

# Drill and Ceremony



*Todd G. Everly, Director*



4312 Michigan Ave, Ft. Myers FL, 33905 Tel. (239) 334-3897 Fax (239) 334-8794

Revision: 03/07/13

# TABLE OF CONTENTS

## DRILL AND CEREMONY

1.01 General	1
1.02 Purpose	1
1.03 Commands	1-2
1.04 Command Rules	3
1.05 Positions and Formations	3-4
1.06 Assembly and Formations	5
1.07 Forming the Squad	5-6
1.08 Aligning the Squad	6
1.09 Breaking Ranks	6
1.10 Opening & Closing Ranks	7
1.11 Inspections	7
1.12 Dismissing the Squad	8
1.13 Stationary Movements	8
1.14 Hand Salute	8
1.15 Facing at the Halt	8-9
1.16 Steps & Marching	9-14
1.17 Color Guard	14-16

## DRILL AND CEREMONY

*Reference: United States Army Field Manual 3-21.5 (FM 22-5)*

### **SECTION 1.01 GENERAL:**

The Public Service Academy Program is paramilitary with regard to chain of command, bearing, uniforms, formations, drill, and inspection. Because each and every cadet has the potential to be called upon to serve in a leadership capacity, it is necessary that each cadet know and understand basic formation and drill commands.

The following pages outline a formation chain of command, the duties and responsibilities of each, and how they are carried out. In addition, we also provide background information on voice commands, preparatory and execution commands, directives and forming columns at correct intervals.

These guidelines also provide some background in voice control, distinctiveness inflection and cadence as they relate to proper movement of the class. The guidelines provide direction in correct class formation, how to properly stand at attention, execute a facing movement as well as dismiss a class from formation.

It is the responsibility of each cadet to study this section so that when called upon to provide direction and leadership, you will be ready.

This section contains the individual positions and stationary movements required in drill and ceremony. These positions and correct execution of the movements, in every detail, should be learned.

Movements are initiated from the position of attention. However, some rest movements may be executed from other rest positions.

### **SECTION 1.02 PURPOSE:**

The purpose of drill is to enable a commander or noncommissioned officer to move his unit from one place to another in an orderly manner; to aid in disciplinary training by instilling habits of precision and response to the leader's orders; and to provide for the development of all soldiers in the practice of commanding troops.

### **SECTION 1.03 COMMANDS:**

The commander gives the command(s).

A commander or leader is an instructor, coordinator, director, or class Officer of the Day.

In the absence of the Academy Officer of the Day, the Officer of the Day from the previous day shall assume the command or lead. Squad Leaders are Subordinate Leaders.

A drill command is an oral order of a commander or leader. The precision with which a movement is executed is affected by the manner in which the command is given.

### **TWO-PART COMMANDS:**

- (a) Most drill commands have two parts: the preparatory command and the command of execution. Neither part is a command by itself, but the parts are termed commands to simplify instruction. The commands *Ready, Port, ARMS*, and *Ready, Aim, FIRE*, are considered to be two-part commands even though they contain two preparatory commands.
- (b) The preparatory command states the movement to be carried out and mentally prepares the soldier for its execution. In the command *Forward, MARCH*, the preparatory command is *Forward*.
- (c) The command of execution tells when the movement is to be carried out. In *Forward, MARCH*, the command of execution is *MARCH*.
- (d) The interval between the preparatory command and the command of execution is always one step or count. The preparatory command and command of execution are always given when the same foot strikes the marching surface.

### **COMBINED COMMANDS:**

- (a) In some commands, the preparatory command and the command of execution are combined; for example, *FALL IN, AT EASE*, and *REST*. These commands are given without inflection and at a uniformly high pitch and loudness comparable to that for a normal command of execution.

### **SUPPLEMENTARY COMMANDS:**

- (a) Supplementary commands are oral orders given by a subordinate leader that reinforce and complement a commander's order. They ensure proper understanding and execution of a movement. They extend to the lowest subordinate leader exercising control over an element affected by the command as a separate element within the same formation.
- (b) A supplementary command may be a preparatory command, a portion of a preparatory command, or a two-part command. It is normally given between the preparatory command and the command of execution. However, when a command requires an element of a unit to execute a movement different from other elements within the same formation, or the same movement at a different time, subordinate leaders give their supplementary commands at the time prescribed by the procedures covering that particular movement.

