence
- Parade Ceremony
- Raising and Lowering the Flag
- Change of Command
- Colors

BODY

PRESENTATION

I. Purpose and Precedence. (Section A)

A. Purpose and Definition of Ceremonies.

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

- a. Accord distinctive honors to national symbols or individuals on special occasions.
- b. Display the proficiency and state of training of the troops of a command.
- c. Promote teamwork and pride in an Air Force organization.

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

2. This chapter explains procedures for review and parades, changes of command, honors to individuals and groups, the U.S. Flag, To the Color, and the National Anthem. A parade may be used to formalize each ceremony.

<p>Ceremonies</p> <ul style="list-style-type: none"> • Purpose and Precedence. • Purpose and Definition of Ceremonies. • Order of Precedence.

B. Order of Precedence.

For the order of precedence for Troops of the U.S. Armed Forces, see pages 78 and 79 of AFMAN 36-2203.

INTERIM SUMMARY QUESTION:

- What is the purpose of a ceremony?

ANTICIPATED RESPONSES:

- To accord distinctive honors to national symbols or individuals on special occasions.
- To promote teamwork and pride in an Air Force organization.
- To display the proficiency and state of training of the troops of a command.
- To contribute to the public morale by displaying symbolically the strength and unity of the military in support of the nation.

TRANSITION

We now focus on the “parade ceremony” and various other topics some of which are: formations, adjutant’s call, presentation of troops, honors, march in review, reviewing party, and general’s flagbearer.

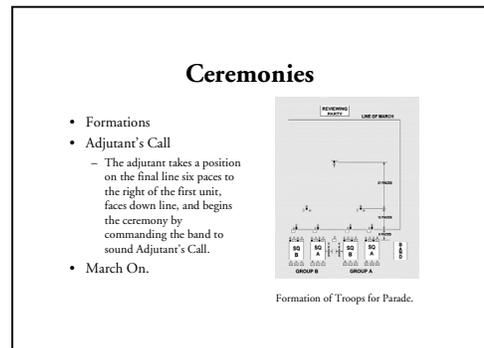
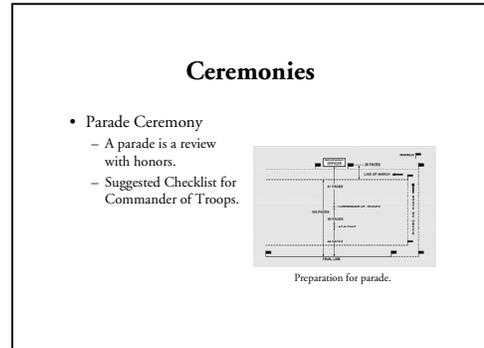
II. Parade Ceremony. (Section B)

A. Definition of a Parade.

1. A parade is a review with honors.
2. A parade is also a ceremony within itself when respect is paid to the U.S. Flag, as in retreat.

B. Suggested Checklist for Commander of Troops.

1. The following checklist is suggested for commander of troops:
 - a. Establish the time, date, and place.
 - b. Determine the type of formation: squadron in mass or extended mass and number of squadrons and groups.
 - c. Determine type of ceremony, honors, or decorations.
 - d. Select who will perform in command positions and as color guard.
 - e. Mark the parade field, including the final line and line of march (refer to figure 7.1).
 - f. Make arrangements for the band and public address system. (Communicate with flight line personnel to coordinate flyovers, if desired.)
 - g. Arrange for and hold practice.
 - h. Announce the uniform for ceremony.
 - i. Arrange for the Colors appropriate to the grade of the reviewing officer.



C. Formations.

1. Any of the formations for the group or wing may be used.
2. Troops move into their position in an orderly manner.

3. In ceremonies of a wing or larger unit, especially when troops pass in review in mass formation, special arrangements should be made to provide for breaking up the columns after passing review.
4. Where units larger than a wing participate, the appropriate command designations and staffing are substituted.

D. Adjutant's Call.

1. The adjutant takes a position on the final line six paces to the right of the first unit, faces down line, and begins the ceremony by commanding the band to sound Adjutant's Call.
 - a. At the first note of the music, squadron commanders face their units and call them to attention.
 - b. They halt three paces from the squadrons, align on the wing adjutant, and face to the right.
2. Group adjutants remain on line until all elements in their groups have come on line. At adjutant's cadence, they join the group staff by the most direct route.

E. March On.

1. As soon as Adjutant's Call is played, in order from right to left in each group, squadron commanders give the following commands:
 - a. **GUIDE ON LINE; Forward, MARCH; Squadron, HALT; At Close Interval, Dress Right, DRESS; Ready, FRONT; and COVER.**
 - b. On the command **GUIDE ON LINE**, the guide double times to the final line, halts, faces to the right, and aligns on the adjutant.
2. The squadron commander halts the squadron so the chest of the first person in the right file touches the right shoulder of the guide.
3. The squadron commander dresses the squadron.
 - a. After the flight commanders have checked the alignment, the flight commander commands **Ready, FRONT** and **COVER**.
 - b. The squadron commander dresses the squadron.
4. If a larger number of units are participating and considerable time is required for the march on, the commander should give the squadron parade rest after it has been dressed.
5. The guides of squadrons other than the leading squadron align on the guides of squadrons to their right.

F. Guidon Bearer.

1. Guidon Bearers execute right face while the squadron is dressed.
2. They face to the front on the command **Ready, FRONT.**

Ceremonies

- Guidon Bearer
- Guides Post
- Sound Off or Trooping the Lines.

G. Guides Post.

1. After all elements come on line, the band stops playing and the adjutant marches at adjutant's cadence to a point between the commander and the front line of commanders.
2. The adjutant halts facing down line of the troops, executes left face, and commands in a loud and distinct voice **G-u-i-d-e-s, POST.**

H. Sound Off or Trooping the Line.

1. After giving the troops parade rest, the adjutant commands **SOUND OFF.**
2. If it is not desired that the band troop the line, the adjutant commands **In Place, SOUND OFF.**

Ceremonies

- Guidon Bearer
 - Guidon bearers execute right face while the squadron is dressed.
- Guides Post
 - After all elements come on line, the band stops playing and the adjutant marches at adjutant's cadence to a point between the commander and the front line of commanders.
- Sound Off or Trooping the Lines
 - After giving the troops parade rest, the adjutant commands **SOUND OFF.**

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

I. Officers Center.

1. Immediately after publishing the orders, the adjutant commands **Officers, Center, MARCH;** then faces about and takes a position one pace to the right and 1½ paces to rear of commander of troop.
2. (In this section, words and numbers in parentheses apply when group in line is in line with squadrons in line). On the command **OFFICERS**, squadron commanders take eight (two) paces forward; guidon bearers execute carry guidon and take five paces forward (one step backward).
 - a. A Flight commander takes six paces forward (stand fast).
 - b. B Flight commander takes four paces forward (two steps backward).
 - c. C Flight commander takes two paces forward (four steps backward).

Ceremonies

- Officers Center
- Officers Post

- d. Officers and guidon bearers in the rear squadrons (second line of squadrons) move around front line of squadrons on flank nearest center and assume positions on line with other officers and guidon bearers equal to their positions.
 3. On the command **CENTER**, officers and guidon bearers face to the center.
 4. On the command **MARCH**, the band plays and the officers and guidon bearers march toward the center.
 - a. The first sergeant occupies the command position in the absence of the commander.
 - (1) On the commands **OFFICERS** and **CENTER**, the first sergeants stand fast.
 - (2) On the command **MARCH**, each moves by the most direct route around the flank of his or her respective mass nearest the Colors and halts abreast of front rank.
 - b. After officers and guidon bearers are positioned and senior group commander commands **Forward, MARCH**, each first sergeant moves by the most direct route to command position in front of his or her mass.
 5. On reaching the center, each individual halts and automatically faces the front at close interval. Group commanders and staffs close to the center, maintaining relative unit position.
 6. When officers and guidons have reached center and faced to the front, the right and left flank commanders say **Sir, (Ma'am), all in from the right (left)**.
 - a. The senior officer then commands **Forward, MARCH**.
 - b. The center officer or Airman in each rank is the base element, the senior officer commands **Officers, HALT**.
 - c. Officers halt and present arms in three counts. (Guidon bearers halt and present arms in four counts).
 7. The commander of troops returns the salute and commands **Orders, ARMS** to end the salute and return guidon bearers to carry guidon.
 8. If a unit award (Streamers) is to be presented, the commander of troops commands the appropriate unit guidon **Front and Center, MARCH**.
- J. Officers Post.
1. The commander of troops commands **Officers, Post, MARCH**.
 2. On the command **Post**, officers, guidon bearers, and first sergeants face about.

3. On the command **MARCH**, they step off.
 - a. The senior group commander commands **Officers, HALT** when the leading rank is approximately four paces from the final line.
 - b. Then the command **Post, MARCH** is given.
 - c. Squadron commanders, flight commanders, and guidon bearers execute right (left) flank upon arriving at their respective units and halt in their original positions in the formation.
 - d. All face about at the squadron commander's command **Post**.
 - e. Guidon bearers return to order guidon. Commander and staffs march to their positions as a unit.
 - f. At conclusion of these movements, band stops playing.
4. During the execution of officers center, all guidon bearers remain at carry guidon except when saluting.

K. Presentation of Troops.

1. A distinctive feature of the parade ceremony or review is the formal presentation of the troops to the commander of troops.
2. Later in the ceremony, the commander of troops makes a similar presentation of the troops to the reviewing officer, presenting them to the reviewing officer by stating **Sir (Ma'am), I present the command.** (Honors are given to reviewing officer when the grade is appropriate).

<p>Ceremonies</p> <ul style="list-style-type: none"> • Presentation of Troops. <ul style="list-style-type: none"> – A distinctive feature of the parade ceremony or review is the formal presentation of the troops to the commander of troops. • Honors. <ul style="list-style-type: none"> – Special military honors are reserved for military and national dignitaries who participate in ceremonies.

L. Honors.

1. Special military honors are reserved for military and national dignitaries who participate in ceremonies.
2. In the Air Force, honors consist of Ruffles and Flourishes and appropriate music by the band as authorized by AFR 900-6, attachment 1 to AFMAN 36-2203.

M. Inspection by a Reviewing Officer.

1. Upon announcement by the commander of troops that the command is ready for inspection, the reviewing officer, accompanied by designated members, moves forward and halts six paces in front of the commander of troops.
 - a. Band plays while reviewing officer is at the front, side or rear of an organization.
 - b. The commander of troops then guides the reviewing party around the formation, beginning with the unit on the right of the line, passing in front of the line and then around the rear of the formation.
2. The reviewing officer may direct the staff and flag to either, remain at the post, or accompany the reviewing officer.
3. When the inspection is made in motor vehicles, the vehicles drive up to the post of the reviewing officer after the presentation of the troops or completion of the honors, and the reviewing party enters the vehicles.
 - a. In each vehicle, one seat on the right side is left vacant; the vehicles move to the post of the commander of troops and stop.
 - b. The commander of troops exchanges salutes with the reviewing officer, enters the reviewing officer's vehicle, and occupies the vacant seat.
 - c. The staff officers occupy the vacant seats in the remaining vehicles.
4. As the reviewing party approaches, each squadron or group commander brings his or her unit to attention.
5. The reviewing officer and those accompanying the reviewing officer salute the U.S. flag when passing in front of it.
 - a. Members of the color guard execute eyes right as members of the inspection party arrive six paces from them, and they follow the same procedures as outlined above.
 - b. The unit colors are dipped.
6. The reviewing officer makes such general inspection of the command as desired while passing around the troops. (A detailed inspection is not a part of a review.)
7. On arriving at the right of the band after passing around the line, the commander of troops salutes and halts.

Ceremonies
<ul style="list-style-type: none"> • Inspection by a Reviewing Officer. <ul style="list-style-type: none"> - Upon announcement by the commander of troops that the commander is ready for inspection, the reviewing officer, accompanied by designated members, moves forward and halts six paces in front of the commander of troops. - Reviewing Officer may direct the staff and flag to remain at the post, or accompany the reviewing officer. - Inspection in motor vehicles. - As reviewing party approaches, each squadron or group commander brings his or her unit to attention.

N. Presentation of Decorations.

1. Presentation of decorations and awards to military or civilian personnel and the appending of unit decoration streamers, battle honors, and service streamers onto an Air Force organizational flag are made at a parade; same parade may honor persons and units who are to be decorated or receive awards and persons who are retiring.
 - a. Persons to be decorated are positioned before the start of the ceremony on the right side of the reviewing stand.
 - b. They line up in column according to rank of the decorations to be conferred, with the highest ranking decoration in front.
2. After command has been presented, reviewing officer instructs commander of troops to have persons to be decorated (receive awards, etc.) and the Colors brought forward.
3. Commander of troops commands **Order, ARMS** and then commands **Persons to be decorated (receive awards, be retired, etc.) and Colors, CENTER, MARCH.**

Ceremonies

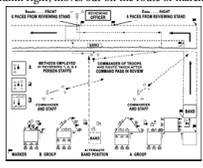
- Presentation of Decorations.
 - Presentation of decorations and awards to military or civilian personnel.
 - After command has been presented, reviewing officer instructs commander of troops to have persons being decorated and the Colors brought forward.
 - Commander of troops commands **Order, ARMS.**

O. March in Review.

1. When reviewing party is again in place after inspection of troops in presentation of decorations and awards, commander of troops commands **PASS IN REVIEW.**
2. On command **PASS IN REVIEW**, band changes direction by executing column right, moves out on the route of march, and comes to a halt.
3. In order from right to left, the group commanders give command **Column of Squadrons, Right Squadron, Right Turn, MARCH** to put troops in march in the formation designated for review.
 - a. On the command **Right Squadron**, squadron commanders face about.
 - b. On the command **Right Turn**, each squadron commander sounds off with appropriate supplementary command (**Right Turn or Stand Fast**).
 - c. Band begins playing and marches forward on the command **MARCH** given by group commander.

Ceremonies

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



- d. If band is placed between groups in the center facing reviewing stand, it marches forward on the command of execution, inclines to the right, and halts in a position in front of and facing reviewing officer at least 12 paces from the left flank of the marching troops.
 - e. If band is placed to the right of the groups, other units move out in succession to follow in column at prescribed distance.
4. The band and each unit change direction at points indicated on the route of march.
 5. When units are in mass formation, at each change of direction, the commander of each squadron (or group if in group formation) in turn commands **Left Turn, MARCH**.
 6. The wing and group commanders and their staffs move into position in the column at the head of their troops after the second left turn.
 7. The proper distance between units, including wing and group staffs and the Colors, is 12 paces.
 8. The commander of troops and the wing and group commanders command **Eyes, RIGHT** when they arrive six paces from the reviewing stand.
 9. After executing ready front, the commander of troops turns out of the column and takes a post on the right side of the reviewing officer.
 10. Band commanders and drum majors execute and end their salutes at the point prescribed for the other commander.
 11. In large commands, two bands may remain alongside each other after they have turned out of column to alternate playing while the troops pass in review.
 12. Each squadron commander (or group commander if the formation is in group formation) turns his or her head to the right and commands **Eyes, RIGHT**.
 13. Troops, except those on the right flank, execute eyes right; the guidon bearer executes present guidon.
 14. All individuals at the reviewing stand salute the U.S. flag as it passes.
 15. The reviewing officer returns the salute of the commander of troops and the salutes of subordinate commanders down to and including the squadron commanders; other members of the reviewing party do not salute.

P. Commander of Troops and Staff.

1. Commanders reviewing their own troops designate another officer as commander of troops.
2. When the band stops playing the march-on music, the commander of troops and staff members except the adjutant, take their positions between the front line commanders and the post of the reviewing officer, facing the troops.
3. Staff members do not salute with the commander when the troops are presented.
4. In a ceremony, the staff changes post (faces about) in the following manner.
 - a. When the staff consists of one or two members, on the command **Change Post, MARCH** by the commander of troops, staff officer moves forward three paces, halts, and executes an about face automatically without command.
 - b. The commander of troops executes about face the same time as the staff faces about.
 - c. When awards are presented, the commander of troops does not reverse the staff. In posting, the adjutant moves toward the commander of troops, marches 45 degrees to the left, halts in position, and executes about face.
5. When the staff consists of more than two members, on the command **Change Post, MARCH** by the commander of troops, the adjutant moves four paces forward, faces to the left in marching, and advances to a position diagonally opposite the original position.

Ceremonies

- Commander of Troops and Staff.
 - Commanders reviewing their own troops designate another officer as commander of troops.
 - Staff members do not salute with the commander when troops are presented.
 - Manner in which staff changes post.
 - When staff consists of more than two members.

Q. Reviewing Party.

1. The reviewing officer (the senior officer participating in the ceremony), local commander (if not acting as commander of troops), distinguished persons invited to accompany the reviewing officer (but not themselves receiving the reviews), staffs, and Airmen take positions facing the troops.
2. The reviewing officer may designate an individual to return the salute as the units pass in review. If this person is military and junior to the reviewing officer, he or she takes a position to the left of the reviewing officer.
3. An officer from the local staff is designated to escort distinguished persons and show them their proper places.

Ceremonies

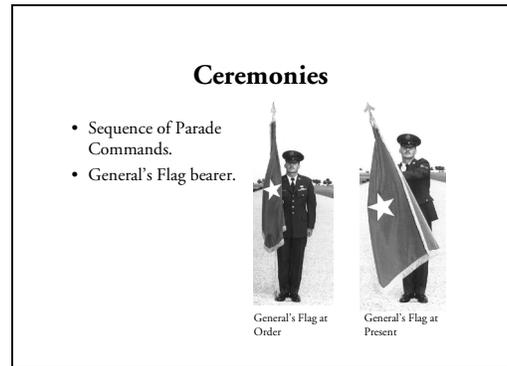
- Reviewing Party

- a. A civilian receiving a review takes a position on the right of the local commander.
- b. If necessary, timely explanations of the ceremony are made to the civilian.

R. Sequence of Parade Commands. (See figure 7.6 pages 93-96 of AFMAN)

S. General's Flagbearer.

1. The general's flag at the order is the position of attention.
2. The carry is the position in which the ferrule is approximately 6 inches from the ground.
3. Parade rest is executed by sliding the hand up the staff and inclining the staff of the flag forward at arm's length with the hand at belt level.
4. To execute the order while at the carry, the flagbearer lets the staff slide through the right hand until the ferrule is on the ground, in line with, and touching the toe of the right shoe. The staff is regrasped with the right hand as at the carry position.
5. To execute the carry while at the order, the flagbearer grasps the staff with the left hand while at the same time loosening the grip of the right hand on the staff.
6. To execute present when at carry or order, the flagbearer places the left hand so it grasps the staff just under the bottom of the flag.
7. On the arrival of a general officer, the sequence of events for the general's flagbearer is as follows.
 - a. The flagbearer takes a position in front of the aircraft or staff car, goes to present, and unfurls the flag as the general leaves the vehicle.
 - b. The flagbearer then takes a position one pace to the right and 1½ paces to the rear of the general.
 - c. During the parade or review, the general's flag may be presented as the general desires and specifically on the following occasions:
 - (1) During the playing of the National Anthem or To The Colors.
 - (2) During the playing of Ruffles and Flourishes.
 - (3) As the Colors pass by.
 - (4) When the general's flag is furled or cased and a salute is required by the flagbearer. (A guidon salute is executed.)



T. Relay of Commands to Troops.

1. If there is only one group participating in the ceremony, the adjutant and commander of troops give commands directly to the troops.
2. If the formation consists of a wing with two or more groups, the adjutant and commander of troops relay their commands through the group commanders, such as **Give Your Groups Parade Rest**.
3. If the formation consists of two or more wings, the commands are relayed from the adjutant or commander of troops to the wing commanders and then to the group commanders, who give the commands to the troops.

Ceremonies

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

INTERIM SUMMARY QUESTIONS:

- Define parade and parade ceremony.
- List three items that should appear on suggested checklist for Commander of Troops.

