

**FOREWORD**

This Drill Manual has been introduced as an Air Cadets Publication (ACP) to guide members of the Air Training Corps (ATC) in accepted drill and ceremonial processes. Prior to the issue of this ACP, the RAF Drill Manual (AP 818) was the authority for this purpose. Whilst the contents of this publication are based on conventional RAF drill movements, it has been adapted to be used more easily by members of the Air Cadet Organization (ACO) including the Combined Cadet Force (CCF) RAF.

Drill is a powerful aid to discipline and is readily available to all elements of the ACO for that purpose. It develops in our young people a sense of corporate pride, alertness, precision and a readiness to obey orders instantly. Smartness on parade is not only a sign of good discipline, but a basic factor in an individual's self-pride and prepares them to go about their routine tasks in an orderly and constructive fashion.

I commend all commanders to follow this ACP when arranging formal parades and occasions which require the use of drill and ceremonial movements. The HQ Air Cadets sponsor for this publication is Officer Commanding Adult Training Facility (ATF) to whom any recommendation for amendments should be addressed.

8 Jul 04

Group Captain  
Chief of Staff**ACKNOWLEDGEMENTS**

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**AMENDMENT LIST RECORD**



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# ***CHAPTER ONE - BASIC PRINCIPLES***

## CHAPTER 1 - BASIC PRINCIPLES

### OBJECT OF THE MANUAL

1. The purpose of the Manual of Drill and Ceremonial is to set out the correct procedures for ATC drill and ceremonial. The only drill movements which are to be taught in the Corps are those laid down in the Manual, and those responsible are forbidden to practise methods different from those herein contained. However, it may be necessary to modify some of the procedures contained in this publication having regard to the size of the parade area, the number of personnel available and the time allowed for rehearsal.

### METHOD OF INSTRUCTION

2. The full value of drill depends on the way in which it is carried out. The instructor or Parade Cdr is to insist on:

- a. The absolute cleanliness and correctness of each person, including clothing, arms and equipment.
- b. Immediate obedience to his orders.
- c. Silence during parades.

3. The instructor, by personal example, is to be a model to others and therefore must:

- a. Know his subject well.
- b. Be patient yet firm.
- c. Have a good systematic method of instruction based on common sense application.
- d. Know and be sympathetic to those under his control.
- e. Be able to pick out those trainees who are quick to learn and those who are slow or nervous so that the backward may be given individual instruction and encouragement.
- f. Be alert and smart.

4. Instruction is to be simple, concise and interesting so that it is easily learnt and remembered. Instruction should also be consistent and the same instructor, if possible, should be used to carry out the complete sequence of training for a particular squad. Thus each person can receive the maximum amount of personal supervision. Periods of instruction are to be short, to avoid the instructor or trainee becoming over tired. The squad is always to be stood easy when the instructor is explaining the details of movement. A programme of instruction is to be varied to avoid monotony and consequent loss of interest.

## SEQUENCE OF TRAINING

5. The following sequence is to be adopted:
  - a. The instructor is to name the exercise.
  - b. The instructor is to demonstrate the movement.
  - c. The instructor is to explain the movement, stating in simple language the relevant details.
  - d. The trainees are to carry out the exercise in slow time or by numbers. Individual faults are to be corrected by the instructor.
  - e. Trainees are to practice the movement. After improvement they are to carry out the movement in quick time, judging the time.
6. As the efficiency of the Corps depends upon the individual efficiency of each member, drill training is to be both individual and collective.
7. Drill instruction is to be divided into the following progressive stages:
  - a. Foot Drill. Foot drill is designed to train members of the Corps to understand an order instantly; to teach obedience, steadiness, self-reliance and alertness; to make personnel smart and to accustom individuals to take their place in a disciplined body.
  - b. Drill Movements in Formation. Drill movements in formation enable large numbers of personnel to be controlled effectively by their Cdrs. Practice in these movements develops a high standard of individual discipline and a mutual confidence between all ranks in a Sqn.

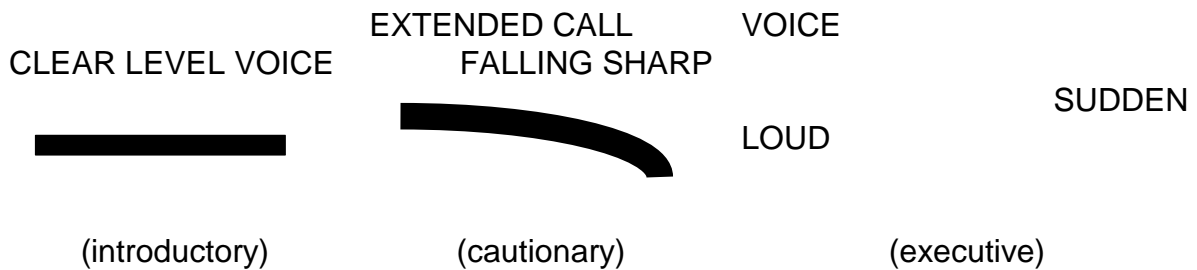
## WORDS OF COMMAND

8. Words of command are to be given distinctly, and with confidence and determination, as they convey an order which is to be smartly and promptly obeyed. They are to be loud enough to be heard by all concerned and an interval is to be observed, sufficient to allow the order to carry over the distance between the instructor and trainees. Those responsible for giving orders are to be given frequent practice in delivering words of command, to increase their confidence. A person giving an order is to stand to attention.
9. Words of command are to be given in 2, sometimes 3, distinct parts:
  - a. Introductory explanatory<sup>1</sup>.
  - b. Cautionary warning.
  - c. Executive command.

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<sup>1</sup> Often preliminary words of command are not necessary for short, simple movements.

10. a. The introductory words of command serve to generally advise personnel of an intention; this is given in a clear, deliberate level tone.
- b. The cautionary word of command, which gives imminent warning of the movement, is normally a word of one syllable. This is to be given as a loud, extended call and for a large parade may need to be made to last several seconds.
- c. This is immediately followed by the executive command (the signal for the movement to be carried out) which is to be given distinctly and very sharply, care being taken not to lower the voice; thus:



thus:

"Flight, into line	-	<b>right</b>	-	TURN"
(introductory)		(cautionary)		(executive)

or:		<b>"Squadron</b>	-	HALT"
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11. For uniformity, the pause between the introductory and the cautionary words of command is to be equivalent to 2 beats in the cadence of slow or quick time: the pause between the cautionary and executive words of command is to be the equivalent of one beat of slow or quick time (in each case depending upon whether the movements are to be made in quick or slow time). Thus when a squad is moving, the last word of the caution is to be given as one foot touches the ground; this is to be followed by a pause while the other foot completes its pace and finally the executive word is to be given as the first foot again touches the ground (see Annex A). If a squad is stationary, the equivalent pauses between the words of command are still to be made.

12. When an order is given to personnel on the march, the executive word of command is to be given one pace before the movement is to be made, so as to give the individual time to control his forward momentum before carrying out the new order. This pace is known as the 'check pace' and its use is shown in the following order.

"Squad	-	<b>right</b>	-	TURN"
(introductory)		(cautionary)		(executive)

The cautionary word "**right**" is to be given when the left foot is forward on the ground; the executive word "TURN" is to be given when the left heel next strikes the ground. Individuals then check their momentum on the next pace forward by the right foot, and carry out the turn with the left foot.

13. To move off a unit in step with the preceding unit in quick or slow time, the cautionary word "**Slow/quick**" is to be given as the right heels of personnel in the preceding unit touch the ground, followed by the executive word "MARCH" when the right heels of the personnel in the preceding unit are again forward and on the ground.

14. The cautions and commands in this manual are normally given with regard to one flank only, but the principles apply equally to movements to the other flanks, which are also to be practised.

15. A command given from a distance is to be delivered early enough to allow for the increased time it will take for the voice to reach the squad.

16. The initial words of command are normally to be prefixed with the title of the unit to which the command is being given, thus:

"Number ?? Squad/Flight/Squadron, **right** - TURN"

17. During the initial period of instruction, when teaching movements by numbers, the following procedure is to be adopted by instructors:

a. The actual word of command is to be given, followed by the words "By numbers".

b. Then the cautionary word "**Squad**" etc.

c. Followed by the executive commands "ONE, "TWO" etc, as appropriate, thus:

"Right turn, by numbers, **Squad - ONE**" then "**Squad - TWO**" etc.

18. The table at Annex A to this Chapter details the foot on which executive words of command are to be given to personnel on the move.

## INSPECTIONS

19. When a unit parading in ranks is to be inspected, the ranks are to be opened for the inspection and closed on the completion.

20. The inspecting officer or non-commissioned officer (NCO) is to start the inspection from the right flank, moving along the front rank to the left flank, after which the rear of the front rank is to be inspected from left to right flank. The inspection of the centre and rear ranks is to be carried out in the same manner. Each individual is to be inspected from head to foot, both front and rear. This is done by stopping 45° in front of the cadet being examined and looking at the cadet's right hand side then moving one pace past and looking back at 45° at the cadet's left hand side.

**Note: Remember you must not touch the cadets on parade.**

21. Each rank is to be inspected in the attention position. Ranks not being inspected may, at the discretion of the inspecting officer, be stood at ease.

22. A person, when ordered to adjust equipment etc during an inspection, is to first ground arms if necessary, immediately place the right foot smartly 30cm (1 ft) to the rear, and make the adjustment, after which he is to resume the position of attention and take up arms.

23. The major items which are to be noted when inspecting a parade are:

- a. The personal cleanliness of the individual.
- b. That clothing, boots and equipment are clean, in good repair and worn correctly.

24. Details to be examined during an inspection are listed at Annex B to this Chapter.

### SIZING

25. Personnel parading in squads, Flts etc should, for formal parades or public displays, be arranged in height order, to render a smarter unit appearance. On occasions when distinctive accoutrements are worn such as a white belt, it may be better to arrange personnel by the level of such belts rather than their height in order to achieve the best effect.

### INTERVALS

26. Each individual is to occupy a lateral of 105cms (42 ins) in the ranks.

27. The lateral space between units is to be measured in paces of 75cms (30 ins).

### DISTANCE

28. The distance between ranks is to be 75cms (30 ins) measured from heel to heel.

29. The distance between units in formation is also to be measured in paces of 75cms (30 ins) from the heels of the front rank of one unit to the heels of the front rank of the unit in next succession.

### LENGTH OF PACE IN MARCHING

30. The lengths of pace in marching are:

- |    |                           |        |          |
|----|---------------------------|--------|----------|
| a. | Slow/Quick March          | 75cms  | (30 ins) |
| b. | Double March              | 100cms | (40 ins) |
| c. | Stepping Short            | 53cms  | (21 ins) |
| d. | Stepping Out              | 83cms  | (33 ins) |
| e. | Stepping Forward/Backward | 75cms  | (30 ins) |
| f. | Sideways March            | 30cms  | (12 ins) |

## TIME IN MARCHING

31. The numbers of paces to the minute for marching are:

- a. Slow Time 60 paces per minute
- b. Quick Time )  
Stepping Forward/Backward ) 120 paces per minute  
(This is equal to 91m (100 yds)  
) per minute.)  
Sideways Marching )
- c. Double Time 180 paces per minute.  
(This is equal to 182m (200 yds)  
per minute.)

32. A drummer using a metronome may be used to beat the correct time when drill instruction is being carried out. Trainees are to note the time carefully, after which they are to be marched to the time indicated; the drummer is to tap out the correct timing at intervals as a check.

## UNPLANNED INCIDENTS ON PARADE

33. The responsibility for attending to any unplanned incident during a parade rests with the experienced hand of the Parade Warrant Officer (WO). For example, if a cadet faints, the WO will deal with the matter at the time while the rest of the parade maintains a practised disinterest. The WO should usually have a couple of orderlies standing by off the actual parade ground and he is able to send for them as necessary.

34. By tradition, the Parade WO is privileged to be free-lance at any stage of a parade, subject to his common sense appreciation of the circumstances of the moment. He would not, for example, initiate retrieval of a dropped hat at the instant of a general salute; indeed there are circumstances in which the WO might decide it is better to do nothing at all.

35. This customary arrangement forms a suitable basis for dealing with a wide variety of corrections to detail on parade, from checking individuals' dressing to dealing with the most unexpected or alarming circumstances on even the most formal parades. Great responsibility therefore always rests with the Parade WO to foster the smooth completion of a parade by discreet and appropriate handling of unplanned incidents.

Annexes:

- A. Details of Correct Foot on Which to Give Executive Words of Command.
- B. Items to be Noted During Inspection of Personnel.