ANTICIPATED RESPONSES:

A parade is a review with honors. A parade ceremony is also a ceremony within itself when respect is paid to the U.S. Flag as a retreat.

The established time, date, and place; type of ceremony, honors, or decorations, select who will perform in command positions and as color guard (refer to page 79 for other checklist items.)

TRANSITION

The topic we will discuss next is Raising and Lowering the Flag.

III. Raising and Lowering the Flag. (Section C)

A. Reveille.

1. Reveille is the signal for the start of the official duty day. Because the time for the start of the duty day varies between bases, the commander designates the specified time for reveille.

Ceremonies

- Raising and Lowering the Flag
 - Reveille
 - Reveille is the signal for the start of the official duty day.
 - Because the time for the start of the duty day varies between bases, the commander designates the specified time for reveille.
 - Events accompanying flag raising at the Reveille Ceremony.

- a. If the commander desires, a reveille ceremony may accompany the raising of the flag.
- b. This ceremony takes place in the vicinity of the base flagstaff and is held after sunrise.

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

B. Events Accompanying Flag Raising at the Reveille Ceremony.

1. Shortly before the specified time for reveille, troops are marched to a pre-designated position near the base flagstaff, halted, faced toward the flagstaff, and dressed. The flag security detail arrives at the flagstaff at this time and remains at attention.
2. The unit commander commands **Parade REST**.
3. At the specified time for reveille, the unit commander commands **SOUND REVEILLE**. The flag detail assumes the position of attention, moves to the flagstaff, and attaches the flag to the halyards.
4. After reveille has been played, the unit commander commands **Squadron ATTENTION** and **Present ARMS** and then faces the flagstaff and executes present arms. (On this signal, the National Anthem or To The Colors is sounded).
5. On the first note of the National Anthem or To The Colors, the flag security detail begins to raise the flag briskly. The senior member of the detail holds the flag to keep it from touching the ground.
6. The unit commander holds the salute until the last note of the music is played.
 - a. Then he or she executes order arms, faces about, and commands **Order, ARMS**.
 - b. The troops are then marched back to the dismissal area.

C. Raising the Flag.

1. When practical, a detail consisting of an NCO and two Airmen hoists the flag. This detail should be armed with sidearms (if the special equipment of the guard includes sidearms).
2. The detail is formed in line with the NCO carrying the flag in the center.
 - a. The detail is then marched to the flagstaff and halted, and the flag is attached to the halyards.
 - b. The flag is always raised and lowered from the leeward side of the flagstaff.
 - c. The two Airmen attend the halyards, taking a position facing the staff to hoist the flag without entangling the halyards.

Ceremonies

- Raising the Flag
 - A detail consisting of an NCO and two Airmen hoists flag when practical.
 - Detail is formed in line with the NCO carrying the flag in the center.

- d. The NCO continues to hold the flag until it is hoisted clear of the grasp, taking particular care that no portion of the flag touches the ground.
 - e. When the flag is clear of the grasp, the NCO comes to attention and executes present arms.
3. On the last note of the music or after the flag has been hoisted to the staff head, all members of the detail execute order arms on command of the senior member.
 - a. The halyards are then secured to the cleat of the staff or, if appropriate, the flag is lowered to half staff and the halyard secured.
 - b. The detail is formed again and marched to the dismissal area.

D. Retreat Ceremony.

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

Ceremonies

- Retreat Ceremony
 - Retreat ceremony serves a twofold purpose.
 - It signals the end of the official duty day.
 - It serves as a ceremony for paying respect to the flag.
 - The ceremony may take place at the squadron area, on the base parade ground, or in the vicinity of the flagstaff.
- Events Accompanying Retreat Ceremony at the Flagstaff.

2. The retreat ceremony may take place at the squadron area, on the base parade ground, or in the vicinity of the flagstaff.
 - a. If conducted at the base parade ground, retreat is a part of the parade ceremony.
 - b. If conducted within the squadron area, it is usually a ceremony not involving a parade.
 - c. If the retreat ceremony is conducted at the flagstaff, the units participating may be formed in line or they may be massed.
3. When persons not assigned to a formation are outdoors and in uniform, on the first note of retreat, they should face the flag (if visible) or music and assume the position of parade rest.

E. Events Accompanying Retreat Ceremony at the Flagstaff.

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

2. If the band and troops march to the flagstaff, a flag security detail also marches to the flagstaff, halts, and is given the command **Parade, REST** by the senior member.
3. As soon as the troops are dressed, the commander commands **Parade, REST**. The commander then faces the flagstaff, assumes the position of the troops, and waits for the specified time for retreat.
4. Commander orders band leader to sound retreat at the specified time by commanding **SOUND RETREAT**.
5. The band plays retreat. Recorded music may be played over the base public address system if a band is not present.
6. After the band finishes playing retreat, the commander faces about and commands **Squadron (Group, etc.), ATTENTION**.
7. The commander then command **Present, ARMS**.
8. The band plays the National Anthem or the bugler plays To The Colors. Junior members of the flag security detail lower the flag slowly and with dignity.
9. The commander executes order arms when the last note of the music is played and the flag has been securely grasped. The commander faces about, gives the troops **Order, ARMS**, and then faces to the front.
10. The flag security detail folds the flag. The senior Airman of the detail remains at attention while the flag is being folded unless he or she is needed to control the flag.
11. When the flag is folded, the flag security detail, with the senior Airman on the right and the flagbearer in the center, marches to a position three paces from the commander. (In an informal ceremony, the detail marches three paces from the officer of the day.)
 - a. The senior Airman salutes and reports **Sir (Ma'am), the flag is secured**.
 - b. The commander returns the salute, and the flag security detail marches away. The troops are then marched to their areas and dismissed.

F. Lowering the Flag.

1. When practical, the person lowering the flag should be an NCO and three Airmen for the all-purpose flag and an NCO and five Airmen for the base flag.
 - a. The detail is formed and marched to the flagstaff, and the halyards are detached and attended from the leeward side.

<p>Ceremonies</p> <ul style="list-style-type: none"> • Lowering the Flag. <ul style="list-style-type: none"> - When practical, the person lowering the flag should be an NCO and three Airmen for the all-purpose flag and an NCO and five Airmen for the base flag.
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- b. On the first note of the National Anthem or, if no band is present, To The Colors, the members of the detail not lowering the flag execute present arms.
 - c. The lowering of the flag is coordinated with the playing of the music so the two are completed at the same time.
 - d. The senior member commands the detail **Order, ARMS** when the flag is low enough to be received.
 - e. If at half staff, the flag is hoisted briskly to the staff head while retreat is sounded, and then it is lowered on the first note of the National Anthem or To The Colors.
2. The flag is detached from the halyards and folded. Halyards are secured to the staff.

INTERIM SUMMARY QUESTIONS:

- Define reveille.

- Who designates the specified time for Reveille?

- Who is responsible for hoisting the flag?

- What is the purpose of a retreat ceremony?

- Where does the retreat ceremony take place?

- When persons not assigned to a formation are outdoors and in uniform, what must they do on the first note of retreat?

- Who is in charge of lowering the flag?

ANTICIPATED RESPONSES:

Reveille is the signal for the start of the official duty day.

The commander.

When practical, a detail consisting of an NCO and two Airmen hoists the flag.

The retreat serves a twofold purpose. It signals the end of the official duty day and serves as a ceremony for paying respect to the flag.

At the squadron area, on the base parade ground, or in the vicinity of the flagstaff.

They should face the flag (if visible) or music and assume the position of parade rest.

When practical, the persons lowering the flag should be an NCO and three Airmen for the all-purpose flag and an NCO and five Airmen for the base flag.

TRANSITION

The next topic we will discuss is Change of Command.

IV. Change of Command (Section D)

A. Sequence of Events.

1. Formation of troops.
2. Presentation of troops and honors to the senior commander, when participating, and the former commander.
3. Inspection of troops.
4. Presentation of decorations and awards if scheduled.
5. Formal change of command. This may include a brief address by participating commander if he or she desires.
6. March in review.

Ceremonies

- Change of Command
 - Sequence of Events.
 - Flag procedures for General Officers.

B. Flag Procedures for General Officers.

1. When the former and new commanders are general officers, the flag of the former commander is furled and cased when relieved of command. At the same time, the flag of the new commander is uncased and unfurled on assumption of command.
2. Ruffles and Flourishes and other music must be appropriate to the grade of the senior commander participating in the review.

C. Formal Change of Command.

1. If the higher echelon commander desires, the change of command may be performed off and in front of the reviewing stand.
2. The primary purpose of a change of command ceremony is to allow subordinates to witness the formality of command change from one officer to another.
3. At a parade ceremony attended by the higher echelon commander:
 - a. The order directing the change of command is read after the presentation of decorations and award, if scheduled.
 - b. Otherwise, the order is read after the National Anthem and officers center portion in the normal review sequence.

Ceremonies

- Formal Change of Command.
 - Primary purpose of change of command ceremony is to allow subordinates to witness the formality of command change from one officer to another.

4. After the order is read, the higher echelon commander faces left, and the new and former commanders face right. The new commander steps up to the left of the former commander.
5. The former commander salutes the higher echelon commander and says loudly **Sir (Ma'am), I relinquish command.**
 - a. The higher echelon commander returns the salute.
 - b. The former commander takes two steps straight back into the space previously occupied by the new commander.
6. The new commander takes two sidesteps to the right into the space previously occupied by the former commander, salutes the higher echelon commander, and says loudly **Sir (Ma'am), I assume command.**
7. The commander of troops then directs the formation to be brought to present arms and presents the command to the higher echelon commander, who directs the march in review.
8. At a parade ceremony not attended by the higher echelon commander, the order directing the change of command is read after the presentation of decorations and award, if scheduled.
9. The flagbearers may change positions at the same time and in the same manner as their respective commanders.
10. The ceremony should be performed after the Colors are brought forward for the National Anthem, whether it is a parade or a review sequence (change of command only).
11. If no decorations are awarded, the higher echelon commander directs the commander of troops to have the Colors come forward.
12. The higher echelon commander steps off the reviewing stand and moves to a position directly in front of the former commander.
13. When the new commander is in position, the former commander steps forward and to the left into the new commander's previous position. At the appropriate time, the new commander salutes and reports **Sir (Ma'am), I assume command.**
14. When salutes have been exchanged, the higher echelon commander directs the new and former commanders to join him or her on the reviewing stand.
15. The Colors return to their original position once the commanders depart for the reviewing stand.

INTERIM SUMMARY QUESTION:

- List the sequence of events during a change of command ceremony.

ANTICIPATED RESPONSE:

Formation of troops; presentation of troops and honors to the senior commander and the former commander, inspection of troops, presentation of decorations and awards if scheduled, formal change of command, and march in review.

TRANSITION

The last topic we will discuss in this chapter is Colors.

V. Colors. (Section E)

A. Color Guard.

1. When practical, the color guard consists of two NCOs (the flagbearers) and two experienced Airmen (the guards).
2. The carrying of the U.S. and Air Force flags is an honor bestowed only on responsible NCOs.
3. The flagbearers are unarmed. The guards are armed with rifles or revolvers, but ammunition will not be issued to color guards performing a strictly ceremonial function.

Ceremonies

- Colors
 - Color Guard.
 - Color guard consists of two NCOs and two experienced Airmen, when practical.
 - Flag bearers are unarmed.
 - Senior flag bearer carries the U.S. flag.
 - Junior flag bearer carries Air Force flag.
 - Air Force flag is never carried without the U.S. flag.

- a. The senior flagbearer carries the U.S. flag, commands the color guard, and gives the necessary commands for movements and rendering honors.
- b. The junior flagbearer carries the Air Force flag.
4. With the flagbearers in the center, the color guard is formed and marched in one rank at close interval.
 - a. When the unit to which the color guard is attached executes a facing movement, the color guard, on command of the senior flagbearer, executes a right or left about.
 - b. To halt the color guard, give the command **Color Guard, Halt**.
 - c. When the unit to which the color guard is attached marches to the flank in column, the color guard executes half right (left) about.
 - d. When the unit moves in a new direction for short distances, the color guard executes the about movement and halts in its proper place.

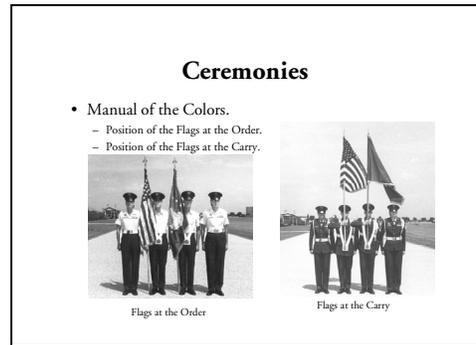
- e. The base or pivot point is the guard on the flank toward which the movement is directed.
 - f. Each member turns (without pivot) around this point and maintains dress until the new direction is established.
5. On command of the senior flagbearer, the guards of the color guard present arms on receiving and parting with the U.S. flag.
 6. Having received the U.S. flag, the senior flagbearer conducts the color guard to its proper position in the center of the color squadron. After securing the U.S. flag, the color guard is dismissed by the senior flagbearer.
 7. At drills and ceremonies in which the U.S. and Air Force flags are carried (except escort of the U.S. flag), the U.S. and the Air Force flags are received by the color squadron before the formation of the command.
 8. The color squadron, formed with a 12-pace interval between flights and with its commander facing the front, receives the Colors as follows:
 - a. The color guard, conducted by the senior flagbearer, approaches from the front and halts at a distance of 12 paces from the squadron commander.
 - b. The squadron commander then faces the squadron and brings it to present arms, faces the U.S. flag, and salutes.
 - c. After a brief moment, the squadron commander again faces the squadron and brings it to order arms.
 - d. The guards of the color guard execute present and order arms with the color squadron.
 - e. The senior flagbearer then marches the color guard directly to its post. The color guard takes its position in the center when the squadron is in line or column and on the left when the squadron is in mass.
 - f. When the color squadron joins the formation, the color guard takes its post on the final line.
 9. When in formation, the color guard executes at ease and rest with the color squadron, keeping the staffs on the U.S. and Air Force flags vertical.
 10. When dismissing the color guard at the end of a drill or ceremony in which the U.S. and Air force flags have been carried, the color guard proceeds from its position and halts in front of and faces the squadron commander of the color squadron.
 - a. The squadron presents arms. The color guard then escorts the U.S. and Air Force flags to the commanders office or other depository of flags.

- b. The color guard is dismissed from organizations smaller than a squadron (funeral escort) in a similar manner.

B. Manual of the Colors.

1. Position of the Flags at the Order.

- a. At the order, the flagbearer rests the ferrule of the staff on the ground on line with and touching the toe of the right shoe.
- b. With the right hand, the staff is clasped at a convenient place, keeping the back of the hand to the right and holding the staff in a vertical position.

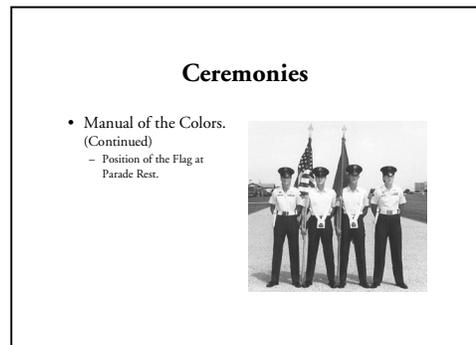


2. Positions of the Flag at the Carry.

- a. At the carry, the ferrule of the staff rests in the socket of the sling.
- b. The flagbearer grasps the staff with the right hand at the height of the shoulder, only using the left hand to steady the staff in a strong wind.
- c. The staff is inclined slightly to the front. The flagbearer comes to the carry when the adjutant directs **GIVE YOUR GROUPS PRESENT ARMS**.

3. Position of the Flag at Parade Rest.

- a. Parade rest with the flag is similar to the parade rest for the individual Airman except the flagbearer keeps the staff vertical.
- b. The order is resumed on the command **ATTENTION**. The order and parade rest are executed with the color squadron.



C. Escort of the U.S. Flag.

1. Escort may be executed in the following circumstances:

- a. During the ceremony for a parade (when the group or wing formally receives the U.S. flag as a part of the ceremony).
- b. Before the ceremony for a parade (when the troops are formed as a unit on a separate parade area and marched to the designated area).

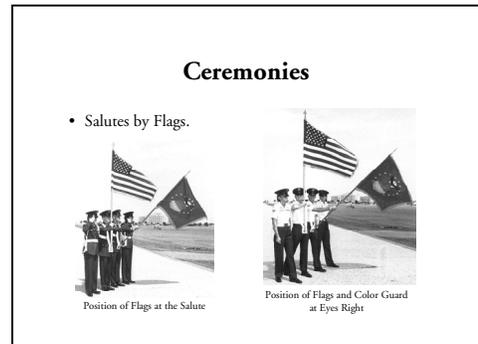


2. When the ceremony or escort of the U.S. flag is to take place, the color guard obtains the Air Force flag and takes its post with the ceremonial color squadron before the group is formed.
3. After the wing is in line and the entire color guard is in position with the Air Force flag (but without the U.S. flag), the group commander details a squadron (other than the ceremonial color squadron) to receive and escort the U.S. flag to its place.
4. The band moves straight to its front until clear of the line of group commanders, changes direction (if necessary), and halts. The designated squadron forms a column of flight 18 paces in the rear of the band with the ceremonial flagbearer in the rear of the leading flight.
5. The escort then marches without music to the wing (group) commander's office and forms in line facing the entrance.
6. The flagbearer of the U.S. flag, preceded by the senior flight commander of the escort squadron and followed by a designated NCO of the escort squadron, obtains the U.S. flag.
7. The flagbearer of the U.S. flag returns, followed by the flight commanders and the NCO.
 - a. The flagbearer halts before the entrance, facing the escort squadron.
 - b. The flight commander takes a position on the right and the NCO on the left of the flagbearer of the U.S. flag.
 - c. The escort squadron is then brought to present arms, and the band plays the National Anthem or To The Colors.
 - d. The flight commander and NCO salute on the command of the squadron commander.
8. At the last note of the music, the squadron commander brings the squadron to order arms.
 - a. The flight commander and NCO end their salutes and return to their posts in the squadron.
 - b. The squadron is formed in column, and the band posts in front of the column.
 - c. The flagbearer takes a position to the center in the rear of the center flight.
 - d. The escort squadron then marches in quick time back to the parade area with the band playing.

- e. The squadron enters from the right of the troops and moves parallel to the front of the troops, arriving at a point 24 paces in front of the commander of troops.
9. When the U.S. flag arrives opposite the center of the wing (group), the escort squadron and band are formed in line facing the wing (group).
10. Once the flagbearer halts, the wing (group) commander faces about and commands **Present, ARMS.**

D. Salutes by Flags.

1. The Air Force flag is dipped in salute in all military ceremonies when the National Anthem or To The Colors is played and when rendering honors.
 - a. In marching, the Air Force flag is dipped in salute when it is approximately six paces from the front of the person entitled to the salute.

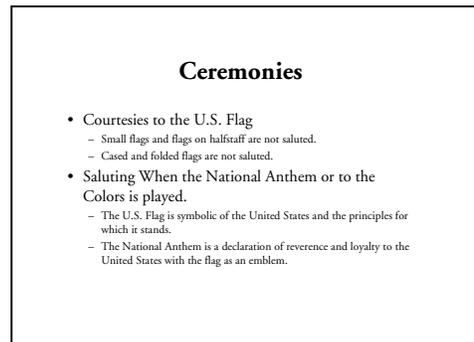


- b. It resumes the carry when it is approximately six paces beyond that person.

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

E. Courtesies to the U.S. Flag.

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



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

- F. Saluting When the National Anthem or To The Colors is Played.
1. The U.S. flag is symbolic of the United States and the principles for which it stands. The National Anthem is a declaration of reverence and loyalty to the United States with the flag as an emblem.
 2. On certain occasions, such as during inclement weather or when a band is not present for a retreat ceremony, To The Colors is played instead of the National Anthem.
 3. To The Colors is a bugle call sounded as a salute to the flag and it symbolizes respect to the nation and the flag the same as the National Anthem does.
 - a. When in uniform in formation, but not a part of a ceremony, the unit commander commands present arms when the National Anthem or To The Colors is played.
 - b. The unit should be faced toward the flag before being given present arms.
 4. When in uniform, but not in formation;
 - a. Outdoors, at any ceremony where the U.S. flag is present come to attention, face the flag in the ceremony, and salute.
 - b. At sporting events, if the flag is visible, face the flag and salute.
 - c. If the flag is not visible, face the band and salute in its direction.
 - d. If the music is recorded, face the front and salute.
 - e. At all other outdoor occasions, follow the same general principle, come to attention, salute, and face the flag, if visible, or the music.
 5. Indoors, when the National Anthem or To The Colors is played, face the flag (if present) and assume the position of attention.
 - a. If no flag is present, assume the position of attention facing the music.
 - b. Do not salute unless under arms.
 6. When in civilian clothing outdoors, take the same action as when in uniform, but use the following manner of saluting.
 - a. Men remove the headdress with the right hand and hold it at the left shoulder with the right hand over the heart.
 - b. Men without hats and women salute by standing at attention and placing the right hand over the heart.

7. When in civilian clothing indoors, render the civilian salute by standing at attention and placing the right hand over the heart.
8. In vehicles during an Air Force flag ceremony, the driver brings the moving vehicle to a stop at the first note of the National Anthem or To The Colors. Personnel in vehicles, including the driver, remain seated at attention.
9. Air Force photographers and camera operators render appropriate honors except when they are specifically assigned to photograph others rendering honors.
10. Flags and national anthems of friendly foreign countries are shown the same marks of respect.

G. Pledge of Allegiance to the Flag.

1. In military formations and ceremonies, the Pledge of Allegiance is not recited.
2. At protocol functions and social and sporting events that include civilian participants, military personnel should:

Ceremonies

- Pledge of Allegiance to the Flag.
 - In military formations and ceremonies, the Pledge of Allegiance is not recited.
 - When in uniform outdoors.
 - When in uniform indoors.

- a. When in uniform outdoors, stand at attention, remain silent, face the flag, and render the hand salute.
- b. When in uniform indoors, stand at attention, remain silent, and face the flag.
 - (1) Do not render the hand salute.
 - (2) Where the participants are primarily civilians or in civilian attire, reciting the Pledge of Allegiance is optional for those in uniform.
- c. When in civilian attire, recite the Pledge of Allegiance standing at attention, facing the flag with the right hand over the heart. Men should remove their headdress with the right hand and hold it over their left shoulder, hand over the heart.

H. Army, Navy, and Air Force Gun Salutes.

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.

Ceremonies

- Army, Navy, and Air Force Gun Salutes.
- Prevention of Fainting by Person Participating in Ceremonies.

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

I. Prevention of Fainting by Persons Participating in Ceremonies.

1. Commanders and supervisors responsible for the conduct of military ceremonies such as honor guard functions, parades, and change of command ceremonies will take necessary precautions to minimize instances of fainting and possible injury to personnel.
2. When preparing for ceremonies, consider the duration of the event, climatic conditions, and instances where personnel are required to stand at a fixed position for prolonged periods of time. The following guidelines apply:
 - a. Ensure duration is as short as practical while keeping with the demands of the ceremonies.
 - b. Deploy units in time for alignment of personnel and placement of the Colors within formation, but without excessive waiting time.
 - c. When appropriate, maintain a position of at ease until the arrival of distinguished persons or the senior commander.
 - d. The commander of troops should consider maximum use of the positions of parade rest or at ease according to the demands of the ceremony and climatic conditions. Troops should be in a position of at ease or parade rest for speeches or lengthy events during the ceremony.
 - e. Participants should be instructed that, if they experience symptoms of becoming ill, they may leave the formation.
 - f. In preparation for a ceremony, practice sessions should be conducted with the same duration and sequence of events that personnel will encounter in the ceremony.

INTERIM SUMMARY QUESTIONS:

- Who is in the color guard?
- How is escort of the flag executed?
- When are flags that are flown on stationary flagstaffs on bases saluted?
- What is To The Colors?

ANTICIPATED RESPONSES:

When practical the color guard consists of two NCOs (the flagbearers) and two experienced Airmen (the guards).

During the ceremony for a parade (when the group or wing formally receive the U.S. flag as part of the ceremony) and before the ceremony for parade (when the troops are formed as a unit on a separate parade area and marched to the designated area).

Only at reveille, retreat, and special occasions.

To The Colors is a bugle call sounded as a salute to the flag and it symbolizes respect to the nation and the flag the same as the National Anthem does.

CONCLUSION

TRANSITION

We have concluded our study of chapter seven by focusing on Ceremonies. We will now summarize what was discussed in this chapter.

SUMMARY

In this chapter we have covered the purpose of a ceremony, order of precedence when foreign troops are invited to participate in a ceremony, the parade ceremony, raising and lowering of the flag, the change of command ceremony, and colors to include the color guard, manual of the colors, escort of the U.S. Flag, courtesies to the flag, saluting when the National Anthem or To The Colors is played, and the Pledge of Allegiance to the Flag.

REMOTIVATION/CLOSURE

As AFJROTC cadets you will be participating in drill and ceremonies at your units and hopefully the information covered in this chapter will be helpful to you as you compete in various drill meets and represent your school and your community locally and nationally.

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Student Workbook

Answer Key

Chapter 1

Introduction to Drill and Ceremonies

A. Define, Describe, or Identify:

1. 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. (p. 6)
2. Cadence - the uniform step and rhythm in marching; that is, the number of steps marched per minute. (pp. 7, 8)
3. Ceremonies - special, formal, group activities conducted by the Armed Forces to honor distinguished persons or recognize special events. (p. 7)
4. Slow Time - the rate of marching at 60 steps per minute (used in funeral ceremonies). (p. 10)
5. Reviewing Officer - the senior officer participating in a parade or review. (p. 10)
6. Mark Time - marching in place at a rate of 100 to 120 steps per minute. (p. 9)
7. Quick Time - the rate of marching at 100 to 120 steps (12 to 24 inches in length) per minute. (p. 10)
8. Element - the basic formation; that is, the smallest drill unit comprised of at least 3, but usually 8 to 12 individuals, one of whom is designated the element leader. (p. 8)
9. Cover - individuals aligning themselves directly behind the person to their immediate front while maintaining proper distance. (p. 8)
10. Pace - a step of 24 inches. This is the length of a full step in quick time. (p. 10)
11. Line of March - a line followed by troops as they pass in review. (p. 9)
12. Ready Line - a forming line 20 paces to the rear of the final line where troops are formed for a parade or review at an established time prior to Adjutant's Call. (p. 10)
13. Center - the middle point of a formation. On an odd-numbered front, the center is the center person or element. On an even-numbered front, the center is the right center person or element. (p. 8)

B. Fill in the Blank:

Fill in the blank with the word or words necessary to complete the statement.

1. The rate of marching at 60 steps per minute is known as **slow time**. (p. 10)
2. The formation of a squadron or group in which the component units are in column, abreast of each other, and at close interval is called **mass formation**. (p. 10)
3. The extreme right or left side of a formation in line or in column is called the **flank**. (p. 9)
4. **Rank** is a single line of persons placed side by side. (p. 10)
5. **BY THE NUMBERS** is the method in which precision movements of two or more counts are demonstrated, practiced, and learned—one count at a time. (p. 11)
6. The Airman designated to regulate the direction and rate of march is called the **guide**. (p. 9)
7. **Dress** is the alignment of elements side by side or in line maintaining proper interval. (p. 8)
8. The space between individuals placed side by side is called **interval**. (p. 9)
9. A normal interval is arm's length and a **close** interval is 4 inches. (p. 9)
10. **Front** is the space occupied by a unit, measured from flank to flank. (p. 9)

C. Multiple Choice:

Circle the letter that correctly answers the question or completes the statement.

1. The arrangement of units side by side with guide and element leaders at the head is known as _____.
 - a. in line.
 - *b. in column. (p. 9)
 - c. inverted column.
 - d. inverted line.

2. The arrangement of units one behind the other with the guide and element leaders to the extreme left flank is called _____.
- a. in line.
 - *b. inverted line. (p. 9)
 - c. inverted column.
 - d. in column.
3. The arrangement of units one behind the other with the guide and element leader to the extreme right flank is called _____.
- *a. in line. (p. 9)
 - b. inverted column.
 - c. inverted line.
 - d. in column.
4. The arrangement of units side by side with guide and element leaders to the rear is known as an _____.
- a. inverted line.
 - *b. inverted column. (p. 9)
 - c. in line.
 - d. in column.
5. The line on which the adjutant forms the front rank of troops for a parade or review is called the _____.
- *a. final line. (p. 8)
 - b. inverted line.
 - c. line of march.
 - d. ready line.
6. A forming line 20 paces to the rear of the final line where troops are formed for a parade or review at an established time before Adjutant's Call is called a (an) _____.
- a. inverted line.
 - b. line of march.
 - *c. ready line. (p. 10)
 - d. final line.

D. Matching:

Match the definitions in column A with the terms in Column B.

Column A

- d 1. Rate of marching at 180 steps (30 inches in length) per minute. (p. 8)
- h 2. A single column of persons placed one behind the other. (p. 8)
- i 3. The correct place for an officer, noncommissioned officer, or Airman to stand while in formation. (p. 10)
- j 4. Any portion of a given formation. (p. 10)
- a 5. The distance measured from heel to heel between the feet of an individual arching. (p. 10)
- e 6. The leading unit of a column. (p. 9)
- k 7. Dress and cover. (p. 7)
- b 8. At least two, but not more than four, elements. (p. 9)
- f 9. An arrangement of units. (p. 9)
- c 10. The total space from front to rear of any formation. (p. 8)
- g 11. The element on which a movement is planned, regulated, or aligned. (p. 7)
- m 12. A ceremonial position occupied by the junior member of the command staff in reviews and parades and responsible to the troop or group commander. (p. 7)
- l 13. The space from front to rear between units. (p. 8)

Column B

- a. Step
- b. Flight
- c. Depth
- d. Double Time
- e. Head
- f. Formation
- g. Base
- h. File
- i. Post
- j. Unit
- k. Alignment
- l. Distance
- m. Adjutant

E. True/False:

Place a **T** in the blank if the statement is true, and an **F** in the blank if the statement is false.

- T** 1. For drill instruction, movement of troops, and other formations, the senior member present will assume the leadership position. (p. 10)
- T** 2. BY THE NUMBERS enables the student to learn a movement step by step and permits the instructor to make detailed corrections. (p. 11)
- T** 3. 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. (p. 6)
- F** 4. The wing does drill by direct command. (p. 6)
- T** 5. Ceremonies are special, formal, group activities conducted by the Armed Forces to honor distinguished persons or recognize special events. (p. 7)
- F** 6. Adjutant is the element on which the movement is planned, regulated, or aligned. (p. 7)
- T** 7. 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. (p. 7)
- T** 8. The total space from front to rear of any formation is the depth. (p. 8)
- F** 9. On an even-numbered front, the center is the left center person or element. (p. 8)
- F** 10. A normal interval is measured from flank to flank and is considered to be 22 inches. (p. 9)

F. List or Describe:

1. List the step-by-step procedure involved in teaching drill movements. (p. 11)
 - State the name of the movement to be executed, and point out its purpose.
 - Demonstrate the movement to the formation, using the proper cadence and commands.
 - Explain and demonstrate the movement in detail.
 - Ask questions on the movement, then demonstrate it again when further clarification is needed.
 - Have the formation perform the movement and make on-the-spot corrections.
 - Critique the performance of the movement and review important areas before moving on to the next exercise.

2. What is mass formation? (p.10)
 - The formation of a squadron or group in which the component units are in column, abreast of each other, and at close interval.

3. What is the space from front to rear between units considered to be? (p. 8)
 - Distance

Exercise

Shown below is a chart of symbols. In the space provided next to each symbol, identify that symbol. The first one has been done for you. (p. 7)

	COMMANDER OF TROOPS		FLIGHT SERGEANT
	GROUP COMMANDER		COLORS
	ADJUTANT		GUIDON BEARER
	STAFF OFFICER		GUIDE
	SQUADRON COMMANDER		ELEM LEADER
	FLIGHT COMMANDER		ASSISTANT ELEM LEADER
	FIRST SERGEANT		AIRMAN

Exercise

Below is a list of nine terms previously defined in Chapter 1. Each of these terms can be associated with either figure 1.3 (File) or figure 1.4 (Rank). These figures are also shown below. In the space provided next to each term, write the number of the figure (1.3 or 1.4) to which the term can be related. For example, the term “In Line” is defined as the arrangement of units one behind the other with the guide and element leader to the extreme right flank. Notice the cadets in figure 1.4; they are standing side by side, therefore, they are in line and figure 1.4 should be written in the space provided next to the term “In Line”. You may refer to Chapter 1 for a review of the terms. (pp. 7-10)

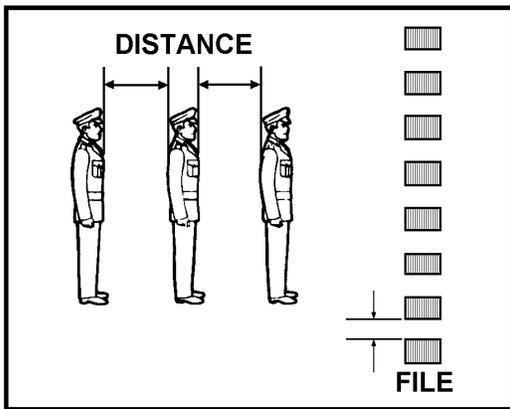


Figure 1.3. File

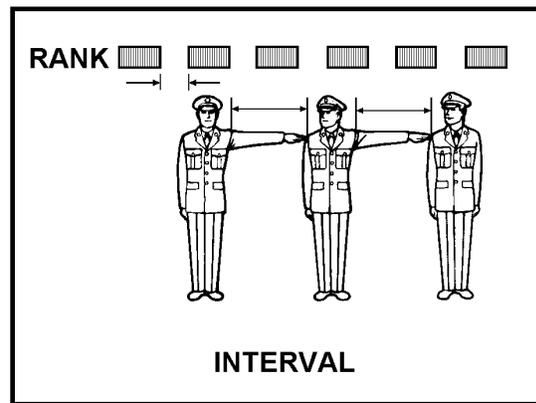


Figure 1.4. Rank.

- Figure 1.4** a. In Line.
- Figure 1.3** b. In Column.
- Figure 1.4** c. Interval.
- Figure 1.3** d. Cover.
- Figure 1.3** e. Depth.
- Figure 1.3** f. Head.
- Figure 1.4** g. Alignment.
- Figure 1.4** h. Dress.
- Figure 1.3** i. Distance.

Exercise

Several of the remaining terms from Chapter 1 are graphically portrayed in figure 1.2 “Formations.” Provided below is a list of terms, place a check in the space provided next to those terms that are portrayed in figure 1.2. You may refer to pages 7-10 of your text for a review of the terms. The first one has been done for you. (pp. 7-10)

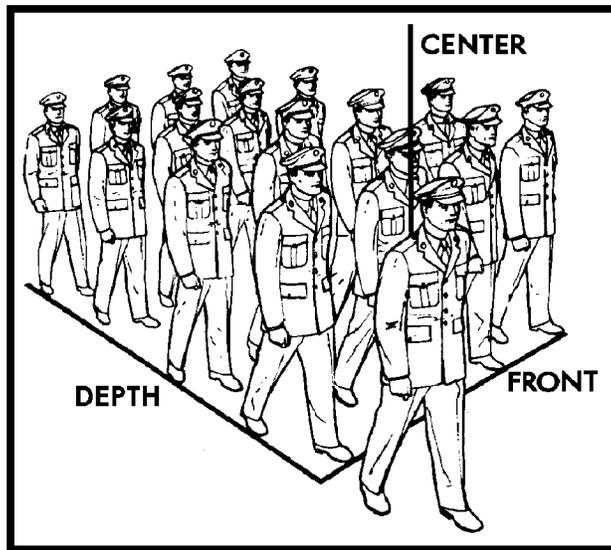


Figure 1.2. Formations.

- | | | |
|-------|----|--------------|
| _____ | a. | Double Time. |
| √ | b. | Flank. |
| √ | c. | Formation. |
| _____ | d. | Mark Time. |
| _____ | e. | Post. |
| √ | f. | Front. |
| √ | g. | Base. |
| √ | h. | Guide. |
| _____ | i. | Half Staff. |
| √ | j. | Center. |

Chapter 2

Commands and the Command Voice

A. Define, Describe, or Identify:

1. Drill Command – is an oral order. (p. 11)
2. Command of Execution - this command follows the preparatory command and explains when the movement will be carried out. In **Forward, MARCH**, the command of execution is **MARCH**. (p. 12)
3. Preparatory Command - this command explains what the movement will be. (p. 11)
4. Informational Commands - have no preparatory command or command of execution, and they are not supplementary. (p. 12)
5. Voice Characteristics – the way a command is given affects the way the movement is executed. (p. 13)
6. Cadence – is the measure or beat of movement. (p. 15)
7. Mass Commands – helps develops confidence, self-reliance, assertiveness, and enthusiasm by making the individual recall, give, and execute the proper commands. (p. 17)
8. Counting Cadence – helps teach coordination and rhythm. (p. 15)

B. Fill in the Blank:

Fill in the blank with the word or words necessary to complete the statement.

1. The command for the element to count cadence is **Count Cadence, COUNT**, and the command of execution is given as the **left** foot strikes the ground. (p. 15)
2. **Supplementary** commands are given between the element commander's preparatory command and the command of execution. (p. 12)
3. When the drill instructor wants to conduct drill by mass commands, the command is **AT YOUR COMMAND**. (p. 17)
4. To end mass commands, the instructor commands **AT MY COMMAND**. (p. 17)

5. The volume used in giving a command is called **loudness** and it should be adjusted to the distance and number of individuals in the formation. (p. 13)
6. The interval between the last word of the preparatory command and the command of execution should normally be **three** steps or counts between commands if the total formation is larger than that of a flight. (p. 15)
7. Good **military bearing** is necessary for good leadership. (p. 12)
8. 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. (p. 17)
9. Most drill commands have two parts, the **preparatory command** and the **command of execution**. (p. 11)
10. A properly delivered command of execution has no **inflection**. (p. 15)
11. When there are two or more words in a command, the point of emphasis will be placed on the **last** word. (p. 15)

C. Multiple Choice:

Circle the letter that correctly answers the question or completes the statement.

1. _____ depends on the correct use of the tongue, lips, and teeth to form the separate sounds of a word and to group those sounds to form words.
 - * a. Distinctness (p. 13)
 - b. Inflection
 - c. Snap
 - d. Projection
2. _____ is the change in pitch of the voice.
 - a. Snap
 - *b. Inflection (p. 15)
 - c. Projection
 - d. Distinctness

3. _____ help develop confidence, self-reliance, assertiveness, and enthusiasm by making the individual recall, give, and execute the proper commands.
- Preparatory commands
 - Supplementary commands
 - *c. Mass commands (p. 17)
 - Informational commands
4. _____ is that extra quality in a command that demands immediate response and expresses confidence and decisiveness.
- Distinctiveness
 - Projection
 - Inflection
 - *d. Snap (p. 15)
5. _____ are given when one unit of the element must execute a movement different from the other units or must execute the same movement at a different time.
- Commands of execution
 - *b. Supplementary commands (p. 12)
 - Preparatory commands
 - Informational commands
6. The ability of your voice to reach whatever distance is desired without undue strain is _____.
- inflection
 - distinctiveness
 - snap
 - *d. projection (p. 13)
7. The _____ explains what the movement will be.
- supplementary command
 - informational command
 - command of execution
 - *d. preparatory command (p. 11)

8. The _____ explains when the movement will be carried out.
- *a. command of execution (p. 12)
 - b. preparatory command
 - c. supplementary command
 - d. informative command
9. Which of the following is the correct way for a group to count cadence?
- *a. ONE, TWO, THREE, FOUR; ONE, TWO, THREE, FOUR. (p. 15)
 - b. ONE, TWO, THREE, FOUR, FIVE, SIX, SEVEN, EIGHT.
 - c. HUT, TOOP, THREEP FOURP; HUT, TOOP, THREEP, FOURP.
 - d. ONE TWO; ONE TWO; ONE TWO; ONE TWO.