**DETAILS OF CORRECT FOOT ON WHICH TO GIVE EXECUTIVE WORDS OF  
COMMAND**

INTRODUCTORY	CAUTIONARY	EXECUTIVE	FOOT	TIMINGS GIVEN
Squad/Flt	<b>stand at</b>	EASE		One
Squad/Flt	<b>Squad/Flt</b>	TION/SHUN		One
Squad/Flt	<b>open/close order</b>	MARCH		One, One, Two
Turnings at the halt	<b>right/left about</b>	TURN		One, Pause, Two
Incline to the right/left	<b>right/left in-</b>	CLINE		One, Pause, Two
Saluting to the front at the halt	<b>to the front</b>	SALUTE		Up, Two, Three, Down
Saluting to the left/right at the halt	<b>to the left/right</b>	SALUTE		Up, Two, Three, Four, Five, Down
Squad/Flt	<b>officer on parade</b>	DISMISS		One, Pause, Two, Pause, Up, Two, Three, Down
Squad/Flt		HALT	Left Heel	One, One, Two
Turning on the march	<b>left/right</b>	TURN	Right/Left	Check, Turn, Forward
Turning on the march	<b>about</b>	TURN	Left Heel	Check, Left, Right, Left, Forward
Officer passing your front	<b>to the left/right</b>	SALUTE	Left Foot	Check, Up, Two, Three, Four, Five, Down, Swing
Marking time on the march	<b>mark</b>	TIME	Left Heel	One, One, Right, Left, Right
Squad/Flt	<b>for-</b>	WARD	Left Foot	Complete, Forward
Changing step whilst marking time	<b>change</b>	STEP	Left Foot	Right, Right, Left
Changing step on the march	<b>change</b>	STEP	Right Heel	Left, Check, Left
Saluting to the front	<b>to the front</b>	SALUTE	Left Foot	One, One, Two, Pause, Up, Two, Three, Down, One, Two, Three, Four, Up, Two, Three, Down, Pause, One, Pause, Two, Pause, Away
Compliments on the march	<b>eyes</b>	RIGHT/LEFT/ FRONT	Left Foot	Check, Turn

<b>INTRODUCTORY</b>	<b>CAUTIONARY</b>	<b>EXECUTIVE</b>	<b>FOOT</b>	<b>TIMINGS GIVEN</b>
Step out on the march	<b>step</b>	OUT	Left Heel	Step Out
Into quick time	<b>quick</b>	MARCH	Left Heel	Quick March
Step short on the march	<b>step</b>	SHORT	Left Heel	Step Short
Into quick time	<b>quick</b>	MARCH	Left Heel	Quick March
... Paces	<b>step - forward -backward</b>	MARCH		Eg 3 Paces - One, Two, Three, In
... Paces right/left	<b>close</b>	MARCH		Eg 3 Paces - One, Two, Three

Note: Introductory commands are only used for new trainees. Once trained, use Squad/Flt.

**ITEMS TO BE NOTED DURING INSPECTION OF PERSONNEL**

1. Service Dress Cap. The Service Dress Cap is to be clean and is to be worn square on the head with the peak front down to a level just above the middle of the eyes. The cap badge and peak are to be clean. The black mohair band is to be clean and worn with the stitching in the front centre of the cap, in line with the badge.
2. Beret. The beret is to be clean and is to be worn so that the band is horizontally round the head and 2.5cm (1 in) above the eyebrows. Loose cap material is to be drawn down to the right so that the badge is clearly displayed in a position vertically above the left eye.
3. Field Service Cap. The Field Service Cap is to be clean and is to be worn straight and level front to rear. The front (buttoned) end of the cap is to be 2.5cm (1 in) above the eyebrows and the whole cap tilted slightly from the vertical to the right.
4. Hair. The hair of the head is to be kept well-cut and trimmed. Women's hair is not to fall below the bottom edge of the back of the jacket collar or show below the peak or front of the cap. Beard or whiskers are not to be worn except by personnel with specific permission in writing on medical grounds (personnel so authorized are not normally to appear on ceremonial parades). If a moustache is worn, the upper lip is to be entirely unshaven and the moustache trimmed neatly for length; exaggerated or "handlebar" whiskers are not to be permitted.
5. Shaving. Cadets are to be properly shaved.
6. Cleanliness. The face, ears, neck and hands are to be clean.
7. Neckwear. The collar is to be clean, the tie tied neatly and it is not to be tucked in to the shirt-front, nor display any pin, brooch or fastener which can be seen.
8. Buttons. All buttons are to be clean and are to be sewn on securely so that the crown is uppermost and the eagle horizontal.
9. Badges. Rank and other authorized badges are to be worn in accordance with current dress regulations.
10. Clothing. Clothing is to be of correct fitting, of official pattern, in good repair, neatly pressed and correctly worn.
11. Pockets. All pockets are to be worn flat and buttoned where buttons are provided.
12. Trinkets. No trinkets, earrings or unauthorized badges are to be displayed. Plain wedding rings may be worn. Women may wear plain gold stud sleeper earrings (but not on parade), engagement rings, wedding rings or plain signet rings. Male cadets are not to wear earrings at any time.

13. Glasses. On parade, glasses are not to be worn except by those with a medical certificate requiring them to be worn. In no circumstances are such personnel to take part in a full ceremonial parade (eg guard of honour, review etc).
14. Medals/Medal Ribbons. When orders, decorations, medals or medal ribbons are worn they are to be appropriately worn and correctly positioned in accordance with current dress regulations. Ribbons are to be clean and in good repair. (Personnel should be discouraged from burnishing medals as this destroys the minting<sup>1</sup> ; it is sufficient that the metal parts be carefully cleaned with mild soapy water.)
15. Ceremonial Equipment. Ceremonial equipment is to be fitted correctly, eg the waist belt is to be tight enough to support the weight of the bayonet without sagging.
16. Footwear. Boots and shoes are to be clean and in good repair, laces straight across and neatly fastened.
17. Mourning Bands. Mourning bands when worn are to be of black crepe, 8.3cms (3¼ ins) wide, and are to be secured midway between the point of the elbow of the left arm and shoulder.

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<sup>1</sup> The effect of such burnishing also imparts a false appearance (eg bronze stars appear gold) which was not the intention of the designers.

INTENTIONALLY  
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# ***CHAPTER TWO - SALUTING***

## CHAPTER 2 - SALUTING

### REASON FOR SALUTING

1. Saluting is a recognition of the Sovereign's Commission, being indirectly a salute to the Crown through the individual holding The Queen's authority. Returning a salute is not an acknowledgement of a salute to the officer personally, but is a recognition of the fact that through that officer an outward sign of loyalty to the Crown and Service has been acknowledged.
2. Saluting is important and it is the responsibility of all officers to see that saluting is carried out.
3. Personnel are to salute with the right hand unless physically unable to do so, in which case they are to salute with the left hand (see Para 6 for the exceptions).

### SALUTING BY NON-COMMISSIONED PERSONNEL

4. Personnel are to salute commissioned officers (see Annex B) of the RAF, the Royal Navy, the Royal Marines, the Army, Commonwealth and Foreign Services at all times, and at any time when they recognize officers who are dressed in plain clothes.
5. A person in passing an officer is to salute on the third pace before reaching him, at the same time turning the head smartly in the direction of the officer. The salute is to be finished on the third pace after passing the officer, by smartly lowering the hand to the side and turning the head to the front.
6. When the person is not wearing headdress or is carrying anything other than his weapon, which prevents his saluting, he is to turn his head smartly towards the officer being passed. If the person is stationary or seated he is to stand up to attention as the officer passes.
7. A non-commissioned person when approaching to address an officer is to halt 2 paces from the officer. He is then to salute and address the officer. He later takes leave by saluting again before turning to withdraw (no backward step before saluting).
8. On entering a room personnel are to salute entitled officers as usual; they are also to salute finally before leaving the room again.

Note: Personnel are to remain standing until given permission to sit by the senior person present. Headdress is not to be removed until permission is given. However, if the senior person has already uncovered it is appropriate for male personnel to remove their headdress when permitted to sit. (If the senior person remains covered, then all present are to follow suit.) Headdress is to be replaced on rising to leave.

9. When a cadet carrying a weapon approaches to address an officer, he is to do so if possible at the shoulder and halt 2 paces from the officer before saluting. Before turning to withdraw he is to take leave by saluting for the second time (no backward step before saluting).

Note: Flight Sergeants (FS) and below, when addressing a WO, are to halt 2 paces from him/her and address him/her as "Sir/Madam". Similarly, any cadet when addressing a NCO senior to himself is to halt 2 paces from him and is to address him by full title of his rank. Cadets, when reporting to, or being addressed by their senior in rank, are to stand to attention.

10. When a stationary cadet sees an officer approaching he is to stand to attention, face the officer and is to salute when the officer is 3 paces from him. The salute is to finish and the hand returned to the side after a pause equal to 5 paces. When cadets are sitting or standing together, the senior cadet present is to stand facing the officer and call the whole party to attention before saluting.

11. Personnel in a group already being addressed by an officer or NCO are not to take individual action to salute another officer; the responsibility lies with the senior person present who will give orders as appropriate.

12. When a number of personnel are walking together as individuals, they are all to salute when passing an officer. When they are being marched in a party however, it is the responsibility of the senior person to give orders as appropriate. (See Para 32)

### SENTRIES

13. Special instructions on saluting by sentries will be briefed by Cdrs as required.

### TRUMPETERS

14. A trumpeter carrying a trumpet is to salute by placing the bell of the trumpet on the right hip. With the trumpet mouthpiece pointing upwards to the right front at an angle of 45°, the trumpeter is to turn his head towards the officer.

### CADETS AND APPRENTICES

15. Cadets and apprentices are subject to the same regulations for saluting as airmen.

### SALUTING BY OFFICERS

16. Officers using the salute to pay compliments are to salute in the same way as cadets.

17. Officers are to return salutes made to them. In returning salutes the position of the elbow may be slightly forward with the palm of the hand turned slightly to the left; officers are to look in the direction of persons saluting them.

18. Officers below the rank of Sqn Ldr are to salute officers of and above that rank. Officers of the rank of Sqn Ldr and above are to salute their superiors in rank. Officers of all ranks are to salute their superiors before addressing them formally on duty (ie on a parade etc).

Note: It is customary for officers to salute the occupant when entering or leaving an office. It is also customary for officers to greet by saluting when meeting an officer (irrespective of rank) accompanied by a lady.

19. Officers are to salute those officers of the Royal Navy, the Royal Marines, the Army, Commonwealth and Foreign Services who would be saluted by officers of corresponding rank in those Services.

20. When a number of officers are together it is the responsibility of the senior officer present to return a salute. If the senior officer fails to see the salute it is the duty of the next senior officer in the party to acknowledge it.

21. Officers, when on parade with armed men, are to salute with the hand, or with swords if already drawn. In either case officers are to time their movements to finish on the third movement of the present and the second movement of the slope respectively.

#### OFFICERS IN ATTENDANCE

22. Officers in staff attendance are not to salute when a national anthem, royal or general salute is played for the VIP or other officer upon whom they are in attendance.

#### WEARING PLAIN CLOTHES

23. When wearing plain clothes personnel are to pay and return compliments by raising the hat. If not wearing headdress personnel should pay compliments as laid down in Para 6.

#### RAF ENSIGN

24. On occasion when the RAF Ensign is being hoisted or lowered at a RAF establishment, all ranks within view of the Ensign or within hearing of the Alert (whistle or trumpet) call are to face the flagstaff standing to attention during the period when the Ensign is being hoisted or lowered; officers are to salute. These general rules are to be applied by the ATC in relation to the Corps Ensigns.

#### UNCASED COLOURS

25. When passing uncased Colours or Standards, personnel are to salute those flags except when they are being carried by units forming part of an escort at a Service funeral. Individuals are to halt and face the Colour etc before saluting. (Cased Colours etc are not to be saluted.) When uncased Colours or Standards are approaching from a flank or passing the front of a group of cadets who are not part of a formal parade, each individual of that group is to salute.

#### ATC BANNERS

26. These general rules above are to be applied within their own formations by the ATC in relation to all Banners within the Corps.

#### GUARD SALUTES

27. Personnel are to stand to attention when a guard salute is being played. This will only occur if you are watching a ceremonial parade for guards and in uniform.

## NATIONAL ANTHEMS

28. When the National Anthem or a foreign national anthem is played formally, all personnel not under the orders of an officer commanding a parade are to stand to attention, face the required direction and, if wearing uniform headdress, salute; men wearing plain clothes are to remove their headdress.

29. Whenever a national anthem is played formally within a building, individuals are also to stand to attention and in this instance do not salute unless otherwise ordered. Women are to conform to the above regulations except that they do not remove their headdress when a national anthem is played.

30. The Cdr of the party is to halt them, or if halted, is to call them to attention and he is to salute while a national anthem is played formally.

## PARTIES ON THE MARCH

31. The Cdr in charge of a party on the march is to pay compliments by giving the command "**eyes** - RIGHT/LEFT" at the same time himself saluting. These compliments are also to be paid when the party passes an armed sentry. If the sentry is unarmed, no compliments are to be paid.

## VEHICLES

32. The rider of a cycle or driver of a vehicle is not to salute when the vehicle is in motion. When stationary, the driver is to salute by turning his head smartly towards the officer passing. The hands are always to remain in the steering position.

33. Cadets, when seated in a vehicle, are to sit to attention; they are to look straight to their front.

34. Officers, when seated in a vehicle are, if possible, to pay compliments with the hand otherwise, if driving, they are to follow the procedure in Para 33.

35. Personnel are to salute the entitled occupant of a vehicle flying a distinguishing flag, showing starplates or in any case when they recognize the occupant as being entitled to a salute.

## SHIPS

36. ATC personnel are to conform to Royal Navy customs on saluting in ships.

37. Boarding or Leaving Ship. When boarding or leaving any of HM Ships or a foreign warship, it is naval custom for all personnel to salute individually as they go over the side. In this case it is also custom for personnel to salute the side (with the hand, in the usual fashion) when bareheaded or in plain clothes.

38. Quarterdeck. When stepping onto or off the quarterdeck it is naval custom to salute each time.

## FUNERALS

39. Personnel are to salute the coffin when passing a funeral cortege.

## WAR MEMORIALS

40. It has always been customary for Service personnel to salute as they pass the Cenotaph in Whitehall. This tradition is embodied in orders to this effect issued by the General Officer Commanding London District. ATC personnel are to conform to this custom.

41. Personnel are to conform to local custom with regards courtesy salutes at ceremonies at other memorials.

Annexes:

- A. Service Officers' Ranks.
- B. Compliments by Formed Bodies.