D. True/False:

Place a **T** in the blank if the statement is true, and an **F** in the blank if the statement is false.

- T** 1. For a squadron or larger unit, the interval between the squadron or group commanders preparatory command and the command of execution should be long enough to allow the marching elements to take three steps between commands. (p. 15)
- F** 2. The preparatory command and the command of execution are combined; these commands are given with the same pitch and volume of voice as that of a normal command of execution. (p. 12)
- T** 3. 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. (p. 13)
- T** 4. A drill command is an oral order. (p. 11)
- T** 5. The way a command is given affects the way the movement is executed. (p. 13)
- T** 6. A correctly delivered command is loud and distinct enough for everyone in the element to hear. (p. 13)
- F** 7. When beginning a preparatory command, the voice should be pitched high. (p. 15)

F 8. The commander always faces the troops when giving commands. (p. 12)

T 9. In regard to timing when marching, it is important to remember to give commands for executing movements to the right when the right foot strikes the ground and for movements to the left when the left foot strikes the ground. (p. 15)

T 10. When giving commands, the leader is at the position of attention. (p. 12)

E. List or Describe:

1. Give examples of supplementary commands. (p. 12)
 - **CONTINUE THE MARCH** and **STAND FAST**.
2. Give examples of informational commands. (p. 12)
 - **PREPARE FOR INSPECTION** and **DISMISS THE SQUADRON**.
3. A general rule for commanders when giving commands is to face the troops. When does this rule **not** apply? (p. 12)
 - When the element is part of a larger drill element or when the commander is relaying commands in a ceremony.
4. What are the reasons for counting cadence while drilling? (p. 15)
 - The instructor counts cadence to acquaint students with cadence rhythm.
 - Counting cadence helps teach coordination and rhythm.
 - When trainees get out of step, the instructor corrects them by counting cadence.
5. In the preparatory command, **Right Flank**, which word in the command should be emphasized? (p. 15)
 - **Flank**.

6. List the general rules that should be applied when giving commands. (pp. 12,13)

- The commander should be at attention with good military bearing.
- The commander faces the troops when giving commands except when the element is part of larger drill element or when the commander is relaying commands in a ceremony.
- When a command requires a unit to execute a movement different from other units, the subordinate commander gives a supplementary command over the right shoulder.
- 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**.
- Use the command **AS YOU WERE** to revoke a preparatory command.
- When giving commands, flight commanders may add the letter of their flight to the command.
- 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.

7. Sometimes it is necessary to give commands in which the preparatory command and the command of execution is combined. Place a check in the space provided beside those commands which you think are combined drill commands. (p. 12)

- a. **FALL IN.**
- b. **"A" Flight, HALT**
- c. **AT EASE.**
- d. **"B" Flight, ATTENTION.**

8. In the preparatory command, Right Flank, which foot should be striking the ground when the word Flank is issued by the commander? (p. 15)

- The right foot.

Chapter 3

Individual Instruction

A. Define, Describe, or Identify:

1. Attention – bring the heels together smartly and on line. (p. 17)
2. At Ease - upon receiving this command, Airman 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. (p. 19)
3. Fall Out - upon hearing this command, 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. (p. 19)
4. Double Time - when halted and on the command **MARCH**, the Airman begins with the left foot, raises the forearms to a horizontal position along the waistline, cups the hands with the knuckles out, and begins an easy run of 180 steps per minute with 30-inch steps, measured from heel to heel. (pp. 25, 26)
5. Quick Time - upon receiving the command **MARCH** (given as either foot strikes the ground), the Airman advances two more steps in double time, resumes quick time, lowers the arms to the sides, and resumes coordinated arm swing. (p. 26)
6. Mark Time – when marching, the command **MARCH** is given as either foot strikes the ground. The Airman takes one more 24-inch step with the right (left) foot. He or she then brings the trailing foot to a position so both heels are on line. The cadence is continued by alternately raising and lowering each foot. The balls of the feet are raised 4 inches above the ground. Normal arm swing is maintained. (p. 26)
7. Change Step – on the command **MARCH**, given as the right foot strikes the ground, the Airman takes one more 24-inch step with the left foot. Then in one count, place the ball of the right foot alongside the heel of the left foot, suspend arm swing, and shift the weight of the body to the right foot. Step off with the left foot in a 24-inch step, resuming coordinated arm swing. The upper portion of the body remains at the position of attention throughout. (p. 29)
8. Right (Left) Step – on the command **MARCH**, the Airman raises the right (left) leg from the hip just high enough to clear the ground. The leg will be kept straight, but not stiff, throughout the movement. The individual places the right (left) foot 12 inches, as measured from the inside of the heels, to the right (left) of the left (right) foot. Transfer the weight of the body to the right (left) foot, then bring the left (right) foot smartly alongside the right (left) foot as in the position of attention. (pp. 28, 29)

9. Salute - a courteous exchange of greetings, with the junior member always saluting first. (p. 22)
10. Hand salute - used for training purposes. The command is **Hand, SALUTE**, and it is performed in two counts. (p. 21)

B. Fill in the Blank:

Fill in the blank with the word or words necessary to complete the statement.

1. To resume the position of attention from any of the rests (except fall out), the command is **Flight, ATTENTION**. (p. 19)
2. The hand salute is used for training purposes only, the command is Hand, SALUTE, and it is performed in **two** count(s). (p. 21)
3. The **salute** is a courteous exchange of greetings, with the junior member always saluting first. (p. 22)
4. Upon hearing 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). (p. 24)
5. The facing movements of Right Face, Left Face, About Face, Half Right Face, and Half Left Face are all two-count movements executed in **quick** time. (p. 20)
6. To have cadets return their heads and eyes to the front, the command **Ready, FRONT** is given as the left (right) foot strikes the ground and on the command **FRONT**, heads and eyes are turned smartly to the front. (p. 24)
7. In facing to the rear, the command is **About, FACE** and it is a two-count movement. (pp. 20,21)
8. The command **Forward, MARCH** is given to resume a full 24-inch step. (p. 28)
9. Marching other than at attention may be done in either of two ways and by these commands: **Route Step, MARCH**, and **At Ease, MARCH**. (pp. 29,30)
10. To resume quick time from double time, the command is **Quick Time, MARCH**, with four steps between commands. (p. 26)
11. The only command that can be given when marching at other than attention is **Incline to the Right (Left)**. (p. 29)
12. To halt from double time, the command **Flight, HALT** is given as either foot strikes the ground, with four steps between commands. (p. 26)

13. The command **To The Rear, MARCH**, is given as the heel of the **right** foot strikes the ground. (p. 29)

C. Multiple Choice:

Circle the letter that correctly answers the question or completes the statement.

1. Cadet Jones has been given a command that permits her to leave the ranks and talk to another cadet who has been watching the flight drill. Which of the following commands when executed permits cadet Jones to do this?
 - a. **AT EASE.**
 - *b. **FALL OUT.** (p. 19)
 - c. **REST.**
 - d. **Parade, REST.**

2. In what position is Cadet Brown if she is silenced and relaxed and in a standing position with her right foot in place?
 - *a. **AT EASE.** (p. 19)
 - b. **REST.**
 - c. **FALL OUT.**
 - d. **Parade, REST.**

3. Cadet Smith has his right foot in place but is able to talk with Cadet Blackmon. What position could he be in that would allow him to do this?
 - a. **FALL OUT.**
 - b. **Parade, REST.**
 - c. **AT EASE.**
 - *d. **REST.** (p. 19)

4. Which of the following would be the correct things to do when you hear the command **Forward, MARCH**?
- Step off with your right foot at the command of execution and march forward in quick time. Let your arms swing backward and forward with a natural swing about 6 inches from your body.
 - *b. Step off with your left foot at the command of execution and march forward in quick time. Use coordinated arm swings, with a natural movement 6 inches forward and 3 inches to the rear. (pp. 24,25)
 - c. Step off with your left foot at the command of execution and take steps 36 inches in length at the rate of 180 steps per minute.
 - d. Step off with the right foot at the command of execution and take steps 30 inches in length at the rate of 120 steps per minute.
5. The length of steps and the rate of speed for marching double time is
- *a. 30-inch steps at the rate of 180 steps per minute. (pp. 25, 26)
 - b. 30-inch steps at the rate of 120 steps per minute.
 - c. 36-inch steps at the rate of 180 steps per minute.
 - d. 24-inch steps at the rate of 120 steps per minute.
6. To change from quick time march to double time march or to change from double time march to quick time march, which foot should be striking the ground with the command of execution?
- a. The right foot.
 - b. The left foot.
 - *c. Either foot. (p. 26)
 - d. Both feet.
7. Cadet Smith is given the preparatory command and the command of execution **Right Flank, MARCH** as his right foot is striking the ground. What is his next move?
- a. Pivot 90 degrees to the right on the foot that was on the ground when the command was given.
 - b. Pivot 90 degrees to the right by turning on the toe and the right heel.
 - *c. Pivot 90 degrees to the right on the ball of the left foot, keeping the upper portion of the body at the position of attention. (p. 29)
 - d. Pivot 90 degrees to the right on the balls of both feet and take a 12-inch step with the left foot.

8. At the command of execution, the cadet lifts the right foot from the hip just enough to clear the ground and without bending the knees, places the ball of the right foot approximately half a shoe length behind and slightly to the left of the heel. The cadet is making preparation to execute
- Half Right (Left), FACE.**
 - AT EASE.**
 - Right (Left), FACE.**
 - *d. **About, FACE.** (p. 20)
9. When in formation and you hear the command **AT EASE**, you may
- *a. relax in a standing position keeping your position within the flight and your right foot in place and maintain silence. (p. 19)
 - b. stand at parade rest and wait for the next command.
 - c. stand at attention and wait for the next command.
 - d. stand at any of the rest positions and wait for the next command.
10. Upon hearing the command **REST**, when in formation, which of the following would you do?
- a. Stand at attention and wait for the next command.
 - *b. Keep your right foot on the ground and in place and talk in a low tone if you choose. (p. 19)
 - c. Keep your right foot on the ground and in place but refrain from speaking.
 - d. Observe the cadet in front of you and perform the same movements.
11. How many additional steps do you take after the command of execution when marching double time and the command **Flight, HALT** is given?
- a. One additional step.
 - *b. Four additional steps. (p. 26)
 - c. Three additional steps.
 - d. Two additional steps.
12. Cadet Simpson, after hearing the command of execution, raises her forearms to a horizontal position along the waistline, cups her hands with her knuckles turned outward, and with the next step, assumes the 30-inch step at the rate of 180 steps per minute. What command is cadet Simpson executing?
- a. **Double Time, MARCH**, given as either foot strikes the ground.
 - b. **Flight, HALT**, given while marching quick time.
 - c. **Flight, HALT**, given while marching double time.
 - *d. **Double Time, MARCH**, given from the halt. (pp. 25, 26)

13. Which of the following activities are you **not** required to do when marching route step?

- *a. Maintain cadence and silence. (p. 30)
- b. Maintain dress and cover.
- c. Maintain the prescribed distance.
- d. Maintain the prescribed interval.

14. Which of the following do **not** apply to the position of attention?

- a. Standing in an immobile position with the body weight resting equally on the heels and balls of both feet and remaining silent.
- b. The legs are straight with heels as near each other as the conformation of the body permits and feet turned out equally forming a 45-degree angle.
- *c. The toes are together with the heels turned outward forming an angle of 45-degrees, and the head is forward forming an angle of 45-degrees with the line of sight. (pp. 17,18)
- d. Arms hang straight without stiffness, with thumbs along trouser seams or sides of the skirt; hands are cupped with palms facing the legs.

15. Cadet Moore has her heels 12 inches apart as measured from the inside of the heels; her legs are straight; her palms are facing outwards with the right hand in the palm of the left and right thumb over the left to form an "X". Cadet Moore is standing at

- a. Ease.
- b. Rest.
- *c. Parade Rest. (pp. 18,19)
- d. Attention.

D. Matching:

Match the definitions in Column A with the terms in Column B. Some terms may be used more than once.

Column A

e 1. At the command of execution **MARCH**, the Airman takes a 12-inch step with the left foot, placing it in front of and in line with the right foot and distributes the weight of the body on the balls of both feet. (p. 29)

a 2. This movement is executed only in quick time, and normal arm swing is maintained. (p. 28)

b 3. On the command **MARCH**, given as the right foot strikes the ground, the Airman takes one more 24-inch step with the left foot. (p. 29)

d 4. This command is given as the heel of the right (left) foot strikes the ground. (p. 29)

c 5. The command is given only from a halt and for moving short distances. On the command

MARCH, the Airman raises the right (left) leg from the hip just high enough to clear the ground. (p. 28)

f 6. When marching, the command **MARCH** is given as either foot strikes the ground. The Airman takes one more 24-inch step with the right (left) foot. (p. 26)

d 7. In this marching movement, on the command **MARCH**, the Airman takes one more 24-inch step, pivots 90 degrees to the right (left) on the ball of the left (right) foot, keeping the upper portion of the body at the position of attention. (p. 29)

e 8. The Airman pivots 180 degrees to the right on the balls of both feet, and takes 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. (p. 29)

Column B

- a. Half Step
- b. Change Step
- c. Right (Left) Step
- d. Flanking Movement
- e. To The Rear, MARCH
- f. Mark Time

E. True/False:

Place a **T** in the blank if the statement is true, and an **F** in the blank if the statement is false.

- T** 1. The positions of Parade Rest, At Ease, Rest, and Fall Out are executed from the halt and only from the position of Attention. (pp. 19, 20)
- F** 2. Upon hearing the command **FALL OUT**, cadets may break ranks and leave the immediate area. (p. 19)
- T** 3. The only commands that can be given when marching at double time are **Incline To The Right (Left); Quick Time, MARCH;** and **Flight, HALT.** (p. 26)
- F** 4. To march half step from the halt, step off on the left foot with a 15-inch step at the command of execution. (p. 28)
- T** 5. The commands **Eyes, RIGHT (LEFT) and Ready, FRONT** may be given while cadets are at a halt or while they are marching. (pp. 23, 24)
- T** 6. The half step is not executed from the halt nor are changes of direction made from the half step. (p. 28)
- T** 7. When executed from a halt, all steps and marching begins with the left foot, except right step and close march. (p. 24)
- T** 8. Mark time is executed in quick time only. (p. 27)
- T** 9. The facing movements **Right FACE, Left FACE, About FACE, Half Right FACE,** and **Half Left FACE** are executed from the halt while standing at attention. (pp. 20, 21)
- F** 10. To march in double time, the cadet will take 24-inch steps measured from heel to heel with the swing of the arms measuring 6 inches to the front and 3 inches to the rear. (p. 25)
- T** 11. To halt from quick time march, the command is **Flight, HALT,** given as either foot strikes the ground. (p. 25)
- F** 12. To halt from the side step, place the right foot on the ground with the preparatory command; then bring the left foot to a position beside the right foot just as the command of execution is given. (p. 29)
- T** 13. The command for **Right (Left) Step, MARCH** is given only from a halt and for moving short distances. (p. 28)

- T** 14. To execute the **Right (Left) Step, HALT**, the cadet will, on the command **HALT** which is given when the heels are together, take one more step with the right (left) foot and place the left (right) foot alongside the right (left) foot as in the position of attention. (p. 29)
- T** 15. Right and left flanking movements may be used when it becomes necessary to move troops to the right or to the left for short distances only. (p. 29)
- F** 16. The command **At Ease, MARCH** permits movements as long as silence, dress, cover, interval, distance, and cadence are maintained. (p. 30)
- F** 17. Civilians should never be saluted by persons in uniform. (p. 23)
- T** 18. When returning or rendering an individual salute, the cadet turns his or her head and eyes toward the Colors or person saluted. (p. 22)
- T** 19. A superior carrying articles in both hands need not return a salute, but the junior member must salute, and the senior member should nod in return or verbally acknowledge the salute. (p. 23)
- F** 20. An exchange of verbal greetings is not appropriate if a junior member is carrying articles in both hands. (p. 23)
- T** 21. The President of the United States, as Commander in Chief of the Armed Forces, is always accorded the honor of a salute. (p. 23)
- T** 22. Three cadets were standing on a street corner when General Brock drove by in his private vehicle. All three cadets saluted the general. The cadets were correct in this procedure. (p. 23)
- F** 23. Exchange of salutes between military pedestrians (including gate sentries) and officers in moving vehicles is mandatory. (p. 23)
- T** 24. While the 20 members of Flight A were at fallout, the squadron commander approached them. Cadet Anderson, the first member to notice the commander, called the group to attention, and all members saluted the approaching officer. Cadet Anderson and the other cadets were correct in this procedure. (p. 23)

F. List or Describe:

1. List the three commands and movements involved in executing the half step. (p. 28)
 - **Half Step, MARCH.** May be given as either foot strikes the ground. Upon hearing the command of execution, the Airman will take one more normal step of 24-inches followed by a 12-inch step in quick time, setting the heel down first without scraping the ground. The Airman maintains coordinated arm swing and continues the half step until marched forward or halted.
 - **Forward, MARCH.** This command is given only as the heel of the left foot strikes the ground. At the command of execution, the Airman takes one more 12-inch step with the right foot and then steps off with a full 24-inch step with the left foot.
 - **Halt,** executed from half step is similar to the halt from a 24-inch step. The half step is not executed from the halt nor are changes of direction made from the half step.

2. Describe how a cadet would come to the position of attention. (pp. 17, 18)
 - To come to attention, bring the heels together smartly and on line.
 - Place the heels as near each other as the conformation of the body permits, and ensure the feet are turned out equally, forming a 45-degree angle. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level, chest lifted, back arched, and shoulders square and even. Arms hang straight down alongside the body without stiffness, and the wrists are straight with the forearms. Place the 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 with palms facing the leg.
 - 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. What is the command for "Parade Rest"? (p. 18)
 - The command is **Parade, REST.**

4. What should cadets do upon hearing the command "**FALL OUT**"? (p. 19)
 - Individuals may relax in a standing position or break ranks. They must remain in the immediate area, no specific method of dispersal is required, and moderate speech is permitted.

5. When is “Mark Time” used? (p. 26)
 - Mark Time is used when it becomes necessary for the members of an element or a flight to await their turn to fall into a certain designated place in a larger formation that is on the march.
 - The Mark Time movement is also used when certain changes in the formation of an element or flight are called for.
6. Explain how a cadet would assume the position of “Parade Rest”. (pp. 18,19)
 - The command is **Parade, REST**. On the command of execution, **REST**, the Airman will raise the left foot from the hip just enough to clear the ground and move it smartly to the left so the heels are 12 inches apart, as measured from the inside of the heels. The legs should be kept 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 towards 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”. Keep head and eyes straight ahead, and remain silent and immobile.
7. Describe the activities required to execute the “Mark Time” movement. (p. 26)
 - When marching:
 - The command is **MARCH** given as either foot strikes the ground. The Airman takes one more 24-inch step with the right (left) foot. He or she then brings the trailing foot to a position so that both heels are on line. The cadence is continued by alternately raising and lowering each foot. The balls of the feet are raised 4 inches above the ground. Normal arm swing is maintained. Dress and cover are maintained.
 - When at a halt:
 - On the command **MARCH**, the Airmen 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 a halt from quick time.
 - The command **Forward, MARCH** is given to resume marching with the 24-inch step. The Airmen takes one more step in place and then steps off in a full 24-inch step. This command is given as the left foot strikes the ground.
8. Explain how a cadet would assume the position of “At Ease”. (p. 19)
 - Cadets would assume this position when the combined command **AT EASE** is given. On the command of **AT EASE**, cadets may relax in a standing position. Their position in the flight will not change. Their right foot must remain in place and silence must be maintained.