**SERVICE OFFICERS' RANKS**  
(Reference QR J126)

<b>NAVAL</b>	<b>MILITARY</b>	<b>AIR FORCE</b>
Admiral of the Fleet <sup>(1)</sup>	Field Marshal	Marshal of the Royal Air Force
Admiral <sup>(1)</sup>	General	Air Chief Marshal
Vice-Admiral <sup>(1)</sup>	Lieutenant-General	Air Marshal
Rear Admiral <sup>(1)(2)</sup>	Major-General <sup>(3)</sup>	Air Vice-Marshal
Commodore <sup>(1)</sup>	Brigadier	Air Commodore <sup>(4)</sup>
Captain	Colonel	Group Captain
Commander	Lieutenant-Colonel	Wing Commander
Lieutenant-Commander	Major <sup>(5)</sup>	Squadron Leader
Lieutenant	Captain	Flight Lieutenant
Sub-Lieutenant	Lieutenant	Flying Officer
Midshipman <sup>(6)</sup>	Second Lieutenant	Pilot Officer

**Notes:**

1. The first 5 senior ranks in all these Services are given NATO star ratings (from 5 to 1 descending order) to assist in identifying rank status.
2. This naval rank and those above are known as flag ranks.
3. This military rank and those above are known as general ranks.
4. This air force rank and those above are known as air ranks.
5. This military rank is known as the field rank.
6. This rank is junior to its military and air force equivalents.

## COMPLIMENTS BY FORMED BODIES

### SALUTING BY OFFICERS IN COMMAND

1. An officer commanding an armed party is to return the salute of an NCO IC an unarmed party, but is not to call his armed party to attention.
2. When in command of either an armed or unarmed party, officers are to salute superiors under the usual rules.

### UNARMED PARTY

3. Unarmed parties passing each other are to be called to attention and the officer or NCO IC then orders the "**eyes - RIGHT/LEFT**" if appropriate.

### COMPLIMENTS BY UNITS

4. A unit is to be ordered to attention by its Cdr when passing or being passed by:
  - a. Members of the Royal Family.
  - b. Armed parties on the march and commanded by an officer.
  - c. Guards, escorts etc.
  - d. Officers of air rank and those of equivalent rank of the other 2 Services.  
(see Annex A).

A unit on the march is to pay compliments by Flts.

5. Units Approached from the Rear. When persons who are entitled to a salute approach from the rear, unit compliments are not to be given, but officers are to salute. (This procedure does not apply to members of The Royal Family, for whom units are to be ordered to march to attention and pay the usual compliments.)

### COMPLIMENTS TO MEMBERS OF THE ROYAL FAMILY

6. A unit on the march, meeting a member of The Royal Family when accompanied by an escort on an official or state occasion, is to be halted and turned towards them and when under arms is to be ordered to "**present - ARMS**".
7. In Car. A unit on the march is not to halt and present arms to a Sovereign when the personage is travelling in a motor car, unless previous warning has been given of the approach. Instead, the compliments are to be given, with arms carried at the shoulder, by the Eyes Left/Right. Compliments to other entitled persons are to be given in a similar manner.

INTENTIONALLY  
BLANK

***CHAPTER THREE -  
FOOT DRILL***

## CHAPTER 3 - FOOT DRILL

### BASIC FOOT DRILL

1. During the initial stages of training in foot drill, instruction is to be given in open order.
2. Exercises are to be taught first by numbers and when proficient, judging the timing. A pause equal to one pace in quick time is to be observed between successive movements except where otherwise stated.
3. Bend the knee. One particular movement of foot drill, to be described as "Bend the Knee", will frequently form part of a sequence. "Bend the Knee" should be demonstrated to trainees before all others. In this movement, while one leg is kept braced back with the foot flat on the ground, the other leg is bent in front of the body so that the thigh is parallel to the ground with the foot hanging naturally below the knee. The leg is then straightened and the foot placed on the ground so that on contact the ball of the foot reaches the ground first.

### THE POSITION OF STANDING AT EASE

4. On the command:

#### **stand at - EASE**

The feet are to be approximately 30cms (12 ins) apart at the heels and turned outwards 45°. The knees are to be straight. The weight of the body is to be balanced on both feet and is to be evenly distributed between the heels and the fore part of the foot. The body is to be erect and the shoulders (which are to be level and square to the front), are to be drawn down and backwards without strain or stiffness, so as to bring the chest to its natural position. The arms are to hang easily to their fullest extent, at the same time holding the hands behind the back. The back of the right hand being positioned in the palm of the left hand, the thumbs are to be crossed right over left. Although standing at ease is a relaxed position, no movement is to be made.

#### Timing - One

5. When equipped in marching order without weapons, the arms are to be kept at the side (see position of attention).

### STANDING EASY

6. On the command:

#### **stand - EASY**

The limbs, head and body may be moved, but not the feet. If the feet are moved the dressing may be lost. Slouching, talking and unnecessary movements are not allowed.

#### Timing - One

7. Personnel standing easy are to assume the position of Stand at Ease as soon as a **cautionary** word of command is given, so as to be ready to carry out the next command (for example Squad/ Flight).

#### ATTENTION

8. On the command:

#### **Shun**

While keeping the right foot still and the leg braced, bend the left knee and bring the left foot smartly into a position beside the right foot. At the same time pull the arms to the sides of the shortest possible route.

#### Timing - One

9. The heels are to be together in line. The feet are to be turned outwards at an angle of 45° approximately, to give a comfortable stance. The knees are to be straight. The weight of the body is to be balanced on both feet and is to be evenly distributed between the fore-part of the feet and the heels. The body is to be erect and is to be carried evenly over the thighs. The shoulders (which are to be level and square to the front), are to be drawn down and backwards without strain or stiffness so as to bring the chest to its natural position. The arms are to hang easily from the shoulders and are to be as straight as the natural bend of the arms (when the muscles are relaxed), will allow. The wrists are to be straight and the palms of the hands are to be turned towards the thighs. The fingers are to be lightly clenched and the thumbs are to be to the front, touching the forefingers. The thumbs and tips of the fingers are to rest lightly on the thighs with the thumb on the side seam of the trousers. The neck is to be erect, the head is to be straight, and the chin is to be drawn in. The eyes are to look straight to the front (except when an individual is being personally addressed then he is to look at the person addressing him, without turning the head). Breathing is not to be restricted and no part of the body is to be stiff, tense or strained.

10. The position of attention is one of alertness in readiness for a word of command and the muscles are, therefore, to be controlled to await any orders which may be given. Unless stated all drill movements follow from the position of attention.

#### STANDING AT EASE FROM ATTENTION

11. On the command:

#### **stand at - EASE**

While keeping the right foot still and the leg braced, bend the left knee and place the left foot smartly on the ground 30cms (12 ins) to the left of the right foot. At the same time the

hands are to be placed behind the back to assume the position of stand at ease with the weight of the body resumed evenly on both feet.

### FORMATION OF A SQUAD

A right marker is to be detailed.

12. On the command:

#### **right - MARKER**

The marker is to come to attention, march out in quick time and Halt, facing the instructor at a distance of 3 paces, and stand at ease.

13. On the command:

#### **on - PARADE**

The marker (already in position), and the squad (at their off-parade position), are to come to attention. The squad is to observe a pause, and is then to march forward and form up in 3 ranks with 2 persons covering the marker to form the first file; the remainder are to form up on the left of the first file. Once still, and after observing a further pause each file, with the exception of the right file, are to turn their head and eyes to the right; at the same time personnel in the front rank are to raise their arms fully extended with hands clenched and the back of the hand upward, knuckles touching the shoulder of the person immediately to their right. Each file is then to observe a further pause and take up their dressing in line by moving with short quick paces until they are just able to see the lower part of the face of the second person beyond. The shoulders are to be kept square to the front without bending the body or the head either backwards or forwards. Personnel in the centre and rear ranks are to cover the person in the front rank of their file at a distance of one pace behind each other. (At this distance personnel are in close order.)

14. When the right hand person of the second file is satisfied that the squad is steady, he/she is to turn their head and eyes to the front. At the same time personnel of the front rank are to lower their arms to their sides. Again, after a pause each file from the right to left is to stand at ease.

### BLANK FILES

15. If there are only 2 people in any file, the centre rank is to be left blank. If there is only one person, the centre and rear ranks are to be left blank. Such incomplete files, known as 'Blank files', are always to be positioned as second file from the left flank.

### SMALL SQUADS

16. If there are less than 9 persons to form a squad, they are to be formed up in 2 ranks with the same intervals between individuals as described above.

## DRESSING

17. Each individual is responsible for their own correct dressing on parade. This principle applies during all parade movements.

18. On the command:

### Parade/Flight/Squad - **right** - DRESS

a. First Movement. Whereupon all personnel, except the right hand person of each rank, is to turn their head and eyes smartly to the right. Personnel in the front rank are to raise their right arms sharply to the right to a horizontal position, hands clenched, backs of hands upwards, each with knuckles just touching the person immediately to their right. (The elbow is bent briefly when bringing up the arm. The clenched hand is driven to the right and rear of the person next to them, taking care not to strike them on the shoulder.)

b. Second Movement. After a pause (equal to one pace in quick time), each person is to take a dressing in line as quickly as possible by moving with short, quick paces until they are able to see the lower part of the face of the second person beyond. (The shoulders are to be kept square to the front without bending the body or head forward or backwards.) Personnel in the centre and rear ranks are to cover, at one pace distance, those in the front rank.

The distance of one pace between ranks is measured by the right-hand person in the centre and rear ranks who, at the same time as the front rank, are to raise their arms, hands clenched, to just touch the shoulder of the person in front.

### Timing - Up, Pause, Dressing

19. In some instances the command given will be:

**Left - DRESS**. Exactly the same procedure is followed, except that the left arms are to be raised and head and eyes turned to the left.

## EYES FRONT FROM DRESSING

20. On the command:

### **eyes - FRONT**

Each person, except the right (or left) hand person of each rank, is to turn their head smartly to the front. All those with raised arms are to drop their arms smartly to their sides without bending the elbow or striking their thighs, thereby resuming the correct position of attention.

### Timing - One

## DRESSING WITHOUT INTERVALS

21. On the command:

Without intervals - **right** - DRESS

The general procedure is the same as given in Paras 17 - 18 except that the arms of the front rank are not to be fully extended. Instead, the clenched hand is to be rested on the person's own right hip at belt level, with the back of the hand towards the body, thumb to the rear. The bent elbow is to just touch the left arm of the person to the right.

22. Dressing is made without intervals when space is limited when, say, an address is to be given or on some other special occasions, eg when a guard of honour is in 2 ranks.

## OPEN AND CLOSE ORDER

23. On the command:

**open order** - MARCH

The front rank is to take 2 paces forward and the rear rank 2 paces backward.

Timing - One, One, Two

24. On the command:

**close order** - MARCH

The front rank is to take 2 paces backward and the rear rank 2 paces forward.

Timing - One, One, Two

25. When in 2 ranks, the rear rank only moves on each occasion. (Note: During these movements, the arms are held steady at the sides.)

## TURNING WHEN HALTED

26. The detail for turning (and inclining) to the left is the same as for the movements to the right, except that the word "left" is to be substituted for the word "right" and vice versa. During all turning movements the arms are to be kept close to the sides as for the position of attention. Turning at the halt is divided into 2 movements.

27. On the command:

**right** - TURN

a. First Movement. A turn is to be made to the right, through 90°, on the right heel and left toes by raising the left heel and right toes; both knees are to be kept straight and the body erect. On completion of this preliminary movement the right foot is to be flat on the ground and the left heel raised, knees are to be straight and the thighs locked and the weight of the body is to be on the right foot.

- b. Second Movement. After a pause, bend the left knee and resume the position of attention facing the new direction.

Timing - One, Pause, Two

### INCLINING

28. Inclining is similarly carried out in 2 movements.
29. On the command:

#### **right in - CLINE**

- a. First Movement. A movement is made similar to that of the first movement for a right turn, except that the turn is to be made to the half right (45°).
- b. Second Movement. As for the second movement for the turn.

Timing - One, Pause, Two

### TURNING ABOUT

30. The About Turn is always to be made by turning to the right, unless specifically detailed otherwise for certain instances. The About Turn is also carried out in 2 movements.
31. On the command:

#### **about - TURN**

- a. First Movement. A movement is made similar to that of the first movement for a right turn except that the turn is to be to the rear (180°).
- b. Second Movement. As for the second movement for the right turn.

Timing - One, Pause, Two

### SALUTING TO THE FRONT WHEN HALTED

32. Saluting to the front when halted is always carried out in 2 movements.
33. On the command:

#### **to the front - SALUTE**

- a. First Movement. The right hand is to be brought smartly, with a semi-circular motion, to the side of the head. The palm of the hand is to be to the front with the thumb and fingers fully extended and held closely together. The fore-finger is to be placed 2cms (1 in) behind and to the right of the eye. The wrist is to be straight and the elbow in line and square with the right shoulder.

- b. Second Movement. After a pause equal to 2 paces in quick time, the right arm is to be brought smartly down to the side of the body by the shortest route, resuming the position of attention, without striking the thigh.

Timing - Up, Two, Three, Down

### SALUTING TO THE FLANK WHEN HALTED

34. Saluting to the flank when halted is similarly carried out in 2 movements.
35. On the command:

#### **to the left/right - SALUTE**

- a. First Movement. A movement is made similar to that of the first movement for saluting to the front except that at the same time the head and eyes are to be turned sharply in the direction ordered.
- b. Second Movement. In this case a pause equal to 4 paces in quick time is to be observed before carrying out the movements to return the hand to the side of the body and the head and eyes to the front.

Timing - Up, Two, Three, Four, Five, Down

### FALLING OUT AND DISMISSING

36. The order to Fall Out is to facilitate dispersal from the formal formation, to attend a task or to rest, prior to being required to fall in again. There is no salute during the Fall Out.
37. On the command:

#### **fall - OUT**

Personnel carry out a right incline, and after a pause march off individually in accordance with any instructions they have been given.

Timing - One, Pause, Two, Pause, Forward

38. The order to Dismiss implies completion of the parade and personnel are to disperse to their next duty or off duty, as required.
39. On the command:

#### **dis - MISS**

The same action is to be carried out as for the Fall Out.

Timing - One, Pause, Two, Pause, Forward

40. If an officer is present, the orders given and actions carried out will change.

41. On the command:

Officer on parade - **dis** - MISS

Personnel carry out a right incline, pause, salute to their front for a pause equal to 2 paces in quick time, discontinue the salute and, after a further pause, are to disperse to their next duty or off duty, as required.

Timing - One, Pause, Two, Pause, Up, Two, Three, Down, Pause, Forward

Annexes:

- A. Instructors' Check Points.
- B. Marching.

### **INSTRUCTORS' CHECK POINTS**

Instructors should check for the following common faults during drill:

1. Position of Attention and Stand at Ease
  - a. A strained position which constricts breathing.
  - b. Allowing the body to sag and the shoulders and arms to creep forward.
  - c. Roving eyes.
  - d. Bending the wrist and failing to close the hands.
  - e. Feet and body not square to the front, heels not together.
2. Standing at Ease from Attention (and vice versa)
  - a. Bending the waist when moving.
  - b. Allowing the arms to bend or to move too far from the body when going behind the back or coming to the sides.
  - c. Moving the right foot.
  - d. Moving left foot less than 30cms (12 ins) and not at the correct angle.
3. Standing Easy
  - a. Moving the feet.
  - b. Adjusting clothing etc, without an order.
4. Dressing
  - a. A sluggish movement of the arm or head.
  - b. Looking up or down or not square to the side while dressing off.
  - c. Craning forward.
  - d. Not keeping the shoulders square to the front.
  - e. Shuffling movements with the feet.
  - f. Unnecessary movement.

5. Turnings

- a. The weight not being on the leading foot in the first movement.
- b. Not completing the turn with the body and shoulders in the first movement.
- c. Moving the arms, particularly during the second movement.
- d. Bending at the waist during the second movement.

6. Saluting

- a. The body and head not remaining erect.
- b. Allowing the elbow to come forward.
- c. Saluting hand not straight and in an incorrect position.
- d. Allowing the left arm to creep forward.
- e. Failing to turn head and eyes fully in the direction ordered.

## MARCHING

### BALANCE STEP

1. The Balance Step is an effective method of teaching personnel to control the muscles and limbs and to acquire correct balance and erect carriage. It is also a useful preliminary method of instruction in training personnel in drill movements. When the person has made enough progress to carry out each separate movement of the balance step correctly, the interval between the successive words of command is to be reduced until each movement forward is made after only a short pause.

2. On the command:

Balance step - **left foot** - FRONT

The head and the body are to be in the position of attention with the arms steady at the sides. The left foot is to be advanced smartly to the front about 38cms (15 ins), and turned outward at the same angle as when halted, with the toes pointing towards, and 5cms (2 ins) from the ground. The left leg is to be kept straight and the body is to be balanced on the right foot.

3. On the command:

**for** - WARD

The left foot is to be advanced in an even movement to complete a pace of 75cms (30 ins), ensuring the small toe of the foot touches the ground first. At the same time the weight of the body is to be transferred to the left foot, keeping the right foot at its original position with the knee bent and the toes on the ground.

4. On the command:

Right foot - **for** - WARD

The right foot is to be advanced smartly 75cms (30 ins) beyond the left foot. The leg is to be bent sufficiently to enable the foot to clear the ground, and is to be straightened as it comes forward. The foot is to be stretched and turned outwards at the same position as when halted. The toes are to be pointed towards and about 5cms (2 ins) from the ground. The small toe of the foot touches the ground first, the weight is transferred to that foot and the left foot remains 75cms (30 ins) behind it with the knee bent and the toe on the ground.

5. The sequence of commands at Para 3 is then continued as necessary.

6. On the command:

Flight/Squad - HALT

Which is given when the right foot is forward and on the ground, a pace of 38cms (15 ins) is to be completed with the left foot, bend the right knee, and then place the right foot smartly down in line with the left foot; movement ceases at the position of attention.

TURNINGS ON THE MARCH

7. On the command:

Balance Step - **right** - TURN

Which is to be given when the left foot is forward and on the ground, a full forward pace is to be completed with the right foot. The left foot is to be turned diagonally to the right and is to be placed on the ground with the instep about 8cms (3 ins) in front of the right toe. The weight of the body is to be turned to the right (through 90°). At the same time, the right foot is to be advanced smartly about 30cms (12 ins) in the new direction, and is to be held clear of the ground with the foot stretched and the toes pointing downwards. (In this position both knees are to be straight and the arms are to be steady at the sides.)

8. On the command:

**for** - WARD

A forward pace of 75cms (30 ins) is to be completed with the right foot, and marching resumed.

Note: Details for the balance step movement to the left are the same except that the words left and right should be counter changed.

Appendix:

1. Instructors' Check Points - The Balance Step.

APPENDIX 1 TO  
ANNEX B TO  
CHAPTER 3 TO  
ACP 19

**INSTRUCTORS' CHECK POINTS - THE BALANCE STEP**

Instructors should check for the following common faults during drill:

1. Leaning back, thus allowing the heel to reach the ground first.
2. Arms and hands not being kept vertical.

INTENTIONALLY  
BLANK

***CHAPTER FOUR -  
BASIC DRILL IN QUICK  
TIME - SLOW TIME***

## CHAPTER 4 - BASIC DRILL IN QUICK AND SLOW TIME

### BASIC DRILL IN QUICK TIME

1. The Quick March. On the command:

#### **quick - MARCH**

- a. First Movement. The left foot is to be advanced evenly to complete a pace of 75cms (30 ins). The foot is to meet the ground with the heel. During this movement the rear knee is to be braced. The arms are to be as straight as their natural bend will allow; the wrists are to be straight; and the fingers are to be slightly clenched with the thumb to the front, on top and touching the forefinger. The right arm is to be swung forward in line with and level to the shoulder and the left arm is to be swung to the rear as far as possible without contorting the body.
- b. Second Movement. The right foot then is to be advanced 75cms (30 ins) with the heel of the foot meeting the ground. The arms are to be reversed so the left arm comes forward and the right arm is swung to the rear.
- c. Third Movement. The left foot is then advanced 75cms (30 ins) with the heel meeting the ground first. The arms are to be reversed so that the right arm comes forward and the left arm is swung to the rear.
- d. The forward movement is to be continued in quick time (120 paces per min). The legs are to be swung forward freely and naturally from the hip. Each leg as it swings forward is to be bent sufficiently at the knee to enable the foot to clear the ground.

Timing - Left, Right, Left

2. Halt from Quick March. On the command:

#### **Squad/Flight - HALT**

- a. First Movement. The command is given when the left foot strikes the ground. A 75cm (30 ins) pace is to be completed with the right foot reversing the arm swing.
- b. Second Movement. The next pace of 38cms (15 ins) by the left foot is to be used to check the forward motion, again reversing the arm swing.
- c. Third Movement. As the right knee is forced up into the bend the knee position, the arms are checked into the side of the body after which the right foot is placed smartly down by the left foot as in the position of attention.

Timing - One, One, Two

3. Marking Time from the Halt. On the command:

**mark - TIME**

- a. First Movement. The left foot is to be raised 15cms (6 ins) from the ground. The lower leg (below the knee to foot), is to hang perpendicular to the ground, with the toes slightly pointing downwards. The arms are to be kept steady at the sides of the body during this movement.
- b. Second Movement. The left foot is to be lowered to the ground next to the right foot as in the position of attention; then immediately the right foot is then to be raised 15cms (6 ins) from the ground; keeping the arms into the sides of the body.
- c. Third Movement. The right foot is then lowered to the ground as in the position of attention; then the left foot is immediately raised from the ground. Keeping the arms checked in.
- d. Each person is to mark time in quick time (120 paces per min) starting with the left foot. When marking time, each foot is raised alternately 15cms (6 ins) from the ground without moving forward, backwards or sideways.

Timing - Left, Right, Left

4. Marking Time from the Quick March. On the command:

**mark - TIME**

- a. First Movement. The command is given when the left foot is forward and on the ground; a full 75cms pace is completed with the right foot, the arm swing is reversed, so the left arm is forward and the right arm is to the rear.
- b. Second Movement. As the 38cms pace is completed with the left foot, arm swing reversed, the forward motion of the body is to be checked.
- c. Third Movement. The right knee is forced up into the bend the knee position, the arms are checked into the sides of the body, and marking time commences.
- d. Fourth Movement. The right foot is then lowered to the position of attention, and immediately the left foot is raised to 15cms from the ground. Keeping the arms checked into the sides of the body. No movement in any direction.
- e. Fifth Movement. The left foot is then lowered and the right foot is raised as for the mark time.

Timing - One, One, Right, Left, Right

5. Halt from Marking Time. On the command:

Squad/Flight - HALT

The command is given when the left foot is on the ground. The right foot is to be brought smartly down into position beside the left and all movements cease at the position of attention.

Timing - One

6. Forward from the Marking Time. On the command:

**for** - WARD

- a. First Movement. The command is given when the left foot is on the ground. The movement with the right foot is to be completed.
- b. Second Movement. The left foot advances forward 75cms to resume quick marching, the arms are to resume, the right arm to the front and the left arm to the rear.

Timing - Check, Forward

7. Changing Step when Marking Time. On the command:

**change** - STEP

- a. First Movement. The command is given when the left foot is on the ground, then the right foot is raised.
- b. Second Movement. The right foot is lowered to the ground, then immediately raised again.
- c. Third Movement. The right foot is lowered to the ground, the left foot is raised.

Timing - Right, Right, Left

8. Changing Step on the March. On the command:

**change** - STEP

- a. First Movement. The command is given when the right foot is forward on the ground. A further 75cms pace is completed with the left foot, and the arm swing is reversed.
- b. Second Movement. The hollow of the instep of the right foot is brought up to the heel of the left foot, and checking the arms into the side of the body, causing a momentary pause in forward motion.
- c. Third Movement. The left foot is then to be moved forward resuming the arm swing, right arm forward and left arm to rear.

- d. Although the step is changed the timing is not lost.

Timing - Left, Check, Left

## VARIATIONS IN PACE

9. Step Out. On the command:

### **step - OUT**

- a. First Movement. The command is given on the left foot, after which a further 75cms pace is completed with the right foot, alternating the arm swing.
- b. Second Movement. The pace is to be increased to 85cms (33 ins) starting with the left foot, alternating the arm swing and without altering the marching cadence.
- c. This movement is used when slightly more distance is to be covered but without altering the marching cadence.

Timing - Quick March

10. Quick March from Step Out. On the command:

### **quick - MARCH**

- a. First Movement. The word of command is given on the left foot after which a further 85cms pace is to be completed with the right foot, alternating the arm swing.
- b. Second Movement. The pace is to be shortened to a distance of 75cms, starting with the left foot and alternating the arm swing. The cadence of march is not to be increased.

Timing - Quick March

11. Step Short. On the command:

### **step - SHORT**

- a. First Movement. The command is given when the left foot is forward and on the ground after which a further 75cms pace is to be completed with the right foot, alternating the arm swing.
- b. Second Movement. The pace is to be shortened to 53cms (21 ins) starting with the left foot, alternating the arm swing and without altering the cadence of march.
- c. This step is to be used when a slight decrease in the distance to be covered is required.

Timing - Step Short

12. Quick March from the Step Short. On the command:

**quick - MARCH**

- a. First Movement. The command is given when the left foot is forward and on the ground after which a further 53cms (21 ins) is to be completed with the right foot, alternating the arm swing.
- b. Second Movement. As the left foot next strikes the ground, a normal marching pace of 75cms (30 ins) is taken, alternating the arm swing.
- c. During and on completion of this movement the cadence of march is not altered. The quick march pace should always be ordered prior to giving any other marching instruction.

Timing - Quick March

13. Turnings on the March. On the command:

**right - TURN**

- a. First Movement. The command is given when the left foot is forward and on the ground. A full pace is to be completed with the right foot and at the same time the arms are to be checked into the side of the body.
- b. Second Movement. The turn to the right is commenced by raising the left knee through the bend the knee position, and placing the left foot on the ground diagonally to the right and approximately 8cms (3 ins) in front of the right foot.
- c. Third Movement. The turn to the right is completed (ie through 90°) by leading off in the new direction in quick time with the right foot and resuming the normal arm swing.

Timing - Check, Turn, Forward

14. Right Incline. On the command:

**right in - CLINE**

The movement for the Right Incline is to be carried out in the same manner as for the right turn except that only half a turn is to be made (ie through 45°).

15. Left Turn/Incline. Detail for movements to the left is the same except that the word 'left' should be read for 'right' and vice versa.

16. About Turn. On the command:

**about - TURN**

- a. First Movement. The command is given when the left foot is forward and on the ground. A full pace of 75cms (30 ins) is to be completed with the right foot, at the same time checking the arms into the side of the body.

- b. Second Movement. The About Turn is commenced by raising the left knee through the bend the knee position and placing the left foot diagonally to the right, approximately 8cms (3 ins) in front of the right foot.
- c. Third Movement. The About Turn is continued by raising the right knee through the bend the knee position, and placing the heel of the right foot at a right angle to and against the heel of the left foot.
- d. Fourth Movement. The About Turn of 180° is completed by raising the left knee through the bend the knee position and placing the left foot beside the right foot as for the position of attention.
- e. Fifth Movement. Marching in Quick Time is resumed, leading off in the new direction with the right foot. During the execution of the About Turn, the cadence of march is not altered.