9. What is the command for the right and left flanking movement and how is it given? (p. 29)
- The command is **Right (Left) Flank, MARCH**, given as the heel of the right (left) foot strikes the ground.
 - On the command **MARCH**, the Airman takes one more 24-inch step, pivots 90 degrees to the right (left) on the ball of the left (right) foot, keeping the upper portion of the body at the position of attention.
 - Then step off with the right (left) foot in the new direction of march with a full 24-inch step and coordinated arm swing.
 - 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.
10. Explain how a cadet would halt from “Double Time”. (p. 26)
- To halt from double time, the command **Flight, HALT** is given as either foot strikes the ground, with four steps between commands. The Airman will take two more steps in double time and halt in two counts at quick time, lowering the arms to the sides.
11. What command would be executed to have cadets march forward in quick time from a halt and describe how it would be done? (pp. 24,25)
- The Airman smartly steps off straight ahead with the left foot, taking a 24-inch step and places the heel on the ground first. When stepping off and while marching, the Airman will use coordinated arm swing; that is, right arm forward with the left leg and left arm forward with the right leg. The hands will be cupped with the thumbs pointed down, and the arms will hand straight, but not stiff, and will swing naturally.
12. Describe the procedure for executing the command “**Change Step, MARCH**”. (p. 29)
- At the command of execution **MARCH**, given as the right foot strikes the ground, the Airman takes one more 24-inch step with the left foot. Then in one count, places the ball of the right foot alongside the heel of the left foot, suspends arm swing, shifts the weight of the body to the right foot. Steps 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.
13. What is the difference between “**At Ease**” and “**Rest**”? (p. 19)
- The only difference is that talking in a low conversational tone is permitted while at rest.
14. How would a cadet halt from “Quick Time March”? (p. 25)
- The command is **Flight, HALT**, given in rhythm as either foot strikes the ground. On the command **HALT**, the Airman will take one more 24-inch step. 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.

15. Describe the correct way to give a hand salute. (pp. 21, 22)

- The command is **Hand, SALUTE** and is performed in two counts.
- Upon receiving 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. The palm is kept flat and facing the body.
- Place the thumb along the forefingers keeping the palm flat, forming a straight line between the fingertips and elbows.
- 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, or if wearing a nonbilled hat, ensure the middle finger touches the outside corner of the right eyebrow or the front corner of glasses. The rest of the body will remain at the position of attention. (This is count one of the movement)
- To complete count two of the movement, bring the arm smoothly and smartly downward, retracing the path used to raise the arm.
- Cup the hand as it passes the waist and return to the position of attention.

16. What would you do if you were part of a small group that was not in formation and you were the first person to see an officer approaching the group? (p. 23)

- Call the group to attention, and all members face the officer and salute.

17. Explain what you would do if you were the person in charge of a group in formation when an officer approached. (p. 23)

- Call the members to attention and render a salute for the group.

18. Name an instance when a verbal greeting is appropriate. (p. 23)

- A verbal greeting is appropriate if a junior member, saluted by a superior, is carrying articles in both hands.
- A superior carrying articles in both hands need not return the salute; but the junior member must salute, and the senior member should nod in return or verbally acknowledge the salute.

19. What does saluting outdoors mean and list areas that are classified as outdoors? (pp. 22, 23)

- Saluting outdoors means salutes are exchanged when the persons involved are outside 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.

20. What personnel exchange salutes when they meet outdoors and are recognized? (p. 22)

- Outdoor, salutes are exchanged upon recognition between officers and warrant officers and between officers or warrant officers and cadets or enlisted members of the Armed Forces.

Chapter 4

Drill of the Flight

A. Define, Describe, Identify:

1. Flight – when base formations and marching are learned. It is composed of at least two, but not more than four elements. This formation is the most practical drill group. (p. 31)
2. Drill instructor - may assume any of the titles and positions of the flight commander, flight sergeant, and guide for the purposes of instruction. The drill instructor has the authority to do all of the activities listed. (pp. 31, 32)
3. Open ranks - is only given to a formation when in line at normal interval. (p. 37)
4. Cover - upon receiving this command, everyone with the exception of the guide, will adjust by taking small choppy steps if needed and establish dress, cover, interval, and distance. (p. 36)
5. Close ranks - to close ranks when at open ranks, the command is **Close Rank, MARCH**. On the command **MARCH**, the first rank stands fast. Each person covers on the person directly in front. (p. 38)
6. 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. (p. 38)
7. Column formation - to align the flight in column the command is **COVER**. Upon receiving this command, everyone with the exception of the guide, will adjust by taking small choppy steps and establish dress, cover, interval, and distance. (p. 36)
8. **Counter, MARCH** - is not a precise movement, but is used to permit flexibility in the movement of units where space is limited. (p. 46)
9. **INCLINE TO THE RIGHT (LEFT)** - this command is given to execute a slight change of direction. (p. 43)
10. **Column Half Right (Left)** - this command is given to change the direction of a column by 45 degrees. (p. 43)
11. **Column of Twos (Fours) to the Left (Right), MARCH** - this command is given to form a column of two or more files when in a single file of more than one element. (p. 44)

12. **Close, MARCH** - this command is given to obtain close interval between files when in column at normal interval at a halt or while marching at quick time. (p. 39)
13. **Extend, MARCH** - this command is given to obtain normal interval from close interval. (p. 39)

B. Fill in the Blank:

Fill in the blank with the word or words necessary to complete the statement.

1. The **flight** is composed of at least two but not more than four elements. (p. 31)
2. 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. (p. 32)
3. To align the flight in column, the command is **COVER**. (p. 36)
4. The command to form a flight in line formation is **FALL IN**. (p. 32)
5. Once dress, cover, interval, and distance have been established, the command **Ready, FRONT** will be given. (p. 36)
6. The position of the guide within a flight in line or in column in marching or at a halt, is **right** unless otherwise announced. (p. 32)
7. To open ranks when in line, the command is **Open Ranks, MARCH**. (p. 37)
8. To close ranks when at open ranks, the command is **Close Ranks, MARCH**. (p. 38)
9. In flight drill, the positions of the flight commander, flight sergeant, and **guide** assume importance. (p. 31)
10. In performing an inspection of the flight, the flight commander salutes and reports to the inspector **Sir (Ma'am), Flight is Prepared for Inspection**. (p. 37)
11. Once the entire formation has changed direction and dress, cover, interval, and distance are reestablished, the command **Forward, MARCH** will be given. (p. 43)
12. **Counter, MARCH** is not a precise movement, but is used to permit flexibility in the movement of units where space is limited. (p. 46)

13. When executing column right, the element leaders take one 24-inch step forward, then the **right** foot should be striking the ground when the command **MARCH** is given. (p. 43)
14. 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**. (p. 39)
15. If you are the leader of the third, second, or first element and the command **Column Right, MARCH** is given, you should pivot **45** degrees to the right on the ball of the left foot. (p. 41)
16. To obtain normal interval from close interval, the command is **Extend, MARCH**. (p. 39)
17. To form a column of two or more files when in a single file of more than one element, the command is **Column of Twos (Fours) to the Left (Right), MARCH**. (p. 44)
18. The normal formation for marching is a column of at least **two**, but not more than **four** elements abreast. (p. 39)
19. To form a single file when the flight is in two or more columns and at the halt, the command **Column of Files from the Right (Left)** is given. (p. 44)
20. In performing extend march (marching), the procedures and steps used to obtain close interval are also used except the command is given on the **left** foot and the pivots are made on the **right** foot. (p. 41)
21. **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. (p. 36)
22. When forming a column of twos when in a column of fours at a halt, the command is **Column of Twos From the Right (Left), Forward, MARCH**. (p. 45)
23. Upon receiving the command **MARCH** in performing **Close March (Marching)**, the **fourth** element takes the half step (beginning with the **left** foot) following the command of execution. (p. 39)
24. If the flight is in march and has executed the movements required to close the interval or to resume the normal interval, the command **Forward, MARCH** is given for the flight to change from the half step to normal step march. (p. 39)
25. Following the command of execution in performing **Close March (Marching)**, the third element obtains close interval by pivoting **45** degrees to the right on the ball of the left foot taking one **24**-inch step with coordinated arm swing toward the fourth element, and then pivoting 45 degrees back to the left on the ball of the right foot. (p. 39)

C. Multiple Choice:

Circle the letter that correctly answers the question or completes the statement.

1. What does the guide do when the flight is marching in column and either of these commands is given: **Right (Left) Flank** and **To the Rear, MARCH**?
 - a. The guide must execute face to the left in marching and march to a position in line with and to the right of the first element. He or she will then halt and stand at attention.
 - b. The guide does a face to the rear and marches to a position in front of the center file where he or she halts and executes a left flank movement.
 - *c. The guide executes the movements with the flight and maintains his or her relative position within the flight until the flight is halted in line. He or she will then move to a position beside and to the right of the leading element. (p. 32)
 - d. The guide executes the movements with the flight and then assumes the double time march until he or she reaches a position where he or she is in front of and to the right of the flight in their new line of march.

2. When the command **Dress Left, DRESS** is given, the heads and eyes of the cadets are turned
 - *a. 45 degrees to the right. (p. 35)
 - b. 90 degrees to the right.
 - c. 90 degrees to the left.
 - d. 45 degrees to the left.

3. When in column and the command **COVER** is given, each cadet in the flight will cover on the cadet in front and align with the cadet on the right. Who is responsible for the interval and the distance when the flight is in column?
 - *a. The leading individual of each file is responsible for the interval and the base file establishes and maintains the distance. (p. 36)
 - b. The leading individual of the base element does not move and everyone else establishes dress, cover, interval, and distance based upon this individual.
 - c. Each cadet is responsible for their own interval and distance regardless of the cadet in front or to the side.
 - d. The element leaders are responsible for the distance and the cadets in the base file are responsible for the interval.

4. After inspecting the entire flight, the inspector marches off to the right flank of the flight and the flight commander
 - a. faces to the right, moves three paces beyond the front rank, halts, faces to the left, and commands **Ready, FRONT**.
 - *b. proceeds directly to a position three paces beyond the front rank, halts, faces to the left (down line), and commands **Flight, ATTENTION**. (p. 38)
 - c. before giving further commands, faces left and commands **Close Ranks, MARCH**.
 - d. executes a left face (down line) and commands **Second, Third, and Fourth Elements, Parade, REST**.

5. Where does the flight commander place himself or herself to check the alignment of each rank?
 - *a. The flight commander takes the position on the flank of the flight toward which the dress is made, one pace from and in prolongation of the front rank, and faces down the line. (p. 36)
 - b. The flight commander will place himself or herself at the center of the rank to be checked at a point where he or she can see each cadet and determine who might be out of position.
 - c. The flight commander cuts through the ranks and takes the most direct path to his or her post in front of the flight where he/she halts and faces to the rear.
 - d. He/she faces right in marching and moves three paces beyond the front rank where he/she halts and faces to the left.

6. To count off in line or in column, the command is **Count OFF**. Upon receiving the command **OFF**,
 - *a. all Airman except the element leaders and guide, turn their heads and eyes 45 degrees to the right, and the element leaders call out **ONE** in a normal tone of voice. (p. 39)
 - b. the base file establishes and maintains a 40-inch distance and everyone else aligns themselves beside the individual to their right and behind the individual in front of them.
 - c. 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.
 - d. the second, third, and fourth element leaders align themselves directly behind the person in front of them and visually establish a 40-inch distance.

7. Which of the following is the correct procedure to be executed when an individual in the flight is given the command **FRONT AND CENTER**?
 - a. The cadet involved will take one step forward, execute right and left face, and proceed between the elements to the front of the formation where he/she reports to the person in command.
 - *b. The individual takes one step backward, faces right or left, 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 report as directed. (p.38)
 - c. The cadet involved takes one step to the right, takes a position facing the person in command, executes a right and left face and proceeds by the most direct route to the front of the formation and reports to the person in command.
 - d. The cadet involved takes one step to the rear, executes right and left face, and proceeds directly past the persons in front of him/her, using small choppy steps, and reports to the person in command.

8. In regard to the formation of the flight, to establish interval,
 - *a. the leading individual in each file obtains exact shoulder-to-fingertip contact with the individual to his or her immediate right. (p. 33)
 - b. the leading individual executes an automatic ready front and remains at the position of attention.
 - c. the leading individual takes a position facing the flight sergeant.
 - d. the leading individual falls directly to the left of the guide, and once halted, executes an automatic dress right dress.

9. When moving from individual to individual during the inspection, the inspector and flight commander simultaneously
 - a. proceed directly to a position three paces beyond the front rank, halt, face to the left, (down line), and command **Flight, ATTENTION**.
 - b. take one step forward and face to the right in a position in front of the guide.
 - c. execute a left face (down line) and command **Second, Third, Fourth Elements, Parade, REST**.
 - *d. execute a face to the right in marching and an in place halt. (p. 37)

10. When forming the flight, the first element leader falls in directly to the left of the guide, and once halted, executes an automatic dress right dress; the second, third, and fourth element leaders
- execute an automatic ready front when the presence of the first element leader is felt on their fingertips.
 - execute an automatic ready front and remain at the position of attention.
 - *c. 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. (p. 32)
 - d. fall into any open position to the left of the element leaders and execute an automatic dress right dress to establish dress and cover.
11. The _____ is an important element of the flight since he or she is responsible for the direction and cadence of the march.
- flight commander
 - flight sergeant
 - *c. flight guide (p. 32)
 - element leader
12. After the flight has executed column right, when should the commander give the order for the flight to resume the 24-inch step?
- *a. As soon as all members of the flight have reestablished the normal interval and distance. (p. 43)
 - b. As soon as the last individual in the second element has executed the second 45-degree pivot and is marching forward in the new direction.
 - c. As soon as the last individual in the first element has executed the second 45-degree pivot and is marching forward in the new direction.
 - d. As soon as all members of the flight have executed the second 45-degree pivot and are marching forward in the new direction.
13. Which of the following is the correct way to execute a slight change of direction when the command **INCLINE TO THE RIGHT (LEFT)** is given?
- *a. The guide or guiding element moves in the indicated direction, and the rest of the element follow. (p. 43)
 - b. The element leader of the right (left) element turns his or her head 45 degrees to the right (left) and commands **Forward**. The guide and commander will then pivot 45 degrees and march to their regular positions.
 - c. The element leaders will lead off in the new direction with the rest of the unit following. The guide and commander will then pivot 45 degrees and march to their regular positions.
 - d. The guide or element leader takes one more 24 inch step, 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.

14. On the preparatory command, Cadet Jones who is the leading element leader, turns his head 45 degrees to the right (left) and commands **STAND FAST**, while at the same time the remaining element leaders turn their heads 45 degrees to the right (left) and command **Column Half Left (Right)**. What movement is the flight executing?
- *a. Forming a column of two or more files while in a single file of more than one element. (p. 44)
 - b. Forming a single file while in a column of two or more elements.
 - c. Forming a column of fours when in a column of twos at a halt.
 - d. Forming a column of twos when in a column of fours at a halt.
15. When marching in counter march, the first element leader takes
- *a. 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). (p. 46)
 - b. two 24-inch steps forward and executes a 90-degree pivot to the right with suspended arm swing.
 - c. three 24-inch steps forward and executes a 90-degree pivot to the left with suspended arm swing.
 - d. one 24-inch step forward, executes two 90-degree pivots to the left with suspended arm swing.
16. When performing the marching movement during counter march, the fourth element leader takes
- a. two 24-inch steps forward and executes a 90-degree pivot to the right with suspended arm swing.
 - b. four 24-inch steps forward and executes a 90-degree pivot to the right with suspended arm swing.
 - *c. three 24-inch steps forward and executes a 90-degree pivot to the left with suspended arm swing. (p. 47)
 - d. one 24-inch step forward, executes two 90-degree pivots to the left with suspended arm swing during the pivots.

17. When marching in counter march the second element leader takes
- *a. two 24-inch steps forward and executes a 90-degree pivot to the right with suspended arm swing and continues to march and executes another 90-degree pivot to the right with (suspended arm swing) between the third and fourth elements. (p. 46)
 - b. three 24-inch steps forward and executes a 90-degree pivot to the left with suspended arm swing then marches across the front of the flight and executes another 90-degree pivot to the left between the first and second elements with suspended arm swing during the pivot.
 - c. one 24-inch step forward, executes a 90-degree pivot to the right with suspended arm swing during pivots and marches between the remainder of the third and second elements.
 - d. 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.
18. At the preparatory command, the element leader on the right (left) commands **Forward**; the remaining element leaders command **STAND FAST**. As the other commands are given, each element in turn steps off, inclines to the right (left), and follows the leading element. What command was given to cause the flight to execute this movement?
- *a. **Column of Files from the Right (Left), Forward, MARCH.** (p. 44)
 - b. **Column of Twos (Fours) to the Left, MARCH.**
 - c. **Column of Files from the Right, Column Right, MARCH.**
 - d. **Column of Twos from the Right, Forward, MARCH.**
19. On the command **MARCH**, the fourth element stands fast and the remaining elements take the required number of right steps all at the same time and halt together; the third element takes two steps, the second element takes four steps, and the first element takes six steps. This is a description of
- *a. **Close March (Halted).** (p. 39)
 - b. **Extend March (Marching).**
 - c. **Close March (Marching).**
 - d. **Extend March (Halted).**

20. Assume that you are the leader of the fourth element in a flight that is marching forward at normal interval. Which of the following should you execute upon hearing the command **Column Right, MARCH**?
- a. Take a 24-inch step, pivot 45 degrees to the right on the ball of the left foot and then take two 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
 - b. Take one more 24-inch step, pivot 45 degrees to the right on the ball of the left foot, then take six 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
 - c. Take one more 24-inch step and pivot 45 degrees to the right on the ball of the left foot, then take four 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
 - *d. Take one more 24-inch step, pivot 90 degrees to the right on the ball of the left foot; advance another 24-inch step and beginning with the second step after the pivot, take up the half step. (p. 41)
21. When performing the marching movement during counter march, the third element leader takes
- a. three 24-inch steps forward and executes a 90-degree pivot to the left with suspended arm swing, then marches across the front of the flight and executes another 90-degree pivot to the left between the first and second elements.
 - b. four 24-inch steps forward and executes a 90-degree pivot to the right (suspending arm swing) 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.
 - c. two 24-inch steps forward and executes a 90-degree pivot to the right with suspended arm swing during the pivots, and marches between the remainder of the third and second elements.
 - *d. 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. (p. 47)

D. True/False.

Place a **T** in the blank if the statement is true, and an **F** in the blank if the statement is false.