Timing - Check, Left, Right, Left, Forward

17. Moving Forward or Backward a Given Number of Paces. A formation may be moved forward or backward a maximum of 5 paces without being ordered to Quick March. This movement is to be used only when it is necessary for cadets to be moved forward or backward a short distance onto a marker or alignment.

18. On the command:

Paces step backward/step forward - MARCH

- a. The formation is to move forward (or backward) the number of paces ordered, commencing with the left foot. Arms are to be kept steady at the sides of the body throughout the movement and the whole of the movement is to be carried out in Quick Time.
- b. During this movement and depending on the number of paces ordered, the final part of the movement will be with either the right foot (odd number of paces) or the left foot (even number of paces), coming to rest in the position of attention.

Timing - One, Two, Three, Four, Five, Check (ie for 5 Paces)

19. Moving Sideways a Given Number of Paces. A formation may be moved sideways a maximum of 5 paces without requiring alternative commands. This movement is to be used only when it is necessary for personnel to be moved to the left or right, over a short distance to a given point or marker.

20. On the command:

Paces Right - **close** - MARCH

a. The right foot is to be placed 30cms (12 ins) to the right and the left foot is to be brought up to it in quick time. The necessary number of paces is to be completed in this manner without a pause. Shoulders are to be kept square to the front and each knee is to be raised in the "Bend the Knee" position. The whole movement is to be carried out in Quick Time.

b. Detail for the movement to the left is the same except that the word 'left' should be read for 'right'.

Timing - One, Check, Two, Check, Three, Check, Four, Check, Five, Check  
(ie for 5 Paces)

21. Saluting on the March. Personnel are to be taught to salute in various directions and situations to accustom them to salute correctly:

a. Saluting to the front, to teach the correct manner of approaching officers.

b. Saluting to either side, for when passing officers.

c. Saluting officers passing their front, across their line of movement.

22. To the Front Salute. On the command:

**to the front - SALUTE**

a. First Movement. The command is given when the left foot is forward and on the ground. Personnel are to halt, observe a pause equal to one pace in Quick Time and then Salute To The Front.

b. Second Movement. After observing a pause equal to 4 paces in Quick Time, personnel are to carry out a second Salute To The Front.

c. Third Movement. After observing a pause equal to one pace in Quick Time, personnel are to carry out an About Turn.

d. Fourth Movement. After observing a pause equal to one pace in Quick Time, personnel are to commence marching, in Quick Time, leading off with the left foot.

23. The pause between salutes (the Second Movement) represents the delivery or receipt of a message.

Timing - One, One, Two, Pause, Up, Two, Three, Down, One, Two, Three, Four, Up, Two, Three, Down, Pause, One, Pause, Two, Pause, Forward

24. To the Left/Right Salute. On the command:

**to the left/right - SALUTE**

- a. First Movement. The command is given when the left foot is forward and on the ground. A full 75cms pace is completed with the right foot and the arms are checked into the sides of the body.
- b. Second Movement. When the left foot comes forward and touches the ground, the head is to be turned smartly in the direction ordered and the salute is to be given.
- c. Third Movement. Then four 75cm paces are taken forward, starting with the right foot, holding the salute.
- d. Fourth Movement. As the right foot completes the next pace, the right arm is to be brought to the side of the body and the head turned to the front.
- e. Fifth Movement. As the left foot completes the next pace normal arm swing is resumed, the right arm swung to the front.
- f. The left arm is to be kept steady at the side of the body during the salute.

Timing - Check, Up, Two, Three, Four, Five, Down, Swing

25. An Officer Passing your Front Salute. On the command:

Officer passing your front - SALUTE

- a. First Movement. The command is given when the left foot is forward and on the ground. A full 75cms pace is completed with the right foot, and the arms are to be checked into the sides of the body.
- b. Second Movement. The left foot then completes a further 75cms pace and the salute (to the front), is to be given. Eyes are to be kept looking forward.
- c. Third Movement. Then four 75cm paces are completed forward starting with the right foot. The salute is to be held throughout these paces.
- d. Fourth Movement. As the right foot completes the next pace, the right arm is to be brought to the side of the body.
- e. Fifth Movement. As the left foot completes the next pace normal arm swing is resumed, the right arm swung to the front.
- f. The left arm is to be kept steady at the side of the body during the salute.

Timing - Check, Up, Two, Three, Four, Five, Down, Swing

COMPLIMENTS ON THE MARCH

26. Eyes Left/Right or Front. When marching in formed bodies under command, personnel of the Squad/Flt are required to pay compliments by turning their head and eyes only, to the direction ordered. NCO's in command of Squads/Flts are to give their orders

on the successive left foot steps (and to coordinate their own salutes), so both compliments are paid simultaneously.

27. On the command:

**eyes - LEFT/RIGHT/FRONT**

- a. First Movement. The command is given when the left foot is forward and on the ground. A full 75cms pace is completed with the right foot.
- b. Second Movement. The left foot then completes a further 75cms pace forward, and as the foot touches the ground the head and eyes are turned smartly in the direction ordered.
- c. The arms continue to swing in the normal manner.

Timing - Check, Turn

**BASIC DRILL IN SLOW TIME**

28. The Slow March. On the command:

**slow - MARCH**

- a. First Movement. The left foot is to be advanced evenly to complete a 75cms pace. The foot is to be turned outward at the same angle as when halted, with the foot stretched and the toes pointed towards the ground.
- b. Second Movement. Then without a pause, a similar pace is to be taken with the right foot, and the forward movement continued in slow time (60 paces per min).
- c. Third Movement. Then again without a pause, the left foot is to be advanced to the normal pace, in slow time.
- d. Each leg, as it swings forward, is to be bent sufficiently at the knee to enable the foot just to clear the ground. The whole process of slow marching is to be a smooth, continuous succession of movements. Any tendency to jerk rigidly between paces is to be avoided. The arms and hands are to be kept steady at the sides. The body is to be well-balanced over the thighs, avoiding any tendency to rock from side to side.

Timing - Left, Right, Left

29. Halt from Slow March. On the command:

**Squad/Flight - HALT**

- a. First Movement. The command is given when the right foot is forward and on the ground. A forward pace of 38cms (15 ins) is to be completed with the left foot and used to check the forward motion.

- b. Second Movement. Bend the right knee and the right foot is then to be stopped smartly in line with the left foot and all movement finishes at the position of attention.

Timing - One, Two

30. Marking Time. From the position of attention or while slow marching, the detail the command **mark-TIME** (given on the left foot), is the same as that for Quick Time, but carried out in Slow Time.

31. Halt from Marking Time. On the command:

Squad/Flight - HALT

Given when the left foot is forward and on the ground, the right foot is to be brought down into position beside the left foot and all movement ceases at the position of attention.

Timing - One

32. Forward from Marking Time. While marking time, detail for the command **for-WARD** is the same as for Quick Time, but carried out in Slow Time.

33. Changing Step. The detail for the command **change-STEP** is the same as that for Quick Time, but carried out in Slow Time.

34. Variation of Pace. The detail of variation in pace is the same as that for Quick Time, but carried out in Slow Time.

35. Turnings on the March. The detail for turning and inclining is the same as that for Quick Time, but carried out in Slow Time.

36. Slow March to Quick March. On the command:

**quick - MARCH**

The command is given when the right foot is on the ground. The left foot then completes a full 75cms pace in quick time, resuming the arm swing.

Timing - Left, Right, Left

37. Quick March to Slow March. On the command:

Into slow time - **slow - MARCH**

- a. First Movement. The command is given when the left foot is forward and on the ground. A full forward pace is to be completed in quick time with the right foot, the arms are to be checked into the sides of the body.

- b. Second Movement. The left foot is to be advanced in slow time to 75cms, keeping the arms checked in.

Timing - Check, Left, Right, Left

38. Eyes Left/Right/Front. On the command:

**eyes** - LEFT/RIGHT/FRONT

The command is given on the right foot. Whereupon as soon as the left foot strikes the ground the head and eyes are turned smartly in the direction ordered.

Timing - Turn

Annexes:

- A. Instructors' Check Points - Basic Drill in Quick Time.
- B. Instructors' Check Points - Basic Drill in Slow Time.
- C. Photographs - Basic Drill Movements.

**INSTRUCTORS' CHECK POINTS - BASIC DRILL IN QUICK TIME**

1. Instructors should check for the following common faults during drill.
2. Quick Marching:
  - a. Stepping a pace of more (or less) than 75cms (30 ins).
  - b. Not keeping the arms, wrist and hands straight.
  - c. Not pulling the arm hard enough to the rear.
  - d. Allowing the foot to come to the ground with the knee bent.
  - e. Not swinging the arm in a straight line from front to rear.
  - f. Personnel not keeping their own dressing and step.
3. Halting:
  - a. Bending at the waist when bending the right knee.
  - b. Exaggerating the movement of the right arm when bending the right knee.
  - c. Incorrect balance on completion of the halt.
4. Marking Time:
  - a. Not marking time on the spot.
  - b. Increasing the rate of marching pace.
  - c. Stamping the feet onto the ground.
  - d. Arm movement.
5. Changing Step in Mark Time:
  - a. Increasing the rate of pace.
  - b. Not completing 2 paces with right foot.

6. Changing Step on the March:

- a. Not taking 2 full 75cms (30 ins) paces with the left foot.
- b. Not checking the arms in as the right foot is brought to the rear of the left.

7. Turnings on the March:

- a. Arms not kept still at the sides during the actual turn on the foot.
- b. Not achieving a full 75cms (30 ins) pace on the first step in the new direction.
- c. Allowing the body to bend at the waist when completing the movement.

8. Saluting on the March:

- a. Not moving the left foot, right arm and head at exactly the same time.
- b. Not keeping the body and shoulders to the front and the head at an angle of 90° to the side.
- c. Not looking directly at the person/item being saluted.

**INSTRUCTORS' CHECK POINTS - BASIC DRILL IN SLOW TIME**

Instructors should check for the following common faults during drill:

1. Slow Marching:
  - a. Leaning too far back, thus allowing the heel to reach the ground first.
  - b. Arms and hands not kept steady at the sides of the body.
  - c. Jerking or hesitating movement with the leading foot in mid-step.
2. Halting:
  - a. Not bracing the knee when making the final step with the left foot.
  - b. Not halting in quick time.
3. Marking Time: Increasing the rate of pace.
4. Changing Step:
  - a. Not taking two full steps of 75cms with the left foot.
  - b. When marking time, increasing the rate of marching.
5. Turnings on the March:
  - a. Not turning through 90°.
  - b. Not remaining erect during the turn.
  - c. When turning about not assuming the position of attention at the end of each of the steps during the turn.
6. Breaking into Quick Time: Not striking the ground with the left heel.
7. Breaking into Slow Time: Not bending the knee and thus not checking the forward movement.

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# ***CHAPTER FIVE - STICK DRILL***

## **CHAPTER 5 - STICK DRILL**

1. **Position of Stand At Ease.** The pace stick is to be carried horizontally under the left armpit. It is to be held firmly at the point of balance between the upper arm and the body (with the point of the stick to the rear and the brasses uppermost), and the stick gripped between the thumb and fingers of the left hand, back of the hand outwards, fingers and thumb straight. The right arm is to remain straight at the side.
2. **Stand Easy.** The limbs, head and body may be moved, but not the feet. If the feet are moved the dressing may be lost. Slouching, talking and unnecessary movements are not to be allowed.
3. Personnel Standing Easy are to assume the position of Stand at Ease as soon as the cautionary word of command is given, so as to be ready to carry out the next command.
4. **The Position of Attention.** On coming to attention, the arms do not move from the positions described at Para 1 above.
5. **Turning When Halted.** Whilst carrying out turns at the halt, the arms remain in the positions described at Para 1 above.
6. **Saluting When Halted.** Salutes are carried out as normal except that the left hand maintains the grip on the pace stick as described at Para 1 above.
7. **Quick March.** On the command:

### **quick - MARCH**

- a. **First Movement.** As the left foot strikes the ground for the first time, the right hand is to be brought across the body to grasp the stick as near to the point of balance as possible; at the same time the left hand is to release the stick and be brought down smartly to the left side.
- b. **Second Movement.** As the right foot strikes the ground for the first time, the stick is to be brought to the trail position at the right side (point to the front).
- c. **Third Movement.** When the left foot next strikes the ground, the arms are to start swinging, up to waist height. The stick, held between the thumb and the tips of the fingers, is to be swung at all times parallel to the ground.

Timing - Up, Down, Swing

8. **The Halt from the Quick March.** The person is to halt as usual and the stick is to be brought to the trail position at the right side.

(Timing - One, One, Two)

- a. **First Movement.** After a pause, the stick is to be brought up and placed smartly under the left armpit.

b. Second Movement. After a further pause, the right arm is to be brought down smartly by the shortest possible route to the right side; simultaneously, the left hand is to grasp the stick as described in Para 1 above, to resume the position of attention.

Timing - One, One, Two, Pause, Up, Pause, Down

9. Slow March. When marching in Slow Time, the stick is to be held as described in Para 1.

10. Turning on the March. When Turning on the March, the stick is to be brought to a vertical position by the movement of the fingers and kept in this position (point upwards), until the turn is completed.

11. Saluting on the March. Saluting to the side.

a. First Movement. The command is given when the left foot is forward and on the ground. The right foot completes a pace forward, and the stick is brought to the trail position at the right side.

b. Second Movement. As the left foot strikes the ground, the stick is to be placed smartly under the left armpit.

c. Third Movement. As the right foot strikes the ground, the right hand is to be brought to the side; simultaneously, the left hand is to grasp the stick.

d. Fourth Movement. When the left foot next comes to strike the ground the salute is to commence with the right hand.

e. Fifth Movement. The salute is to be held for the relevant number of paces, and is to end at the appropriate time with the left foot on the ground. As the right foot next strikes the ground, the right hand is brought down to the side.

f. Sixth Movement. When the left foot next strikes the ground, the right hand is to grip the stick as near as possible to the point of balance.

g. Seventh Movement. As the right foot next strikes the ground, the stick is brought to the trail.

h. Eighth Movement. When the left foot strikes the ground, the arm swing is resumed.

Timing - Check, Up, Down, Up, Two, Three, Four, Five, Down, Up, Down, Swing

12. Saluting to the Front. The person is to halt as described in Para 8 above, and to assume the position of attention. After a pause, a salute to the front is to be made. When marching is resumed, the stick is brought to the trail as described in Para 7 above.

Timing - One, One, Two, Pause, Up, Down, Up, Two, Three, Down,  
One, Two, Three, Four, Up, Two, Three, Down, Pause, One, Pause, Two, Pause, Up,  
Down, Swing

13. Ordering Compliments on the March. When ordering compliments to be paid on the march, Cdrs are to place the stick under the left armpit on the cautionary word '**eyes**', and the right arm is to be brought to the side on the executive word 'LEFT/RIGHT', and the salute started as the left foot next strikes the ground. At the end of the salute, the stick is again brought to the trail as described in Para 12.

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# ***CHAPTER SIX - BANNER DRILL***

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# ***CHAPTER SEVEN - SQUAD DRILL***

## CHAPTER 7 - SQUAD DRILL

### DIRECTING FLANK

1. When a squad moves off, the Directing Flank is to be indicated in the command, eg:

By the left/right - **quick** - MARCH

2. When a squad is moving diagonally, the Directing Flank is to be that towards which the squad is inclined.

3. When a squad is marching in line by a flank and it is intended to change the direction to the opposite flank, the new flank of direction is to be indicated (before the actual command to change direction) by the command:

By the right

The Directing Flank is to be that on which the change of direction is to be made; the forward movement on the completion of the change is to be directed by that flank unless otherwise ordered.

4. When a squad or unit is marching on a road, the flank directed is usually that of the nearside, according to the local rule of the road.
5. When a squad is required to wheel, the pivot flank is to be the Directing Flank during the wheeling movement. On completion of the wheel, the squad is to revert, without further orders, to marching by the original flank.

### SIZING A SQUAD

6. When Sizing a Squad, the tallest person of the squad is to be placed as a marker in front of the right-hand person.
7. On the command:

Tallest on the right, shortest on the left - **in single rank** - SIZE

personnel, with the exception of the marker, are to turn to the left, break ranks and fall in on the left of the marker in a single rank, according to size, and dress off without intervals.

Note: Individuals can most easily assess their correct position by comparing their shoulder height with the person next to them. Further minor adjustments can be made by the NCO IC before the next order is given.

8. Then, on the command:

**squad** - NUMBER

all personnel, except the right marker, are to turn their head and eyes smartly to the right. At the same time, the right marker is to start the numbering by calling out:

## One

This is to be followed immediately by the next person on the marker's left turning the head to the front and at the same time calling out:

## Two

and so on, until all personnel are numbered. The last person after calling out number is to say rank of senior person on parade, eg Sgt/Sir/Mam.

Note: Numbering is sometimes necessary while personnel are in 3 ranks. In this case the procedure is the same, the personnel in each rank taking on the number of the person calling out in the front rank for the file as a whole. Only the front rank are to turn their heads and call out the numbers; the rest pay attention to hear their numbers called.

9. This is followed by the command:

Odd numbers, 2 paces step for - **ward** - MARCH

whereupon the odd numbered personnel take the paces forward, while even numbers stand fast. On the command:

Number 1 stand fast - **ranks, right and left** - TURN

Personnel of the front rank (odd numbers), except No 1, are to turn to the right and those of the rear rank (even numbers) are to turn to the left.

10. On the command:

Form squad - **quick** - MARCH

personnel, except No 1 who stands fast, are to step off in the direction they are facing. The rear rank is to wheel to the right and follow the last person of the front rank.

- a. No 3 is to halt one pace to the rear of No 1.
- b. No 5 is to halt one pace to the rear of No 3 (to form the first file of 3s).
- c. No 7 halts to the left of No 1.
- d. Those following continue to form files of 3s until all are assembled.

On coming to a halt at their positions, the last person on each file gives the command 'Up' and all 3 turn into line together and the NCO gives a dressing on completion of move.

11. Forming 2 Ranks From 3. On the command:

Squad, form two - RANKS

- a. Odd numbers of the centre rank are to take a pace to the left with the left foot, a pace forward with the right foot, bend the left knee and bring the left foot to the right to assume the position of attention, standing in the front rank.
- b. At the same time, the even numbers of the centre rank are to take a pace to the left with the left foot, a pace to the rear with the right foot, bend the left knee and bring the left foot to the right to assume the position of attention, standing in the rear rank.

On completion of the movement, the squad is to be dressed.

#### RETURNING TO 3 RANKS FROM 2

12. On the command:

Squad, form three - RANKS

- a. The odd numbers of the original centre rank are to take a pace to the rear with the left foot, a pace to the right with the right foot, bend the left knee and bring the left foot to the right to resume the position of attention in the centre rank.
- b. At the same time, the even numbers of the original centre rank are to take a pace forward with the left foot, a pace to the right with the right foot, bend the left knee and bring the left foot to the right to resume the position of attention in the centre rank.

On completion of the movement the squad is to be dressed.

#### MOVEMENT OF A SQUAD IN LINE

13. On the command:

By the left/right - **quick/slow** - MARCH

the squad is to step off. The front person of the file on the Directing Flank ordered is to select a point ahead of himself so that by marching on the point he maintains direction.

14. The personnel of each rank, with the exception of the Directing File, are (without turning the head) to glance occasionally to the Directing Flank in order to maintain their dressing. Personnel of the centre and rear ranks are to maintain their correct covering and distance from the rank in front.

15. A Blank File consisting of one person is at all times to be with the leading rank. Thus, when a squad is turned about on the march, the single person of the Blank File on hearing the cautionary command '**about**' is to mark time for 2 paces, thus gaining the new correct position before the turn is completed.

16. Similarly, when the squad is turned about at the Halt the single person is, without further orders, to take 2 paces forward after turning about.

17. When a squad is required to move to the rear for a short distance before resuming the original direction, the following commands are to be given:

Squad will retire - **about** - TURN.

And, after completion:

Squad will advance - **about** - TURN

The ranks on the these instances are not changed and consequently the Blank File is not adjusted.

18. Movement of a Squad in Column of 3s. When a squad is required to move from one point of assembly to another, they are to march in column of 3s. When there is a Blank File consisting of one person it is to be on the Directing Flank.

19. Inclined Turns. On the command:

Squad, left/right - **in** - CLINE

the squad turns in the direction ordered. While marching, formation and direction are maintained as described in Para 16. When the squad is required to face/move in the original direction, a similar order is given.

20. Turning to a Flank from Line (when Halted). To turn a squad to a flank, the order is to be given:

Move to the left/right - **left/right** - TURN

21. Forming Line from 3s Facing a Flank (when Halted). To Form Line from 3s, the order is to be given:

Into line - **left/right** - TURN

22. Turning to a Flank from Line (when Marching). To Turn to a Flank when marching, the order is to be given:

Move to the left/right - **left/right** - TURN

23. Forming Line from 3s (when Marching). To Form Line when marching, the order is to be given:

Into line - **left/right** - TURN

## CHANGING DIRECTION (THE WHEEL)

24. On the command:

Change direction left/right - **left/right** - WHEEL

Note: In this case only, the executive word 'WHEEL' is to be drawn out in length.

The left/right hand person of the leading line of 3s, on the inside of the turn, is to move round on the arc of a circle radius 120cms (4 ft) and step short (30cms (12 ins)) for 6 paces to enable the other 2 persons of the line to wheel in unison; they both glance inwards towards the inner person as they wheel. When the line has wheeled through a quarter circle (90°) it is to lead on in the new direction. The remaining lines of 3s are to follow suit.

25. When a squad is ordered to Halt or Mark Time and only part of it has completed a wheel, the command is to be given:

Rear files - COVER

Whereupon those lines of 3s that have not yet wheeled are to cover those that have, by moving by the shortest route.

26. When a squad is required to wheel at an angle less than a complete right or left wheel, when the leading line of 3s is facing in the required direction the command is to be given:

**for** - WARD

27. Forming 2 Files from 3 (in Column). On the command:

Form two - FILES

a. The odd numbered personnel of the centre rank are to disengage to the left rear and take up their positions behind their respective front rank numbers.

b. At the same time the even numbered personnel of the centre rank are to disengage themselves to the right rear and take up their positions behind their respective rear rank numbers. Personnel are then to adjust their correct distances in succession from front to rear without further orders.

28. Forming Single File from 2 (in Column). On the command:

Form single - FILE

personnel of the right file are to take up positions behind the personnel immediately on their left. Personnel are then to adjust their correct distances in succession from front to rear without further orders.

29. Returning to 2 Files from Single. On the command:

Form two - FILES

the personnel of the original right hand file are to return to their positions on the right of the number immediately in front of them. During this movement the leading person (of the left file) is to step short. The remainder are then to correct their distance and dressing and are then to step short. When the squad is reformed, the order is to be given:

**quick - MARCH**

30. Returning to 3 Files from 2. On the command:

Form three - FILES

- a. The odd numbered personnel of the original centre file are to disengage to their right front;
- b. the even numbered personnel of the original centre file are to disengage to their left front

and return to their positions abreast of their respective left and right numbers. During this movement, the leading persons of the left and right files are to step short. The remainder are to correct their distance and dressing and are then to step short. When the squad is reformed, the order is to be given:

**quick - MARCH**

Notes:

1. References above to the left, centre and right files, it should be noted, refer to the original front, centre and rear ranks of the squad in line, respectively.
2. The movements detailed above are, for simplicity, given assuming the squad is moving in column of 3s to the right. It follows, therefore, that if the squad is moving to the left the moves by personnel changing file are to be different.

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# ***CHAPTER EIGHT - FLIGHT DRILL***

## CHAPTER 8 - FLT DRILL

1. SNCO marches on Flt in Column of 3s, halts, brings into line

Flight - **right** - DRESS  
**eyes** - FRONT  
stand at - EASE

Awaits Flt Cdr.

2. Supernumerary officers perambulate until SNCO brings Flt to attention for Flt Cdr - supernumerary officers halt and turn to face Flt. Flt Cdr comes on, salutes, tells SNCO to take post, SNCO salutes, moves left and goes round flank to his position at rear. Flt Cdr proves Flt

Flight - **stand at** - EASE  
**Shun**

3. Flt Cdr moves left:

Fall in the officers

4. Supernumerary officers salute up, 2, 3, down, pause, turn left, pause and march to their positions to the rear of Flt. Flt Cdr:

Flight - **open order** - MARCH  
**right** - DRESS  
**eyes** - FRONT

5. Flt Cdr:

Officers will take post in review order - **left** - TURN  
Officers - **quick** - MARCH

6. They move round flank to the front at 2 paces equal intervals:

Officers - **left** - TURN

7. Flt Cdr about turns and Stands at Ease to await Reviewing Officer. Once Reviewing Officer 50 paces from dais, brings Flt to attention (now a parade):

Parade - **Shun**

8. Reviewing Officer on dais. Flt Cdr:

Parade - **general** - SALUTE

9. The Flt Cdr and supernumerary officers salute up, 2, 3, 4, 5, down, Flt Cdr marches forward, salutes, and informs Reviewing Officer.

Parade ready for your inspection sir

10. Turn to right, await Reviewing Officer to join you and get into step, arms checked to the side and move towards right marker, after inspection, guides Reviewing Officer back towards dais only past parade and return to your position once Reviewing Officer in position on dais, march forward again and salutes, then ask:

Permission to march off sir

11. Salute, return to your position and orders:

Officers will take post - **left** - TURN  
Officers - **quick** - MARCH  
Officers - **left** - TURN  
Parade - **close order** - MARCH  
**right** - DRESS  
**eyes** - FRONT

Parade will march off, move to the right in column of route - **right** - TURN

12. At this point all supernumerary officers and NCOs move to the right with Flt, pause, about turn, pause, march to the rear of the Flt and halt, at the same time the Flt Cdr will move to his position in front of the Flt.

13. The next command is broken down:

Parade

14. Whereupon the Flt Cdr/supernumerary officers and NCOs move into line with the Flt.

by the left - **quick** - MARCH

15. As the Flt Cdr turns the parade towards the dais, dressing must be by the right. Just before reaching point a:

Parade - **eyes** - RIGHT

16. Flt Cdr only salutes **not** supernumerary officers. When the last person is abreast of point B:

Parade - **eyes** - FRONT

17. Flt Cdr then marches off parade square, filters off left and steps short until 3 paces level with centre of Flt and halts parade.