- T** 1. The command for the flight to form at close interval is **At Close Interval, FALL IN.** (p. 33)
- F** 2. While in line and at close interval, the command and movement **Right Step, MARCH** may be executed. (p. 33)
- T** 3. Close interval is obtained by placing the heel of the left hand on the left hip with fingers extended and joined and thumb along the forefinger with fingertips pointing toward the ground and elbow in line with the body. (p. 36)
- T** 4. The same procedures used to establish dress, cover, interval, and distance for normal interval will be used for close interval. (p. 36)
- T** 5. The same command and procedures used to reestablish dress, cover, interval, and distance while in column formation are used in inverted column. (p. 36)
- F** 6. The command **Open Ranks, MARCH** may be given to a formation when in line at normal and close interval. (p. 37)
- T** 7. When in line at normal interval, each individual in the 2nd, 3rd, and 4th elements of the flight align themselves directly behind the person in front of them and visually establish a 40-inch distance. (p. 36)
- T** 8. Every effort should be made to retain individuals of highest grade in positions occupied by element leaders and guides. (p. 32)
- T** 9. Unless otherwise announced, the position of the guide within a flight, in line or in column, marching or halted, is right. (p. 32)
- T** 10. When in column, the flight is sized according to height, with the tallest individuals to the front and right. (p. 32)
- F** 11. Each individual member of the flight has a number except the element leader. (p. 33)
- T** 12. 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. (p. 36)
- T** 13. When the drill instructor is conducting the drill he or she can assume the titles and positions of the flight commander, flight sergeant, and the flight guide for the purposes of instruction. (pp. 31,32)

- T 14. 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) with the element leader always being number one. (p. 33)
- F 15. In forming a single file when in a column of two or more elements, at the preparatory command, the guide places him or herself in front of the element on the extreme left. (p. 44)
- T 16. In forming a single file when in a column of two or more elements, at the command of execution **MARCH**, the leading element steps off. Leaders of the other elements will command **Forward, MARCH** in successive order and then incline to the right (left) and follow the element to the front. (p. 44)
- T 17. When forming a Column of Fours to the Left (Right), on the preparatory command, the fourth (second) element leader turns his or her head 45 degrees to the left (right) and commands **STAND FAST**. (p. 45)
- T 18. When forming a Column of Fours to the Left (Right) the command is **Column of Fours to the Left (Right), MARCH**; on the command **MARCH**, the element leaders return their heads to the front and the leading elements stand fast. (p. 45)
- F 19. When counter marching, the command is **Counter, MARCH**; the command **MARCH** is given on the right foot. (p. 46)
- F 20. The command **Column of Twos From the Right (Left)** is given while the flight is marching. (p. 45)
- T 21. The command **Column of Fours to the Left (Right)** is given while the flight is at a halt. (p. 45)
- T 22. The procedures used to obtain close interval are the same as those used to obtain normal interval. (p. 39)
- T 23. To change from close interval to normal interval when the flight is at the halt or in march, the command is **Extend, MARCH**. (p. 39)
- T 24. To change from normal interval to close interval while the flight is at halt or in march at quick time, the command **Close, MARCH** is given. (p. 39)
- F 25. The command **Forward, MARCH** is given only when the flight is to march from a halt in quick time. (p. 39)

E. List or Describe:

1. Explain in detail how a flight is formed. (p. 32)
 - A flight forms in at least two, but not more than four, elements in line formation.
 - The command is **FALL IN**.
 - Upon receiving this command:
 - The guide takes a position facing the flight sergeant and to the flight sergeant's left so that the first element will fall in centered on and three paces from the flight sergeant.
 - Once halted at the position of attention, the guide performs an automatic dress right dress. When the guide feels the presence of the first element leader on his or her fingertips, the guide executes an automatic ready front. Once positioned, the guide does not move.
 - The first element leader falls in directly to the left of the guide, and once halted, executes an automatic dress right dress.
 - The second, third, and fourth element leaders fall in behind the first element leader, execute an automatic dress right dress, visually establish a 40-inch distance, and align themselves directly behind the individual in front of them.
 - The remaining cadets will fall into any open position to the left of the element leaders and execute an automatic dress right dress to establish dress and cover.
 - To establish interval:
 - The leading individual in each file will obtain exact shoulder-to-contact with the individual to his or her immediate right.
 - As soon as dress, cover, interval, and distance are established, each cadet executes an automatic ready front on an individual basis and remains at the position of attention.
2. What are the correct procedures for the leading element to execute when forming or aligning the flight? (p. 35)
 - 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.

3. What are the procedures the flight commander uses to align the flight? (p. 36)
 - The flight commander takes the position on the flank of the flight toward which the dress is made, one pace from and in prolongation of the front rank, and faces down the line. From this position, the 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 short sidesteps are taken to verify alignment. The flight commander then faces to the left (right) in marching, halts on the propagation of each succeeding rank, executes right (left) face, and aligns the rank. After verifying the alignment of the ranks, the flight commander faces to the right (left) in marching, moves three paces beyond the front rank, halts, faces to the left (right), and commands **Ready, FRONT**. Executing a minimum of movements, the flight commander takes the normal position by the most direct route in front of the flight.
4. What command would be given if the flight is in column and it is desired to position the guide to the left? (p. 32)
 - **GUIDE LEFT.**
5. Explain how a flight is sized. (p. 33)
 - After the execution of **FALL IN**, the flight commander faces the flight to the right (from line to column formation) and sizes the files according to height and has the 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 the taller personnel (except the flight sergeant) move to the front of the flight according to height.
 - If the unit is still improperly sized, the flight commander faces the flight back to the left (column formation) and continues this procedure until all members are properly sized.
6. What are the first and second phases of drill? (p. 31)
 - The first phase of drill involves teaching the Airmen the 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 basic formations and marching are learned.
7. If the cadets in the flight are at close interval and the command **At Close Interval, Dress Right, DRESS** is given, what are they supposed to do? (p. 36)
 - 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.

8. What is the guide supposed to do when a flight in line commanded to face to the right? (p. 32)
 - The guide executes the right face with the flight, immediately performs a face in marching to the right and marches to a position in front of the right file, halts, and executes a left face.
9. What are the commands for normal interval? (p. 35)
 - **Dress Right, DRESS and Ready, FRONT.**
10. Sometimes it becomes necessary for individuals to leave the ranks and report to a superior. What is the procedure for calling an individual out of ranks when they are in line formation? (p. 38)
 - The command is **(Rank and Last Name), (pause) FRONT AND CENTER.**
 - Upon hearing his or her name, the individual assumes the position of attention.
 - On the command **FRONT AND CENTER**, the individual takes one step backward, (with coordinated arm swing) faces to the left or right, proceeds to the closest flank, and then proceeds to the front of the formation by the most direct route.
 - Next, he or she then halts one pace in front of and facing the person in command, salutes, and reports as directed.
11. List the rules that have been established to govern the position and movements of the guide during flight drill. (p. 32)
 - “The guide set 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.
 - 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 positioning front of the right file, halts, and executes a left face.
 - When a flight marching in column is commanded to flank to the left or right or march to the rear, the guide executes the movement. The relative position of the guide does not change within the flight except when the flight is halted in line in such a manner that the guide is not abreast of the front rank. The guide then moves to a position abreast of the front rank.
 - Unless otherwise announced, the position of the guide within a flight, in line or in column marching or halted, is right. When it is desired to change the base for a movement. The dress is always to the base element.
 - When the flight is in column and it is desired to position the guide to the left, the command **GUIDE LEFT** is given. On this command, the guide and flight commander exchange positions by passing right shoulder to right shoulder. To return the guide to the normal position, **GUIDE RIGHT** is given. The guide and flight commander return to their normal positions by again passing right shoulder to right shoulder. The movement can be made either at a halt or while marching.

12. Explain the procedures to execute the command **Open Ranks, MARCH**. (p. 37)

- On the command **MARCH**, the fourth rank stands fast and automatically executes dress right dress at normal interval. Each succeeding rank in front of the fourth rank takes the required number of paces, stepping off with the left foot and a coordinated arm swing, halts, and automatically executes dress right dress.
- The third rank takes one pace forward, the second rank takes two paces forward, and the first rank takes three paces forward. Once halted, the distance between ranks will be 70 inches.

13. Explain the procedure for an individual to return to ranks. (p. 38)

- The command is **RETURN TO RANKS**. The individual salutes, faces about, and returns by the same route to the same position in the ranks.

14. When the command **Close Ranks, MARCH** is given, what do the first, second, third, and fourth ranks do? (p. 38)

- 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.

15. What does the flight commander do after verifying the alignment of ranks? (p. 36)

- The flight commander faces to the right (left) in marching, moves three paces beyond the front rank, faces to the left (right), and commands **Ready, FRONT**.

16. How do first element cadets establish close interval? (p. 36)

- By ensuring their upper right arm touches the extended elbow of the individual to their right.

17. In regard to the formation of the flight, at the command **FALL IN**, what does the guide do? (p. 32)

- The guide takes a position facing the flight sergeant and to the flight sergeant's left so that the first element will fall in centered on and three paces from the flight sergeant. Once halted at the position of attention, the guide performs an automatic dress right dress. When the guide feels the presence of the first element leader on his or her fingertips, the guide executes an automatic ready front. Once positioned, the guide does not move.

18. Why is it so important that the individuals in the flight know the location of the guide at all times? (p. 32)
- Because the guide sets the direction and cadence of the march and establishes the base element.
19. When counting off in line, the command is **Count, OFF**. Discuss the procedures followed once the command is given. (p. 39)
- All Airmen except the element leaders, turn their heads 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.
20. What happens to the guide and flight commander while the individuals in the files are executing the movements column right (left) or column half right (left)? (p. 43)
- With the command of execution, the commander and guide will execute the movement and then pivot 45 degrees to their original positions in front of the column.
21. When might it be necessary for an element leader to give a command? (p. 39)
- Whenever commands are given involving movements in which all elements in the flight do not execute the same movement simultaneously.
22. Describe how the movement **Column Right (Left) Close Interval** is performed. (p. 43)
- Perform these movements in the same manner as at normal interval except that 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.
23. What command is given in order to change the direction of a column by 45 degrees? (p. 43)
- The command is **Column Half Right (Left), MARCH**.
24. Explain how the halted movement during counter march is performed. (p. 47)
- The halted movement is performed in the same manner as if marching with these exceptions.
 - Prior to executing the movement, the first element leader takes five paces forward, the third element leader takes three paces forward, the second element leader takes two paces forward, and the fourth element leader takes four paces forward.

25. What takes place within the flight if the command is **Column of files from the Right (Left), Forward MARCH?** (p. 44)

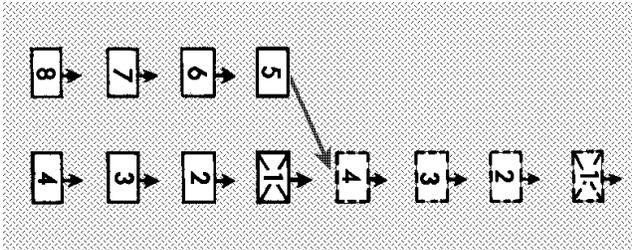
- On the preparatory command, the guide takes a position in front of the file that will move first. The element leader of the right (left) element turns his or her head 45 degrees to the right (left) and commands **Forward**.
- At the same time the remaining element leaders turn their heads 45 degrees to the right (left) and command **STAND FAST**. Their heads are kept to the right (left) until they step off.
- On the command **MARCH**, the extreme right (left) element steps off. The element leader of each remaining element commands **Forward, MARCH** as the last cadet in each element passes, ensuring the leader's element is in step with the preceding element.
- All elements then incline to the right (left), following the leading elements in successive order.

26. List the commands for the following movements: (pp. 44,45)

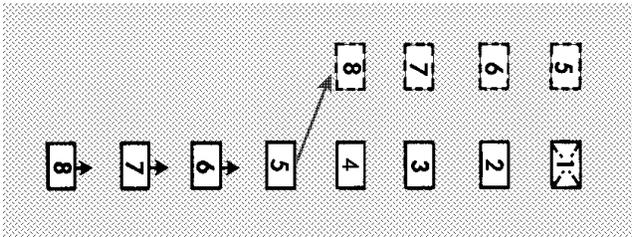
- To form a column of twos when in a column of fours at a halt:
 - The command is **Column of Twos From the Right (Left), Forward, MARCH**.
- When you are at a halt and in column and want to form a column of twos from a single file:
 - The command is **Column of Twos From the Left (Right), MARCH**.
- 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**.
- To form a column of fours when in a column of twos at a halt:
 - The command is **Column of Fours to the Left (Right), MARCH**.

Exercise

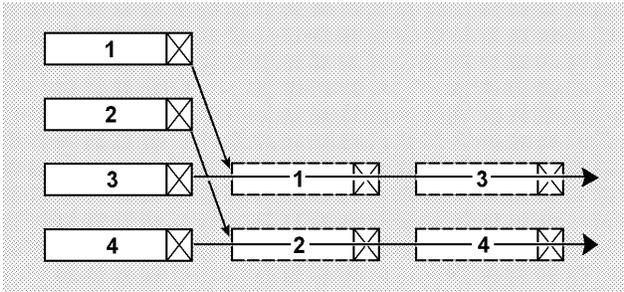
Identify each movement by placing the title beside each diagram in the space provided.



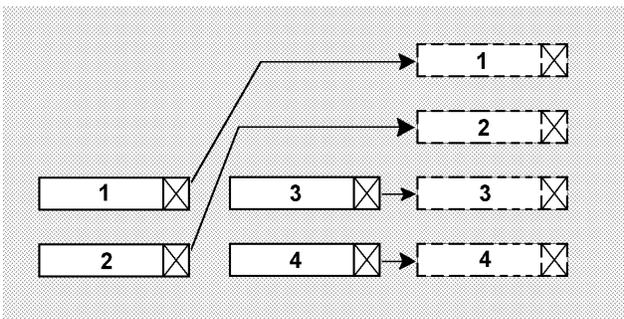
1. **Forming a File From a Column of Twos.** (p. 44)



2. **Forming a Column of Twos From a File.** (p. 45)



3. **Column of Twos From a Column of Fours.** (p. 46)



4. **Column of Fours From a Column of Twos.** (p. 46)

Chapter 5

Drill of the Squadron

A. Fill in the Blank:

Fill in the blank with the word or words necessary to complete the statement.

1. On completion of the inspection of each flight, the flight commander moves **three** paces beyond the front rank, halts, faces down the line, and calls the flight to **attention**. (p. 52)
2. To receive the report of the first sergeant after all squadrons have been formed, the squadron commander takes a position **12** paces in front of, centered on, and facing the squadron. (p. 49)
3. To form the squadron in mass when it is halted in column, the command is **Squadron Mass Left, MARCH**. (p. 52)
4. Once the cadets of each flight are at their posts, the flight sergeants command **REPORT**, the element leaders remain in position, and in succession from front to rear of each flight salute and report the number of cadets absent or that all members are present. (p. 49)
5. When the squadron is in column, the guidon bearer is **one** pace to the rear and **two** paces to the left of the squadron commander. (p. 52)
6. When positioning units in an area, in backward march, the cadet takes **12**-inch steps backward starting with the **left** foot, and maintains normal arm swing. (p. 49)
7. When the squadron is in column, the squadron commander may take a position on the flank to view and control the squadron; the guidon bearer is at the **head** of the column when this occurs. (p. 52)
8. The guide for a squadron movement is known as the **guidon** and during ceremonies and other activities prescribed by the squadron commander, the guidon is carried by a specially selected cadet called the **guidon bearer**. (p. 57)
9. The salute at carry guidon is executed in the same manner as the salute at order guidon except that the ferrule is approximately **6** inches from the ground. (p. 62)
10. When the squadron is being inspected and the commanders have commanded **Parade, REST**, the **guidon bearer** may assume the position of parade rest after being inspected. (p. 50)

11. Order guidon is the position of attention wherein the guidon bearer holds the guidon in a **vertical** position and keeps the **ferrule** on the ground beside the right shoe. (p. 57)
12. The **element leader** calls the element to attention before the inspecting officer completes the inspection of the preceding element during the inspection of the squadron. (p. 51)
13. On completion of the inspection of each flight, the flight commander moves three paces beyond the front rank, halts, faces down the line, and calls the flight to attention. The flight commander takes one pace forward, faces to the right, and receives comments from the inspecting officer. The flight commander salutes the inspecting officer upon departure and then faces down the line and commands **Close Ranks, MARCH**. (p. 52)
14. **Carry Guidon** is the position in which the ferrule is approximately 6 inches from the ground. (p. 57)
15. If you were a guidon bearer at order guidon, you would execute the salute with the **left** hand in a **two**-count movement. (p. 62)
16. When the squadron changes direction when in mass formation, on the command **Right Turn, MARCH** the individual takes one pace forward, executes a 90-degree pivot to the right, advances one 24-inch step, and takes up the half step. (p. 52)
17. After the proper alignment has been established when aligning the squadron, the squadron commander will command **Ready, FRONT**, and **COVER**. (p. 50)

B. Multiple Choice:

Circle the letter that correctly answers the question or completes the statement.

1. To change direction when in mass formation and the squadron is at the halt or in march, the command is
 - a. **Squadron Mass Left, MARCH.**
 - b. **At Close Interval, Dress Right, DRESS.**
 - *c. **Right (Left) Turn, MARCH.** (p. 52)
 - d. **Column of Flights, Right Flight, Forward, MARCH.**

2. When aligning the squadron when in mass at a halt, the base flight commander verifies the alignment of ranks; when he/she resumes the post, the squadron commander commands
 - *a. **Ready, FRONT and COVER.** (p. 50)
 - b. **FALL IN.**
 - c. **STAND FAST.**
 - d. **Open Ranks, MARCH.**

3. When the squadron is in columns and it is desired to obtain the correct distance between flights, such as a column from standard mass formation, the command is
 - *a. **CLOSE ON LEADING FLIGHT.** (p. 48)
 - b. **CONTINUE THE MARCH.**
 - c. **Ready, FRONT and COVER.**
 - d. **STAND FAST.**

4. Immediately after all the flights have made their reports, the first sergeant commands **POST.** What happens when this command is given?
 - *a. 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. (p. 49)
 - b. The squadron commander places himself/herself beside the first sergeant while the flight commanders face about and take their posts beside the guide.
 - c. The squadron commander takes a position 12 paces in front of, centered on, and facing the squadron.
 - d. The first sergeant faces the squadron commander, salutes, and moves by the most direct route to the appropriate position.

5. The first sergeant may be directed to join the squadron commander during inspection of the squadron; if so directed, the first sergeant's chief duty during the inspection is to
 - *a. take notes during the inspection. (p. 51)
 - b. bring the squadron to attention.
 - c. cover the rear as the commander moves from one individual to the next.
 - d. verify the alignment of ranks.

6. As the squadron commander approaches each flight during the inspection of the squadron, the flight commander
 - a. moves three paces beyond the front rank, halts, faces the squadron commander salutes and reports, “**Sir (Ma’am), _____ Flight is prepared for inspection.**”
 - b. faces about and moves by the most direct route to the appropriate position and reports, “**Sir (Ma’am), _____ Flight is prepared for inspection.**”
 - c. faces the flight and commands, “**Sir (Ma’am), _____ Flight is prepared for inspection.**”
 - *d. brings the flight to attention, salutes, and reports, “**Sir (Ma’am), _____ Flight is prepared for inspection.**” (p. 51)

7. If you are the leading right (left) flank individual of a squadron at attention and the command **Right Turn, MARCH** is given, which of the following movements would be correct for you to execute?
 - a. Do a right (left) 45-degree pivot, advance until opposite your place in line, do a second right (left) 45-degree pivot, and upon arriving abreast of the pivot individual, take up the half step.
 - b. Face 90-degrees to the right in marching, advance one 24-inch step in the new direction, and then assume the half step.
 - *c. Take one pace forward, execute a 90-degree pivot to the right, advance one 24-inch step in the new direction, and then assume the half step. (p. 52)
 - d. Face 45 degrees to the right (left) in marching, advance one 24-inch step in the new direction and then assume the half step.

C. True/False:

Place a **T** in the blank if the statement is true, and an **F** in the blank if the statement is false.

- T** 1. In forming the squadron, any individual required to make a report salutes while reporting and holds the salute until it is returned. (p. 49)

- F** 2. When given the command **At Close Interval, Dress Right, DRESS**, the squadron dresses at normal interval. (p. 50)

- T** 3. During the inspection of the squadron, the first sergeant may join the squadron commander to take notes during the inspection. (p. 51)

- T** 4. Once the first sergeant has given his/her report to the squadron commander after the formation of the squadron, he/she waits for their command before moving to their appropriate position. (p. 49)

- T 5. In order to inspect the squadron, it must be formed in line. (p. 50)
- T 6. In conducting the inspection of squadrons, the squadron commander begins by inspecting the guidon bearer. (p. 50)
- F 7. When the squadron is being inspected, the inspection is made from the left to the right in front and from the right to the left in rear of each rank. (p. 51)
- T 8. When inspecting the squadron, the flight commander may give parade rest to elements not being inspected. (p. 51)
- T 9. When in column formation, the squadron is sized according to height, the tallest individuals to the front and right. (p. 47)
- T 10. After an element has been inspected, the element leader may give the element “parade rest.” (p. 51)
- T 11. To form the squadron in mass while marching, the commands by the squadron commander are the same as those given if the squadron is halted. (p. 52)
- T 12. Once the flight commander has been inspected, he/she accompanies the squadron commander through the inspection of the flight. (p. 51)
- T 13. 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 the point and commands **FALL IN**. (p. 48)
- T 14. Like the flight, the squadron is composed of two or more smaller units. (p. 47)
- T 15. Flight commanders do not repeat the squadron commander’s combined commands. (p. 48)
- T 16. As members of each flight form in line at normal interval, a distance of three-paces will be maintained between the flights. (p. 48)

D. List or Describe:

1. How does the squadron commander go about getting the squadron to open ranks? (p. 48)
 - 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**.

2. Explain how the first sergeant reports to the squadron commander once the squadron has been formed. (p. 49)
 - The first sergeant faces the squadron commander, salutes, and reports **Sir (Ma'am), all present or accounted for or (number) persons absent**.

3. Describe how the squadron is formed in line. (p. 48)
 - 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.

4. Describe how the squadron is inspected. (p. 50)
 - To inspect the squadron, it must be formed in line. The squadron commander commands **PREPARE FOR INSPECTION**.
 - On this command, the flight commanders face about and order ranks to be opened. After the command **Ready, FRONT**, flight commanders command **Parade, REST**.
 - When all flights are at parade rest, the squadron commander begins by inspecting the guidon bearer. The guidon bearer may assume the position of parade rest after being inspected.

5. How would the squadron change direction while in mass formation? (pp. 52,54,55)

- To change direction when in mass formation and the squadron is at the halt or in march, the command is **Right (Left) Turn, MARCH**.
 - The right (left) flank individual of the line of guides and flight commanders is the pivot for this movement.
 - On the command **Right Turn, MARCH**, the individual takes one pace forward, executes a 90-degree pivot to the right, advances one 24-inch step, and takes up the half step.
 - On the command **Left Turn, MARCH**, the individual faces to the left in marching, advances one 24-inch step, and takes up the half step.
 - Other front rank individuals do a right (left) 45-degree pivot, advance until opposite their places in line, do a second right (left) 45-degree pivot, and upon arriving abreast of the pivot individual, take up the half step.
 - Each succeeding rank executes the movement in approximately the same location and in the same manner as the preceding rank. All continues marching in the half step until the command **Forward, MARCH** is given.
 - When turning to the left, each rank dresses left on the preparatory command. Dress will remain left until the command **MARCH** is given. Then the dress reverts to the right and remains there unless otherwise announced.
 - The squadron commander faces the squadron and marches backward until the change in direction has been completed.

6. Explain what happens once each flight has been inspected. (p. 52)

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

7. What does the first sergeant do once he/she has reported to the squadron commander? (p. 49)

- Once the first sergeant has made his or her report to the squadron commander, he/she faces about and moves by the most direct route to the appropriate position.

8. What do the flight commanders do after the first sergeant makes his report to the squadron commander? (p. 49)
 - The flight commanders immediately take their posts.
9. What is the command to align the squadron when in mass at a halt? (p. 50)
 - **At Close Interval, Dress Right, DRESS.**
10. During inspection of the squadron, as the squadron commander approaches each flight, what does the flight commander do? (p. 51)
 - The flight commander brings the flight to attention, salutes, and reports **Sir (Ma'am), _____ Flight is prepared for inspection.**
11. When is the extended mass formation used? (p. 55)
 - When a more impressive appearance for drill and ceremonies is desired.
12. How long is an individual who makes a report required to hold a salute? (p. 49)
 - The person making the report will hold the salute until the report is completed and the salute is returned.
13. What is the flight commander's position when accompanying the squadron commander during the inspection of the flight? (p. 51)
 - The flight commander's position is to the right rear of the inspecting officer, walking in the lead, in a showing capacity. Single file between ranks is observed with the flight commander in the lead followed by the inspecting officer and, in turn, by the first sergeant. The squadron commander, beginning at the head of the column or right of the line, makes a small inspection of the equipment, dress, and appearance of the Airmen.
14. What does the squadron commander inspect during the inspection of the squadron? (p. 51)
 - A inspection of the equipment, dress, and appearance of the Airmen.

15. At what point is the command **Forward, MARCH** given when the squadron is in mass formation and changes directions? (p. 54)
- Forward march will be given once the change of direction is completed and dress, cover, interval, and distance have been reestablished.
16. What is the command to form a column of flights from a squadron in mass formation from a halt? (p. 55)
- **Column of Flights, Right Flight, Forward, MARCH.**
17. How does the guidon bearer hold the guidon at double time? (p. 57)
- The guidon bearer holds the guidon diagonally across the body and grasps the staff with the right hand at the position used at the carry, with the right forearm horizontal and the elbow near the body. The staff is grasped with the left hand opposite the left shoulder.
18. How is parade rest executed when a cadet is in the carry guidon position? (p. 57)
- Parade rest is executed by sliding the hand up the staff and inclining the staff of the guidon forward at arms length with the hand at waist level.
19. Who does the squadron commander direct to dismiss the squadron and what is the command? (p. 57)
- The first sergeant is directed to dismiss the squadron by the squadron commander.
 - The command is **First Sergeant, (pause) DISMISS THE SQUADRON.**
20. Describe how a cadet would hold the ferrule when in the order guidon position. (p. 57)
- The guidon bearer holds the guidon in a vertical position and keeps the ferrule on the ground beside the right shoe.
21. What kind of movements requires carry guidon? (p. 57)
- Facings.
 - Alignments.
 - Formal marchings.

22. Describe how the guidon bearer would execute order guidon while at carry guidon. (p. 61)

- The guidon bearer lets the staff slide through the right hand until the ferrule is on the ground in line with and touching the toe of the right shoe. The staff is regripped with the hand as at the carry position.

23. Describe how the guidon bearer would execute carry guidon while at order guidon. (p. 61)

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

24. Describe how the guidon bearer would execute present guidon when at the carry or order guidon. (pp. 61,62)

- Upon receiving the preparatory command **Present** or **Eyes**, the guidon bearer raises the guidon vertically until the right arm is fully extended.
- At the same time, the left hand is brought smartly across the chest to guide the staff.
- Upon the command of execution **ARMS** or **RIGHT**, the guidon bearer lowers the guidon straight to the front with the right arm extended and the staff resting in the pit of the right arm, cutting the left hand away smartly to the left side.
- On the command **RIGHT** of **Eyes**, **RIGHT**, the guidon bearer turns the head and eyes in the same manner prescribed for other individuals in the formation.
- Upon receiving the preparatory command **Ready**, the guidon bearer raises the guidon vertically until the right arm is fully extended.
- At the same time, the left hand is brought smartly across the chest to guide the staff.
- Upon receiving the command of execution **FRONT**, the guidon is returned to the position of carry, and the head and eyes are turned to the front.

25. How does the guidon bearer execute column movements and turns? (p. 57)

- The guidon bearer executes the movement on the command of execution and then moves at 45-degree angles to a position in front of the base file.
- When the squadron is in column with the squadron commander on the flank, the guidon bearer's position is five paces in front of and centered on the front rank of the leading flight.

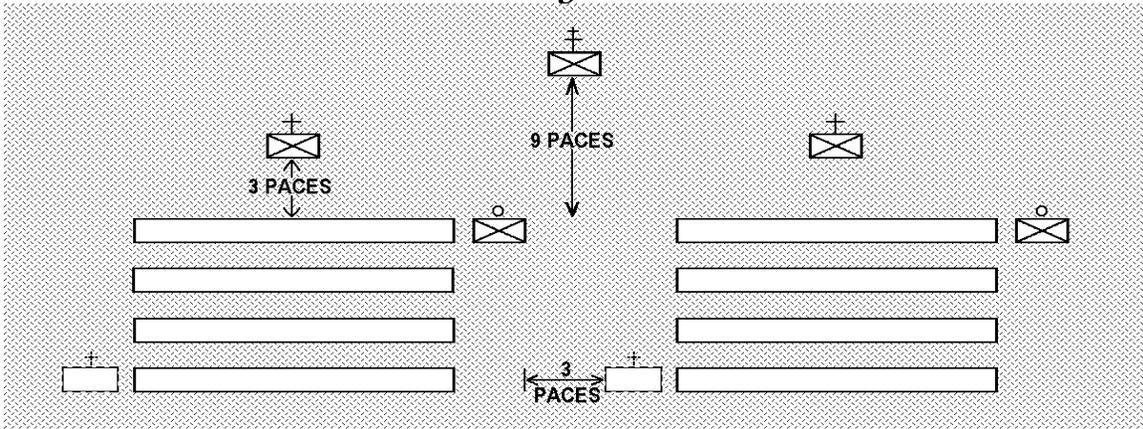
Exercise

Below are a list of titles and diagrams. Match each title to the correct diagram by writing the correct answer in the space provided.

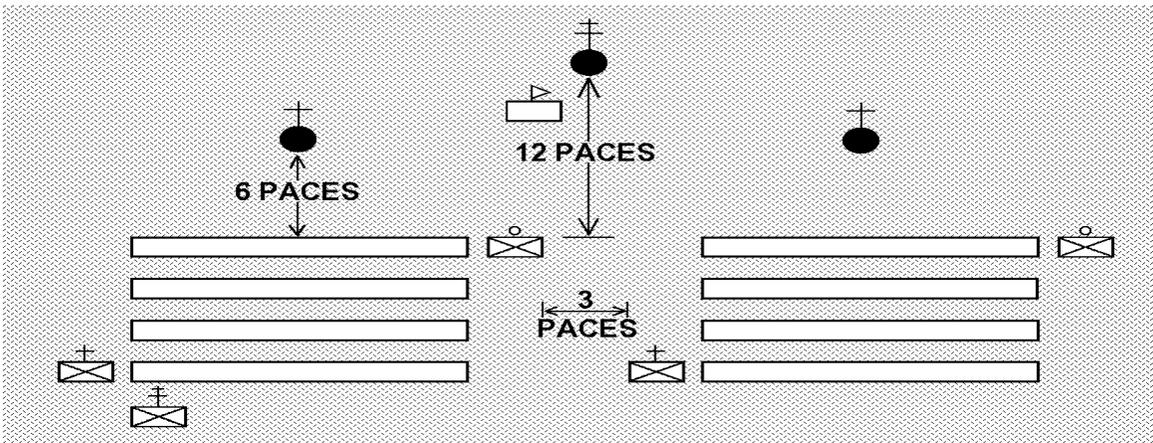
Titles

- a. Forming the Squadron in Line
- b. Squadron in Line
- c. Inspection of the Squadron
- d. Squadron in Column
- e. Squadron in Mass Formation
- f. Right Turn in Mass Formation
- g. Squadron in Extended Mass Formation

Diagrams

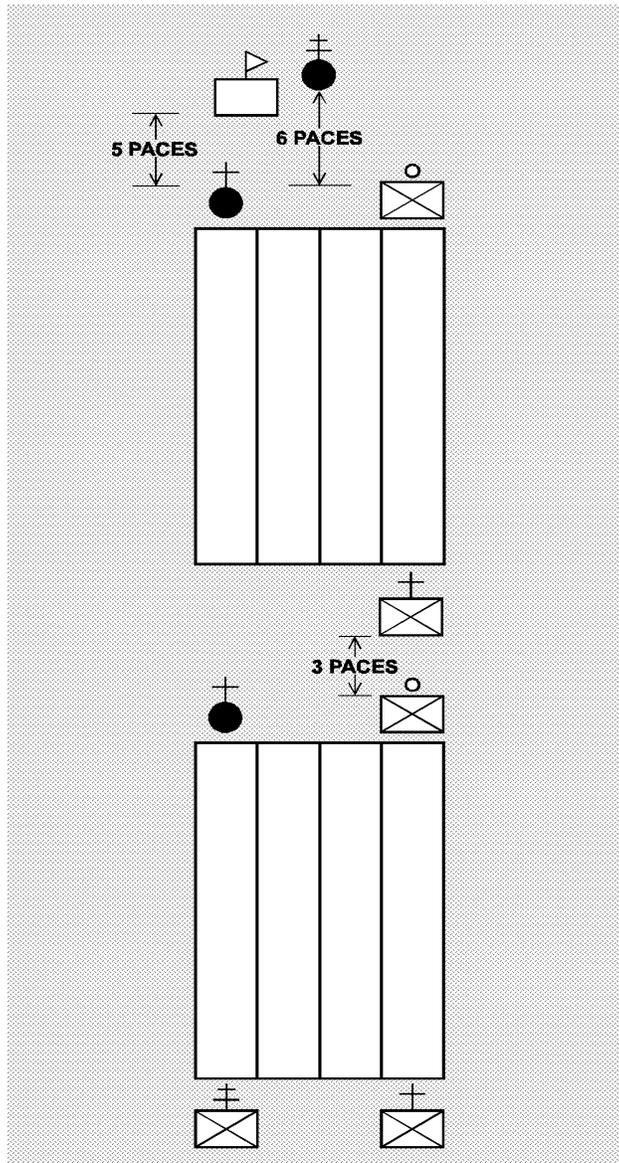


1. **a. Forming the Squadron in Line.** (p.49)



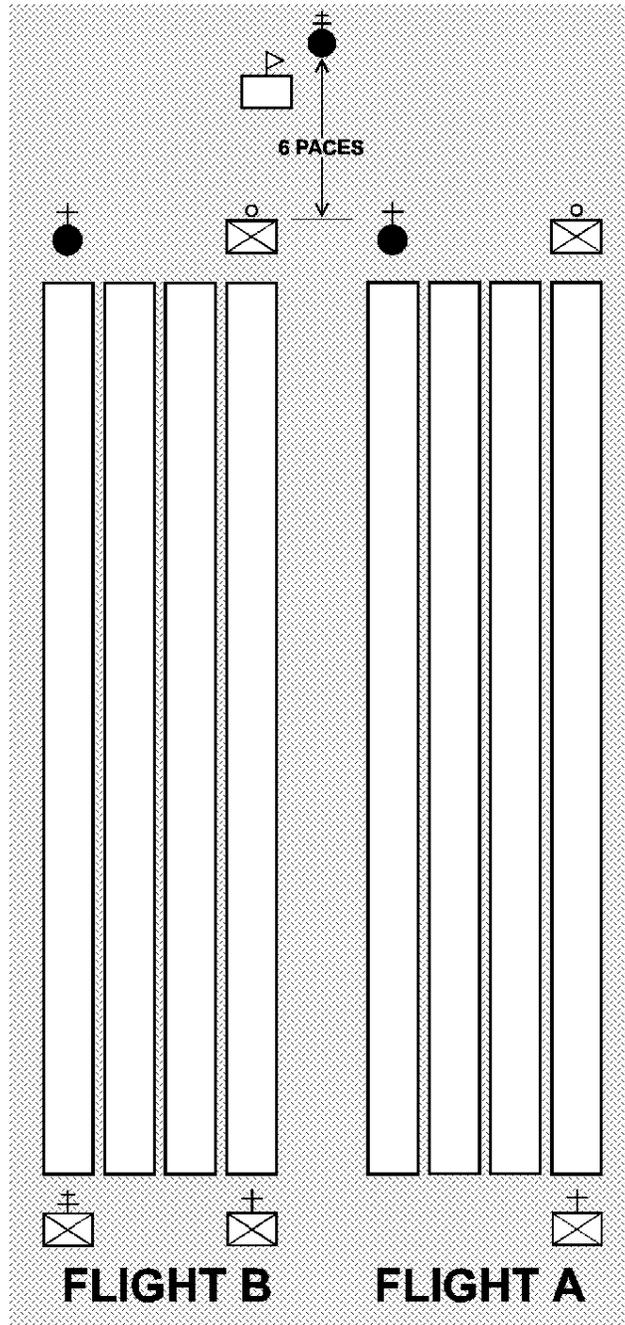
2. **b. Squadron in Line.** (p. 50)

(Diagrams Continued)



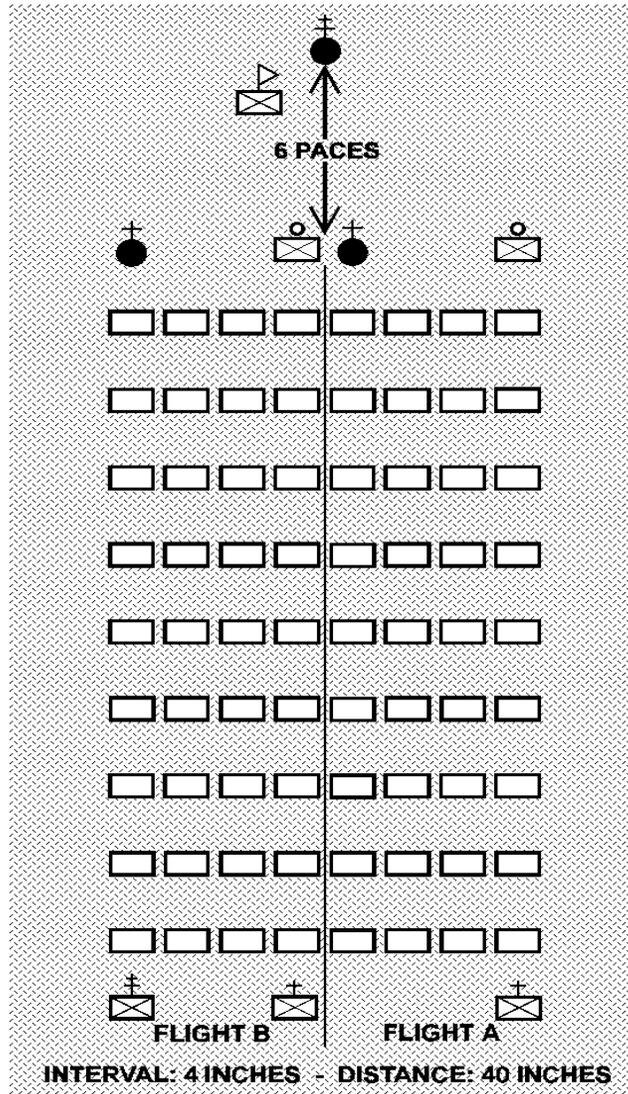
3. d. Squadron in Column (p. 53)

(Diagrams Continued)



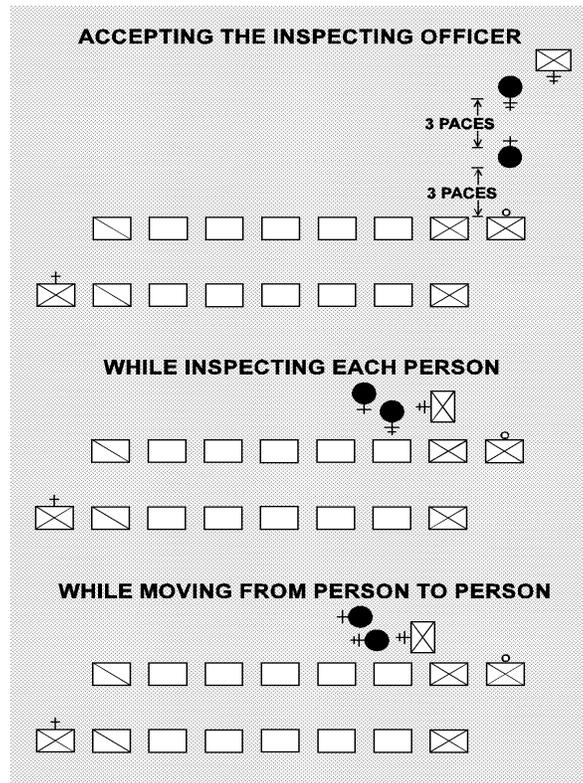
4. Squadron in Extended Mass Formation. (p. 56)

(Diagrams Continued)

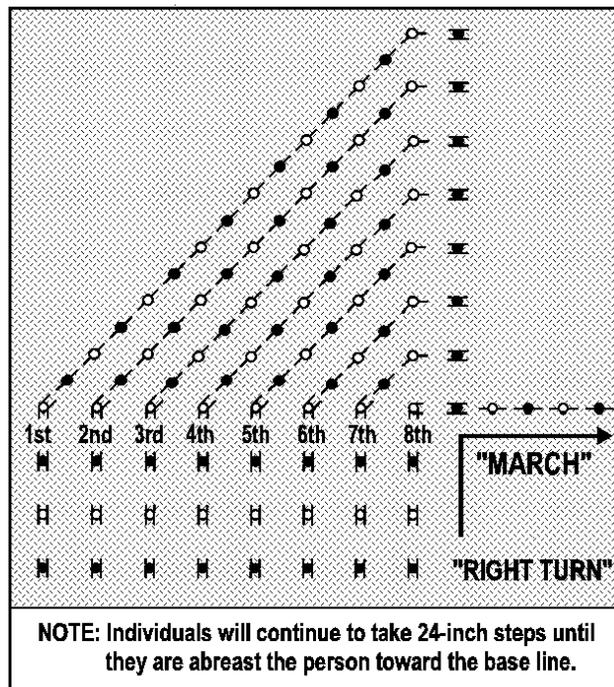


5. e. Squadron in Mass Formation. (p. 54)

(Diagrams Continued)



6. **c. Inspection of the Squadron.** (p. 51)



7. **f. Right Turn in Mass Formation.** (p. 55)

Chapter 6

Group and Wing Formations

A. Define, Describe, or Identify:

1. Group – is composed of two or more squadrons. (p. 66)
2. Wing – is composed of two or more groups. (p. 66)
3. Distance – is measured from the rear of the leading element to the front of the element next in order of march. (p. 71)
4. Review – is the formation of troops in group or wing marching in a prescribed manner. (p. 71)

B. Fill in the Blank:

Fill in the blank with the word or words necessary to complete the statement.