Parade - HALT  
Parade - **into** - LINE  
**left** - TURN

18. Supernumerary officers and NCOs turn left with Flt, pause, about turn, pause, and march to the rear of Flt, pause, left turn in line with Flt. Flt Cdr orders:

Fall out the officers

19. Supernumerary officers turn left, pause, march to the front of the Flt Cdr and form a semi-circle. The senior officer on the right flank takes a short pace forward to initiate the salute up, 2, 3, down. They then pause, turn right, pause, then march to rear of Flt Cdr and turn left to face the Flt. (All the movements at this stage are given discreetly by the senior supernumerary officer.) The Flt Cdr then calls out:

FS

20. FS shouts:

Sir

21. Turns left and moves round flank in front of Flt Cdr. He salutes and Flt Cdr tells FS to:

Take over parade - Warrant Officer

22. FS salutes and Flt Cdr and supernumerary officers turn right, pause and march off.

23. FS continues other duties with Flt and then dismisses Flt.

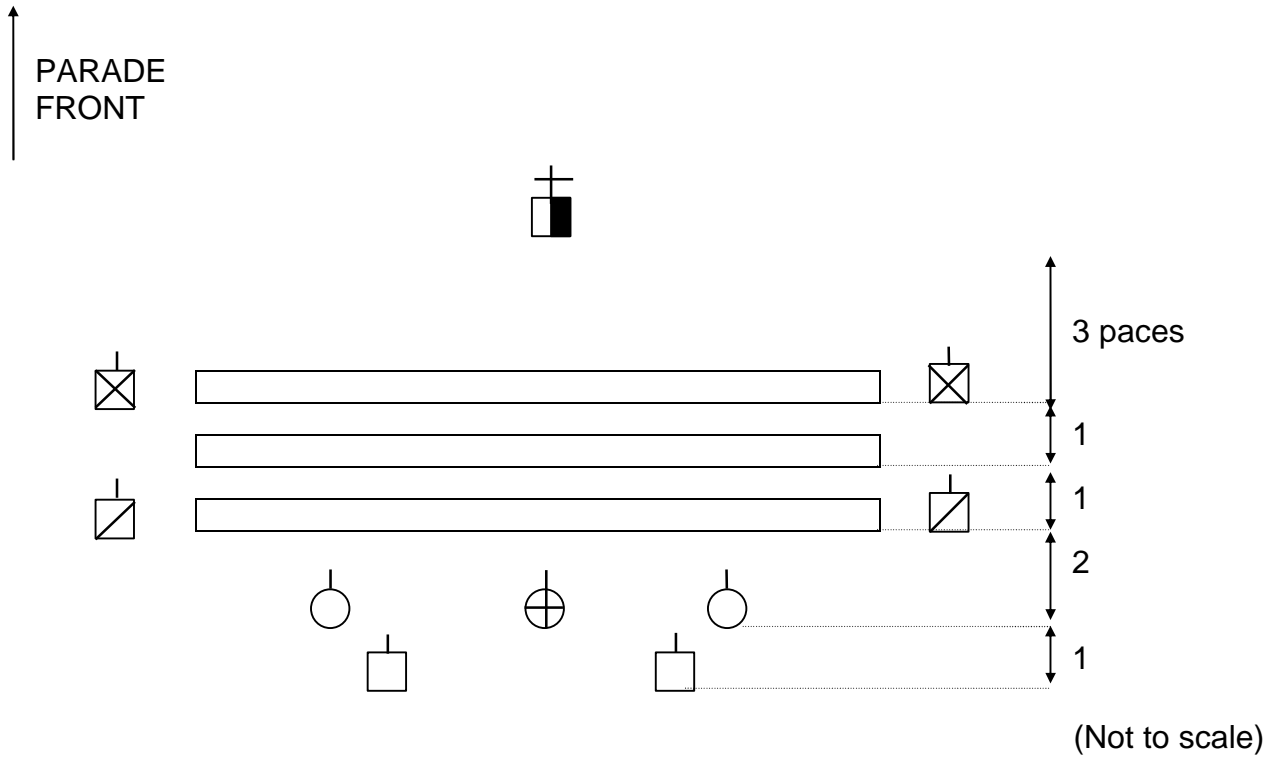
Note: The role of Parade Warrant Officer can be held by any Warrant Officer, or NCO.

Annexes:

- A. Flt In Line.
- B. Flt In Column.

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**FLT IN LINE**



LEGEND	
	Flt Cdr
	Supernumerary Officer
	NCO IC Flt
	Supernumerary NCO
	Marker
	Guide

Appendix:

1. Positions of Executives and Supernumeraries.

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**FLT IN LINE - POSITION OF EXECUTIVES AND SUPERNUMERARIES**

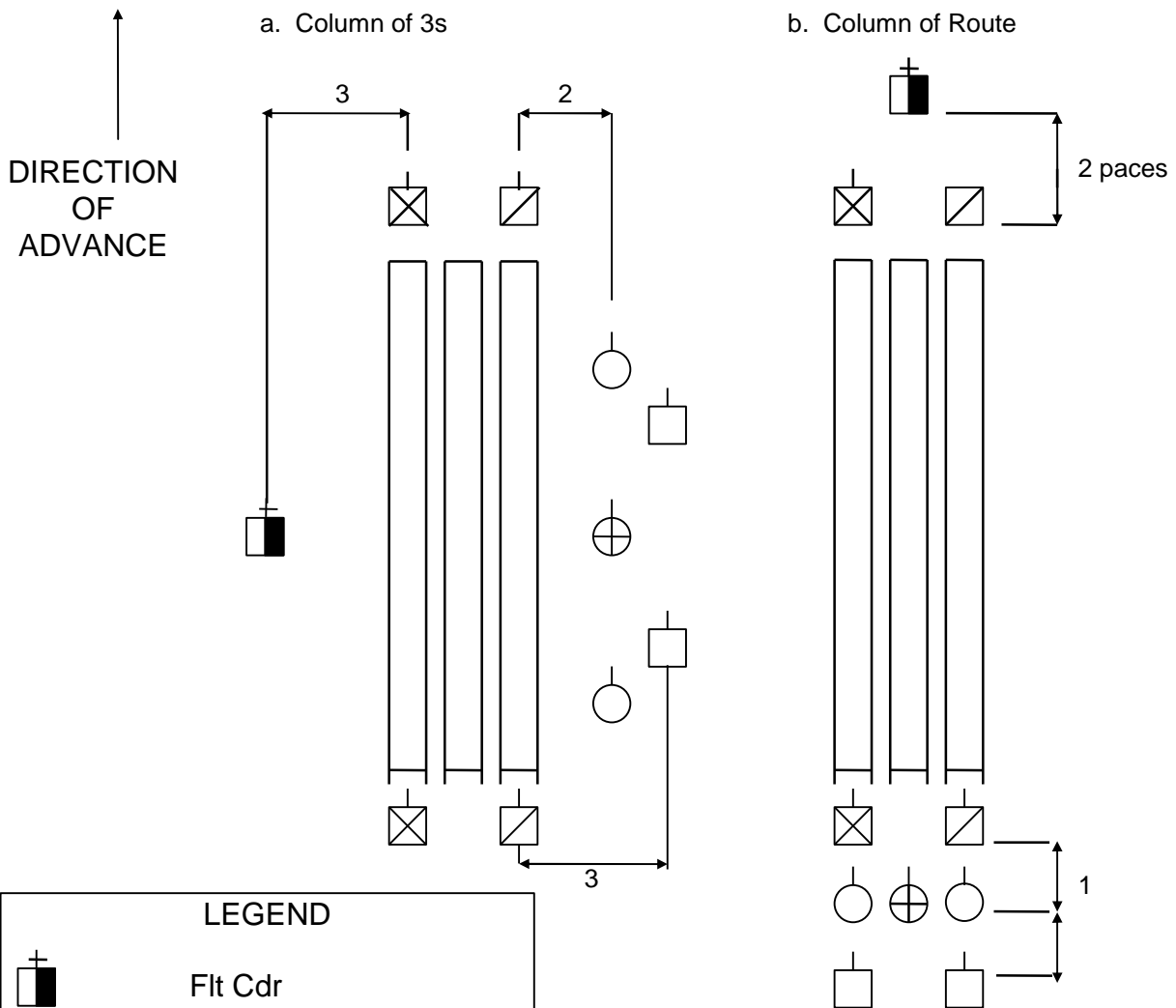
Appointment (a)	Position (b)
1. Flt Cdr	Three paces in front of the centre of the Flt.
2. Supernumerary Officers	Equally spaced, 3 paces to the rear of the rear rank.
3. NCO IC of the Flt	Two paces to the rear of the centre of the rear rank
4. Supernumerary NCOs	Equally spaced, 2 paces to the rear of the rear rank (starting from the right). (See Note 1)
5. Markers	One on each flank of the front rank.
6. Guides	One on each flank of the rear rank.

Notes:

1. While it is not normal to have supernumerary WOs on parade, if this is required such WOs are to be in the supernumerary NCOs rank.
2. All the above positions are also held when the Flt has turned to form Column of 3s.

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**FLT IN COLUMN**



(Not to scale)

Appendix:

1. Flt In Column of Route - Position of Executives and Supernumeraries.

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**FLT IN COLUMN OF ROUTE - POSITION OF EXECUTIVES AND SUPERNUMERARIES**

Appointment (a)	Position (b)
1. Flt Cdr	Three paces in front of the centre of the Flt.
2. Supernumerary Officers	In lines of 3s, one pace in the rear of the supernumerary NCOs.
3. NCO IC of the Flt and Supernumerary NCOs	In lines of 3s, one pace in the rear of the Flt, each line of 3 one pace in the rear of the one before (see Note).
4. Markers and Guides	In their same relative positions as for Flt in Line.

Note: While it is not normal to have supernumerary WOs on a parade, if this is required such WOs are to form the lines to the rear of the supernumerary NCOs while in Column of Route.

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***CHAPTER NINE -  
SQUADRON DRILL***

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***CHAPTER TEN -  
CEREMONIAL PARADE -  
REVIEW OF WING***

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***CHAPTER ELEVEN***

***CEREMONIAL PARADES***  
***(GENERAL)***

## CHAPTER 11 - CEREMONIAL PARADES (GENERAL)

### GENERAL INSTRUCTIONS

1. The object of ceremonial drill is to enable a Reviewing Officer to judge the standard of drill and the steadiness of the units on parade. The standard of ceremonial drill indicates to a great degree the efficiency of a unit's discipline. The ceremonial drill for the review of a Flt, Sqn, or Wg, is dealt with in this section.
2. It is not easy to explain in words the sequence and detail of ceremonial drill. The text therefore may not be readily intelligible without reference to diagrams, which are contained in the annexes to the relevant chapters and should be frequently referred to. The key to the diagrams is shown at Annex A to this chapter.

### THE REVIEW PARADE GROUND (Annex A)

3. The parade ground on which the unit receives and marches past the Reviewing Officer is normally to be a rectangle of 160 paces in length and 80 paces in width, or such other size as is dictated by the parade formation and the space available. The 4 corners, numbered 1, 2, 3 and 4, are to be so positioned as to allow all drill movements to be carried out within the limits of the parade ground proper.
4. The area is to be marked out with continuous or interrupted lines.
5. The point termed the 'saluting point' is to be marked in the centre of the side between Points 2 and 3 and set 5 paces back from the line joining these 2 points. Two points, A and B, are to be marked 10 paces to the left and right respectively of the saluting point in line with Points 2 and 3. The distance of 20 paces between A and B is termed the 'saluting base'.
6. A point is to be marked on the side of the review parade ground opposite the saluting point and between Points 1 and 4 so as to mark the position of the centre of that line. The whole line between Points 1 and 4 is termed the 'receiving base'.
7. Points A, B, 1, 2, 3 and 4 are to be marked by the Unit Cdr's flag on poles 2.4 metres (8 ft) high. The saluting point is to be marked by the Ensign, 1.8 metres by 91cms (6 ft x 3 ft), on a pole 3.6 metres (12 ft) high.

### THE CEREMONIAL OF REVIEW - GENERAL

8. The ceremonial of the review of a Flt, Sqn or Wg consists of:
  - a. The reception of the Reviewing Officer.
  - b. The inspection by the Reviewing Officer.
  - c. The march past the Reviewing Officer.
  - d. The advance in review order (RAF only).

9. Units are to be in open order during the reception and inspection by the Reviewing Officer.
10. Officers are to take post in review order for the reception of the Reviewing Officer.
11. The Flt, Sqn or Wg is to be drawn up on the receiving base in the drill formation ordered, with its centre opposite the saluting point.

## DRESSING

12. In ceremonial drill the dressing is to be carried out as laid down for Flt, Sqn and Wg drill. Cadets are to take up their dressing rapidly and correctly.
13. The guides and markers are to be responsible for maintaining the correct direction, covering and distance, when marching. The one closest to the dais is to keep their head and eyes to the front as they pass the Reviewing Officer when the 'Eyes Right (or Left)' is given during the march past.

## 14. Rules for Spectators at Ceremonial Parades

- a. Marching on Colours or Standards.  
(These rules also apply to the Corps Banner.)
 

Whenever a Colour/Standard is marched on and/or passes directly in front of spectators.	Spectators stand and salute or uncover.
---	---
- b. Arrival of Reviewing Officer.
 

(1) Royal Salute.	Spectators stand and salute or uncover.
(2) General Salute.	Spectators stand.
- c. Reviewing Officer returns from the Inspection.
 

	Spectators remain seated.
--	---------------------------
- d. Presentation of Colour/Standard.
 

When the new Colour/Standard is marched on parade.	Spectators stand and salute or uncover.
--	---
- e. March Past.
 

(1) With Colour/Standard.	Spectators stand and salute or uncover as Colour/Standard passes directly in front of them.
(2) Without Colour/Standard.	Spectators remain seated.
- f. Advance in Review Order.
 

(1) Royal Salute.	Spectators stand and salute or uncover.
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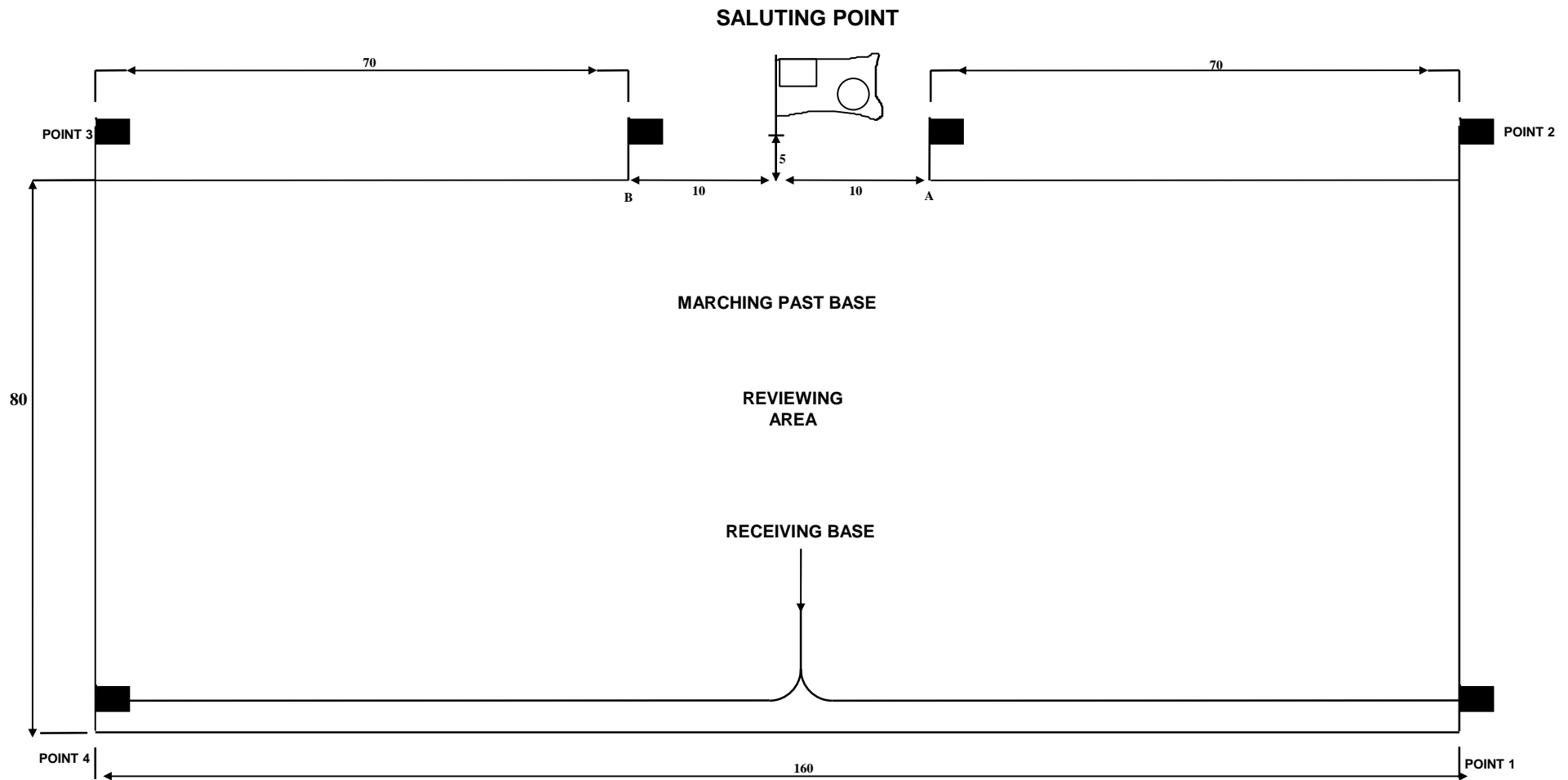
- (2) General Salute. Spectators stand and salute or uncover.
- g. March Off Colour/Standard. Spectators stand and salute or uncover.
- When a Colour/Standard is marched off and/or passed directly in front of spectators.

Annex:

- A. The Review Parade Ground.

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# THE REVIEW PARADE GROUND



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***CHAPTER TWELVE -  
AIR TRAINING CORPS  
ENSIGN***

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# ***CHAPTER THIRTEEN - DEFINITIONS***

## **CHAPTER 13 - DEFINITIONS**

Alignment	Any straight line on which a body of personnel is formed, or is to form.
Armed Party	An armed party is a party armed with swords, guns, rifles, sidearms or a party consisting of 2 or more armoured vehicles. Also, a church party is considered an armed party even if arms are not carried.
Blank File	An incomplete file. In 2 (or 3) ranks a front rank person only; in 3 ranks, with front rear rank persons only.
Change of Position	The movement when personnel take up a new alignment.
Column	Units in parallel and successive alignments at a distance from one another equal to their own frontage.
Close Column of Flts	A Sqn with its Flts in line on parallel and successive alignments at a fixed distance.
Close Column of Sqns	A Wg with its Sqns in line on parallel and successive alignments at a fixed distance.
Close Order (3 ranks)	The formation of a unit or squad in 3 ranks, one behind the other, at a distance of one pace of 75cms (30 ins) between ranks. The ranks are termed the 'front rank', 'centre rank' and 'rear rank', each person in the centre and rear ranks covering the corresponding person in the front rank.
Close Order (2 ranks)	The formation of a unit or squad in 2 ranks, one behind the other, at a distance of 2 paces of 75cms (30 ins) between ranks. The ranks are termed the 'front rank' and 'rear rank' and each person in the rear rank covers the corresponding person in the front rank.
Column of Route	A column of 3s with not more than 3 persons abreast in any part of the column, including officers and supernumeraries. The normal formation for men marching on a road.
Column of 3s	A succession of personnel standing side by side in 3s, covering.
Covering	The act of one or more personnel or formed bodies being placed directly in rear of another.
Depth	The space occupied from front to rear by a body of personnel.
Directing Flank	The flank by which units march and dress.

Directing Body	The Sqn, Flt, file or individual responsible for maintaining direction in a drill movement.
Distance	The space between personnel or units measured from front to rear, measured from heel to heel. In the case of units it is measured from the heels of the front rank of one unit to the heels of the front rank of the next unit.
Dressing	The act of taking up an alignment correctly. It may be 'normal' at an arm's length between individuals or 'without intervals' at one elbow distance (with the left hand clenched and placed on top of the left hip).
Drill	The means whereby a body of men is controlled and directed efficiently, through the executive command of one man, towards the attainment of the aim.
Ensign	<ol style="list-style-type: none"> <li>1. The flag is an Ensign.</li> <li>2. The officer appointed (usually the most junior) to bear a Queen's Colour for his unit or formation.</li> </ol>
File	Any person of the front rank together with the personnel or men covering immediately behind.
Flank	Either side of a formed body, as opposed to its front or rear.
Flt	A sub-unit, 2 or more of which comprise a Sqn. (Equates in size approximately to a naval or army platoon.)
Formation	A number of units grouped together under one Cdr.
Front	The direction in which personnel or units are facing or moving at any given time.
Frontage	The extent of ground covered laterally by a body or bodies of personnel.
Guard of Honour	A parade unit formed to present formal ceremonial compliments to Royal or Presidential (by Guard not exceeding 100 personnel) and other particular distinguished (by a Guard not exceeding 50 personnel) persons.
Guide	A person placed on the left and/or right of a line to maintain direction and alignment.
'Half Guard'	A colloquial term describing a Guard of Honour of not more than 50 personnel.
Incline	The movement by which direction is faced or gained to the front and flank simultaneously.

In File	A succession of personnel formed up, covering one behind the other.
Interval	The lateral space between personnel or units on the same alignment measured between adjacent flanks.
Line	Personnel or units formed on the same alignment.
Line of Sqns in Close Column of Flt	A Wg with its Sqns in close column of Flts at 10 paces interval between Sqns.
Marker	A person placed in position to mark a point where the flank of a squad or unit is to rest.
Open Order (3 ranks)	The formation of a unit or squad in 3 ranks, one behind the other, at a distance of three paces of 75cms (30 ins) between ranks.
Outer Flank	The opposite flank to the inner, or directing flank.
Pace	<ol style="list-style-type: none"> <li>1. A measured distance on foot.</li> <li>2. The rate of movement while marching.</li> </ol>
Parade	A formation of 2 or more units.
Parade Cdr	The officer in actual command of all the personnel on a parade (ground).
Patrol	A small party of personnel usually commanded by an NCO carrying out some specific duty such as visiting sentries, inspecting an area or building as guards etc.
Picquet/Picket	A party of personnel usually commanded by an NCO, detailed to carry out some specific duty, eg guard, fire picquet etc.
Pivot Flank	The flank on which a unit pivots when changing direction.
Pivot Guide	A guide on a pivot flank of a unit.
Quarter Guard	A ceremonial guard which may be mounted at the entrance to a unit to pay compliments as required. (The term should not be confused with a Guard of Honour.) A Quarter Guard is to consist of one officer, one SNCO and 6 or 8 corporals and cadets in 2 ranks.
Rank	A line of personnel formed up side by side.
Review	A ceremonial parade mounted for the specific purpose of honouring a particular distinguished person.

'Royal Guard'	A colloquial term describing a Guard of Honour of not more than 100 men.
Section	A sub-division of a Flt (especially RAF Regt).
Squad	A small body of personnel formed for drill or working party.
Sqn	A unit consisting of 2 or more Flts (sub-units); (equates in size approximately with a naval or army company).
Sub-Unit	The smallest body of personnel under their own officer or NCO Cdr, as part of a unit.
Supernumeraries	Additional officers and NCOs of a unit who, for parade purposes, are not fulfilling an executive role.
Supernumerary Rank	An extra rank composed of supernumerary officers or SNCOs. The supernumerary rank of NCOs will be 2 paces of 75cms (30 ins) to the rear of the rear rank. That of officers will be 3 paces of 75cms (30 ins) to the rear of the rear rank.
To Cant	To incline or tilt an object; to set at an angle.
To Dress	To take up a correct alignment.
Unit	A group of 2 or more sub-units under a Cdr.
Unit of Formation	The expression used in drill to describe the Sqn or Flt on which a change of formation is based.
Wheeling	A movement by which a body of personnel bring forward a flank on a fixed or moving pivot.
Wg	A formation consisting of 2 or more Sqns or units (equates in size approximately with a naval division or army battalion).

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***CHAPTER FOURTEEN -  
RISK ASSESSMENT  
PROFORMA***

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Unit: \_\_\_\_\_ Activity / Exercise: Drill/Parade

Risk Assessment Number: _____	<b>GENERIC RA: YES / NO</b> (please delete as appropriate)	
<b>Relevant Publications / Pamphlets / Procedures:</b>  1. ACP 19 2. _____ 3. _____	Assessor: _____  Date of Assessment: ___/___/___  Review Date: ___ / ___ / ___	Related RA's (e.g. Manual Handling)  _____

Risk Assessment Process.

Appendix 2 to Annex A to ACP 5

Ser	Activity <i>(Step 1)</i>	Hazards Identified <i>(Step 2)</i>	Existing Controls <i>(Step 3)</i>	Residual Risk acceptable YES or NO <i>(Step 4)</i>	Additional Controls <i>(Step 5)</i>	Residual Risk Acceptable YES or NO <i>(Step 6)</i>
(a)	(b)	(c)	(d)	(e)	(f)	(g)
<b>1</b>	<b><u>Drill/Parade</u></b>	Exposure to inclement Weather	<ul style="list-style-type: none"> <li>Staff member to check weather forecast. If wet, Cadets to wear foul weather jackets (no jacket, no parade). If hot, Cadets to be in shirt sleeve order. If weather too inclement shelter is available and activity will either take place indoors or cease.</li> <li>Water and still drinks will be made available on hot days.</li> <li>Hot drinks will be made available on cold days.</li> </ul>			
<b>2</b>		Slips, Trips, Falls, Fainting	<ul style="list-style-type: none"> <li>Staff member will 'walk' the parade area and ensure that there are no 'foreign objects', holes or edges that can cause a slip, trip or fall.</li> <li>First Aid kit to be available.</li> <li>First Aid qualified Staff member to be available.</li> <li>Medical Centre to be aware of the competition.</li> </ul>			

			<ul style="list-style-type: none"> <li>• Cadets to be briefed to have all meals and wear suitable footwear.</li> <li>• Cadets to be briefed to wriggle toes during inspection to maintain blood flow. At the first sign of faintness, Parade WO should remove cadet from parade.</li> <li>• Additional staff members will monitor Cadet welfare.</li> <li>• The time that cadets are stood on parade is to be minimal for the parade needs, particularly the time waiting for the Reviewing Officer (RO). Also brief the RO not to speak to every cadet, suggest that every 4<sup>th</sup> or 5<sup>th</sup> is appropriate.</li> <li>• Lighting is adequate for the Area of activity.</li> </ul>			
3		Contact with Traffic/Moving Vehicles	<ul style="list-style-type: none"> <li>• Area for use to be cordoned off or clearly segregated.</li> <li>• Additional Staff member to be tasked to control any traffic movement. High visibility vest to be worn when marshalling traffic.</li> </ul>			
4		Contact with cadets	<ul style="list-style-type: none"> <li>• Under no circumstance is personal contact with cadets to take place during inspections.</li> </ul>			
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**Details of person responsible for carrying out this Risk Assessment / Review**

<b>CONTROLS</b>	<b>NAME (print)</b>	<b>POST</b>	<b>DATE</b>	<b>SIGNATURE</b>
<b>Existing &amp; Additional Controls Agreed (Sqn Cdr, Region, Wing)</b>				
<b>Additional Controls Implemented (Activity Commander)</b>				

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