1. Formation and movement of the **group** and **wing** are for ceremonies. (p. 66)
2. When in **mass formation**, the group drills by command. (p. 66)
3. The **group** is the smallest formation with a staff. (p. 66)
4. Staff members usually are arranged from **right** to **left** in order of rank, the senior on the **right**. (p. 67)
5. The **color guard** is positioned in the center of the formation and is considered when measuring interval. (p. 71)
6. The **flags** are placed on each flank of the line on which the group is to form. (p. 69)
7. The group forms in column from a line of **squadrons** in line by executing right face. (p. 69)
8. The group is formed first on the **ready line**. (p. 71)

9. When space is limited, the squadron is brought on the parade ground in a **column** of flights and **massed** left as the flights come on to the ready line. (p. 71)
10. When the squadron arrives in its position on the ready line, it is halted and faced to the left. The squadron commander then commands **GUIDE ON LINE**. (p. 70)

C. True or False:

Place a **T** in the blank if the statement is True and an **F** in the blank if the statement is false.

- F** 1. The wing does drill by command. (p. 66)
- T** 2. The groups is the smallest formation with a staff. (p. 66)
- T** 3. On special occasions, the wing may be formed in line with groups in mass formation. (p. 71)
- T** 4. Before the ceremonies, the adjutant ensures the group position on the parade ground is marked with two flags. (p. 69)
- F** 5. The distance is measured from the front of the leading element to the rear of the element next in order of march. (p. 71)
- T** 6. For ceremonies, the group is formed with squadrons in mass. (p. 67)
- F** 7. As each squadron arrives in its position on the ready line, it is halted and faced to the left. The squadron commander commands **Forward, MARCH**. (p. 70)
- T** 8. When all elements are dressed, the adjutant commands **Guides, POST**. (p. 70)
- T** 9. A review may be held to allow a higher commander, official, or dignitary to observe the state of training in a command. (p. 72)

D. List or Describe:

1. How does the group or wing assume any formation? (p. 66)
 - To assume any formation, the group or wing commander announces the desired formation, point for the right (left) of the group or wing, and direction in which the line or column is to face. The units approach the line on which the group or wing forms in column or line. After completion of a movement, the squadrons are given at ease until another movement is ordered.
2. What is the purpose of a review? (p. 71)
 - The purpose is to inspect the degree of drill proficiency of officers and Airmen and the state of readiness of equipment.
3. How is a group formed in column? (p. 69)
 - The group forms in column from a line of squadrons in the line by executing right face. Usually the group commander prescribes the following:
 - Formation.
 - Direction the column will face.
 - Hour of forming.
 - Location of the head of the column.
 - Order in column of the group headquarters, squadrons, and attached elements.
 - At the appointed time, the squadron commanders form their units. They place their units in column and report their arrival in place to the group commander or adjutant.
4. What action is taken to dismiss a group? (p. 71)
 - The group commander commands **DISMISS YOUR SQUADRONS**.
 - The squadron commanders salute the group commander, march their squadrons to the place of dismissal, and dismiss them.
 - After the squadrons march off, the group commander dismisses the staff.
 - If the group commander desires to release the squadrons to their commanders without directing that the squadrons be dismissed promptly, the command **TAKE CHARGE OF YOUR SQUADRONS** is given. The squadron commanders salute the group commander and take charge of their squadrons.
5. What happens if there is an increase in size for appearance in group formation? (p. 67)
 - For ceremonies, the group is formed with squadrons in mass. When an increase in size for appearance is necessary, the group is formed in line with squadrons in line. When formations are in movement, the group is usually in column with squadrons in column and flights in column. The group in mass formation is used for special command reviews.

Chapter 7

Ceremonies

A. Define, Describe, or Identify:

1. Reveille – is the signal for the start of the official duty day. (p. 99)
2. Retreat ceremony - signals the end of the official duty day and serves as a ceremony for paying respect to the United States Flag. (p. 100)
3. Retreat - marks the end of the official duty day. (p. 100)
4. Halyard - a rope for hoisting and lowering the flag. (p. 100)
5. National Anthem – is a declaration of reference and loyalty to the United States with the flag as an emblem. (p.110)
6. To the Colors – is a bugle call sounded as a salute to the flag and it symbolizes respect to the nation and the flag the same as the national anthem does. (p. 110)
7. Parade – is a review with honors. (p. 79)
8. Guidon Bearers – execute right face while the squadron is dressed. (p. 83)

B. Fill in the Blank:

Fill in the blank with the word or words necessary to complete the statement.

1. The **reveille** ceremony takes place in the vicinity of the base flagstaff and is held after sunrise. (p. 99)
2. The **retreat** ceremony signals the end of the official duty day. (p. 100)
3. The flag should always be raised and lowered from the **leeward** side of the flagstaff. (p. 100)
4. When lowering the flag, the senior member commands the detail, **Order, ARMS** when the flag is low enough to be received. (p. 102)

5. When **foreign troops** are invited to participate in a ceremony within the territorial jurisdiction of the United States, they are assigned a position of honor ahead of the U.S. troops, except for a small U.S. detachment, which immediately precedes the foreign troops as a guard of honor. (p. 78)
6. A **parade** is a ceremony within itself when respect is paid to the U.S. Flag, as in retreat. (p. 79)
7. The adjutant takes a position on the final line **six** paces to the **right** of the first unit, faces down line, and begins the ceremony by commanding the band to sound Adjutant's Call. (p. 82)
8. On the command **GUIDE ON LINE**, the guide double times to the final line, halts, faces to the right, and aligns on the adjutant. (p. 82)
9. If in mass formation, on the command **Guides, POST**, the guides move to their positions in the ranks by executing a left face and taking one pace forward. (p. 83)
10. Immediately after publishing the orders, the adjutant commands **Officers, Center, MARCH**; then faces about and takes a position **one** pace to the right and 1½ paces to the rear of the commander of troops. (p. 83)
11. A **civilian** receiving a review takes a position on the right of the local commander. (p. 91)
12. The proper distance between units, including wing and group staffs and the colors, is **12** paces. (p. 90)
13. Medals are pinned on the **left** breast pocket of military personnel. (p. 88)
14. **Honors** are given to the reviewing officer when the grade is appropriate. (p. 85)

C. Multiple Choice:

Circle the letter that correctly answers the question or completes the statement.

1. When outdoors in civilian clothes and the National Anthem or To the Colors is played, what procedure should be followed?
 - *a. Stand at attention, face the flag, and place your right hand over the heart. (p. 113)
 - b. Face the flag and salute.
 - c. Face the flag and assume the position of attention.
 - d. Stand at attention until the music stops playing.

2. When in civilian attire, cadets should recite the Pledge of Allegiance while
 - a. standing at attention, remaining silent, and facing the flag.
 - *b. standing at attention, facing the flag with the right hand over the heart. (p. 113)
 - c. sitting at attention and remaining seated until the Pledge of Allegiance is finished.
 - d. facing the flag (if visible) and standing at attention.

3. When in civilian attire and reciting the Pledge of Allegiance, male cadets should
 - a. assume the position of attention, salute, and face the flag (if visible).
 - b. stand at attention, remain silent, and face the flag.
 - c. face the flag and take the position of attention with their headgear remaining on.
 - *d. remove their headgear with the right hand and hold it over their left shoulder, hand over the heart. (p. 113)

4. Cadets Miller and Smith, dressed in service dress uniforms, were seated inside Jones Coliseum to attend a basketball game. Just before the game started, the band played the National Anthem. Upon hearing the music the cadets should have
 - a. risen to their feet, faced the flag, stood at attention, and executed the military and salute.
 - b. risen to their feet and stood at attention until the music stopped.
 - c. come to attention, faced the flag, and saluted.
 - *d. risen to their feet, faced the flag, and stood at attention. (p. 113)

5. Flight B marched by a reviewing stand where an uncased U. S. Flag was on display. What procedure should Cadet Olsen, acting flight commander, follow?
 - a. Render the salute by standing at attention and placing her right hand over her heart.
 - *b. Execute a hand salute approximately six paces before she reaches the flag and hold it until she is approximately six paces beyond. (p. 110)
 - c. Come to attention, salute, and face the flag.
 - d. Execute a hand salute approximately four paces before she reaches the flag and hold it until she is approximately three to four paces beyond.

6. Cadet Brown was returning from a baseball game wearing his physical training uniform when he heard the band start playing the National Anthem. Cadet Brown should
 - a. come to attention and render the appropriate salute.
 - b. stop immediately, come to attention, and place his right hand over his heart.
 - c. come to attention, remain silent, and face the music.
 - *d. stop immediately, come to attention facing the music, remove his headdress with his right hand and hold it at his left shoulder with his right hand over his heart. (p. 113)

7. Cadet Bowman, while in uniform, was riding with a civilian driver. What should they do when they hear the first note of To the Colors?
 - *a. Stop the vehicle and both should remain seated at attention until the music stops. (p. 113)
 - b. Stop the vehicle, get out, come to attention and remain at attention until the last note is played.
 - c. Stop the vehicle and render the salute by standing at attention and placing the right hand over the heart.
 - d. Keep moving because no action is required.

8. When music accompanies the flag lowering ceremony, which of the following procedures is correct in regard to the timing of the activities?
 - a. Once the flag has been lowered the National Anthem or To the Colors is played and the flag security detail folds the flag.
 - *b. On the first note of the National Anthem or To the Colors, the flag is lowered in coordination with the playing of the music so that the two are completed at the same time. (p. 102)
 - c. The National Anthem or To the Colors will be played after the flag has been lowered to give the flag detail time to fold the flag before the music stops.
 - d. The National Anthem or To the Colors is played and the flag is lowered slowly and with dignity.

9. The optimum size of this formation should be four should be four by eight with staff positions.
 - a. Squadron in Mass Formation with Wing in Line
 - *b. Groups in Line (Column) with Squadron in Line (Column) (p. 80)
 - c. Wing in Line with Squadron in Mass Formation
 - d. Squadron in Line (Column) with Groups in Line (Column)

10. The optimum size this formation should be eight by eight with staff positions.
 - a. Squadron in Line (Column) with Groups in Line (Column)
 - b. Squadron in Mass Formation with Wing in Line
 - c. Groups in Line (Column) with Squadron in Line (Column)
 - *d. Wing in Line with Squadron in Mass Formation (p. 80)

11. The commander of troops and the wing and group commanders command **Eyes, RIGHT** when....
 - a. they arrive four paces from the reviewing stand.
 - b. they arrive five paces from the reviewing stand.
 - *c. they arrive six paces from the reviewing stand. (p.90)
 - d. they arrive three paces from the reviewing stand.

12. On the command **CENTER**, the wing staff officer executes right face and the wing adjutant executes left face. They move forward...
 - *a. three paces, halt, and executes about face. (p.87)
 - b. four paces, halt, and executes about face.
 - c. five paces, halt, and executes about face.
 - d. six paces, halt, and executes about face.

13. When does the reviewing officer and those accompanying the reviewing officer salute the U.S. flag?
 - a. While passing and stop in front of it.
 - *b. When passing in front of it. (p. 86)
 - c. When approaching three steps in front of it.
 - d. After passing in front of it.

D. True/False:

Place a **T** in the blank if the statement is true, and an **F** in the blank if the statement is false.

- F** 1. Miniature flags displayed at downtown parades and sporting events should be saluted. (p. 110)
- T** 2. Reciting the Pledge of Allegiance is optional for those in uniform if the participants are primarily civilians or in civilian attire. (p. 113)
- T** 3. Outdoors at any ceremony where the U.S. Flag is present, all personnel will come to attention, face the flag in the ceremony, and salute. (p. 113)
- T** 4. In military formations and ceremonies, the Pledge of Allegiance is not recited. (p. 113)
- F** 5. In uniform outdoors but not in formation, if the flag is not visible and the music is recorded, all personnel will come to attention but no one is required to salute. (p. 113)
- T** 6. When in uniform outdoors but not in formation, if the flag is visible, all personnel will face toward the flag and salute although the music is recorded. (p. 113)
- F** 7. Flags and national anthems of friendly foreign nations are not shown the same respect as our own. (p. 113)
- F** 8. If in uniform outdoors, but not in formation, with the flag in view when the music starts, all personnel will face the flag and stand at attention while the commander renders the salute for everyone. (p. 113)
- T** 9. Small flags and flags on half staff are not saluted, neither are cased and folded flags. (p. 110)
- T** 10. If the commander desires, a reveille ceremony may accompany the raising of the flag; if this is done, the ceremony takes place after sunrise near the base flagstaff. (p. 99)
- T** 11. If the retreat ceremony takes place at the parade ground, it is a part of the parade ceremony, but if conducted within the squadron area, it is usually a ceremony not involving a parade. (p. 100)
- F** 12. When U.S. troops are invited to participate in a ceremony within the territorial jurisdiction of the U.S., they are assigned a position of honor ahead of the foreign troops. (p. 78)
- T** 13. Any of the formations for the group may be used. (p. 79)

- F 14. In ceremonies of a wing or larger unit, the group should remain as one after passing in review. (p. 82)
- T 15. The group adjutants remain on line until all elements in their groups have come on line. (p. 82)
- T 16. The group commander dresses the group, and the squadron commander on the right checks the alignment. (p. 82)
- F 17. If it is not desired that the band troop the line, the adjutant commands **SOUND OFF**. (p. 83)
- T 18. If there is only one group participating in the ceremony, the adjutant and commander of troops give commands directly to the troops. (p. 99)
- T 19. The reviewing officer may designate an individual to return the salute as the units pass in review. (p. 91)
- F 20. Staff members are required to salute with the commander when the troops are presented. (p. 91)
- T 21. All individuals at the reviewing stand salute the U.S. flag as it passes. (p. 90)

E. List or Describe:

1. What would you do if you are indoors when the National Anthem or To the Colors is played? (p. 113)
 - Face the flag (if present) and assume the position of attention. If no flag is present, assume the position of attention facing the music. Do no salute unless under arms.
2. Explain what you would do if you were outdoors at a sporting event in uniform but not in formation, and the U.S. Flag is visible and To the Colors is played. (p. 113)
 - Come to attention, face the flag, and salute.

3. Describe what you would do if you were an occupant of a civilian or military vehicle and the National Anthem or To the Colors is played. (p. 113)
 - Occupants of a civilian or military vehicle, including the driver, sit at attention until the last note of music is played.
4. Describe what you would do if outdoors at an event and an uncased flag is escorted past you. (p. 110)
 - Stand at attention, face the front and render the appropriate salute. (The salute is rendered approximately six paces before the flag is even with you and held until the flag has passed approximately six paces beyond you).
5. Describe what you would do if indoors and the National Anthem or To the Colors is played and no flag is present. (p. 113)
 - You would assume the position of attention facing the music. You would not salute unless under arms.
6. What is the purpose and definition of ceremonies? (pp. 77,78)
 - Accord distinctive honor to national symbols or individuals on special occasions.
 - Display the proficiency and state of training of the troops of a command.
 - Promote teamwork and pride in an Air Force organization.
 - Contribute to the public morale by displaying symbolically the strength and unity of the military in support of the nation.
7. What is the suggested checklist for the commander of troops? (p. 79)
 - Establish the time, date, and place.
 - Determine the type of formation; that is, squadrons in mass or extended mass and number of squadrons and groups.
 - Determine the type of ceremony, honors, or decorations.
 - Select who will perform in command positions and as color guard.
 - Mark the parade field, including the final line and line of march.
 - Make arrangements for the band public address system. Communicate with flight line personnel to coordinate flyovers, if desired.
 - Arrange for and hold practices, if needed.
 - Announce the uniform for the ceremony.
 - Arrange for the Colors appropriate to the grade of the reviewing officer.

8. On the arrival of a general officer, what is the sequence of events for the general's flagbearer? (pp. 96, 99)

- The flagbearer takes a position in front of the aircraft or staff car, goes to present, and unfurls the flag as the general leaves the vehicle.
- The flagbearer then takes a position one pace to the right and 1½ paces to the rear of the general. The flag bearer maintains this relative position at all times, when practical, including after the ceremony, during a social event following the ceremony, etc.
- During the parade or review, the general's flag may be presented as the general desires and specifically on the following occasions:
 - During the playing of the National Anthem or To the Colors.
 - During the playing of Ruffles and Flourishes.
 - As the Colors pass by.
 - When the general's flag is furled or cased and a salute is required by the flag bearer. (A guidon salute is executed.)

9. In a ceremony, the staff changes post (faces about) in what manner? (p. 91)

- When the staff consists of one or two members, on the command **Change Post, MARCH** by the commander of troops, the staff officer moves forward three paces, halts, and executes an about face automatically without command. The commander of troops executes about face the same time as the staff faces about. When awards are presented, the commander of troops does not reverse the staff. In posting, the adjutant moves toward the commander of troops, marches 45 degrees to the left, halts in position, and executes about face.
- When the staff consists of more than two members, on the command **Change Post, MARCH** by the commander of troops, the adjutant moves four paces forward, faces to the left in marching, and advances to a position diagonally opposite the original position. Other members of the staff face to the right and follow the path of the adjutant until they have reached relative opposite positions. They then halt and face the reviewing stand without command to complete the movement. In advancing to receive the report, the adjutant moves forward, turns 45 degrees to the left until directly in front of the commander, turns forward again, and advances to a position between the front line of commanders and the commander of troops. The same route is used in returning to the post.

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