### **EXAMPLE:**

The platoon is in column formation, and the platoon leader commands *Column of Twos From the Left* (pause), *MARCH*. The first and second squad leaders command *Forward*; the third and fourth squad leaders command *STAND FAST*. On the command of execution *MARCH*, the first and second squads march forward. At the appropriate time, the squad leader (third squad) nearest the moving element commands *Column Half Left, MARCH* (for both remaining squads). As the third and fourth squad leaders reach the line of march, they automatically execute a *Column Half Right* and obtain normal distance behind the first and second squads.

## SECTION 1.04 COMMAND RULES:

- (a) When at the Halt, the commander faces the troops when giving commands. On commands that set the unit in motion (marching from one point to another), the commander moves simultaneously with the unit to maintain correct position within the formation.
- (b) When marching, the commander turns his head in the direction of the troops to give commands.
- (c) The commander gives the command *AS YOU WERE* to revoke a preparatory command that he has given. The command *AS YOU WERE* must be given before the command of execution. The commander cannot cancel the command of execution with *AS YOU WERE*. If an improper command is not revoked, the personnel execute the movement in the best manner possible.
- (d) A subordinate leader gives all supplementary commands over his right shoulder except when his command is based on the actions of an element on his left or when the sub element is to execute a *Column Left (Half Left)* or *Left Flank*. Giving commands over the left shoulder occurs when changing configuration or a formation, such as forming a file or a column of fours and re-forming.

## SECTION 1.05 POSITIONS AND FORMATIONS:

### *POSITION OF ATTENTION:*

- (a) Two commands can be used to put personnel at the *Position of Attention*.
- (b) The two-part command for *Attention* is used for soldiers at a rest position.
- (c) *FALL IN* is used to assemble a formation or return it to its original configuration.
- (d) Assume the *Position of Attention* on the command *FALL IN* or the command Squad, ATTENTION.
- (e) To assume this position, bring the heels together sharply on line, with the toes pointing out equally, forming a 45-degree angle. Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square.
- (f) Keep the head erect and face straight to the front with the chin drawn in so that alignment of the head and neck is vertical.
- (g) Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trouser leg with the first joint of the fingers touching the trousers.
- (h) Remain silent and do not move unless otherwise directed.

**NOTE:** *This position is assumed by enlisted soldiers when addressing officers, or when officers are addressing officers of superior rank.*

### **REST POSITIONS AT THE HALT:**

Any of the positions of rest may be commanded and executed from the *Position of Attention*.

#### **PARADE REST:**

- (a) *Parade Rest* is commanded only from the *Position of Attention*. The command for this movement is *Parade, REST*.
- (b) On the command of execution *REST*, move the left foot about 10 inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet.
- (c) Simultaneously, place the hands at the small of the back and centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward.
- (d) Keep the head and eyes as in the *Position of Attention*. Remain silent and do not move unless otherwise directed. *Stand at Ease, At Ease, and Rest* may be executed from this position.

#### **STAND AT EASE:**

- (a) The command for this movement is *Stand at, EASE*. On the command of execution *EASE*, execute *Parade Rest*, but turn the head and eyes directly toward the person in charge of the formation. *At Ease* or *Rest* may be executed from this position.

#### **AT EASE:**

- (a) The command for this movement is *AT EASE*. On the command *AT EASE*, the soldier may move; however, he must remain standing and silent with his right foot in place. The soldier may relax his arms with the thumbs interlaced. *Rest* may be executed from this position.

#### **REST:**

- (a) The command for this movement is *REST*. On the command *REST*, the soldier may move, talk, smoke, or drink unless otherwise directed. He must remain standing with his right foot in place. *AT EASE* must be executed from this position to allow soldiers to secure canteens, other equipment, and so forth.

**NOTE:** *On the preparatory command for Attention, immediately assume Parade Rest when at the position of Stand at Ease, At Ease, or Rest.*

If, for some reason, a subordinate element is already at attention, the members of the element remain so and do not execute parade rest on the preparatory command, nor does the subordinate leader give a supplementary command.

## SECTION 1.06 ASSEMBLY & FORMATIONS:

1. The composition of Academy formations shall be as follows:
  - (a) The class will be formed as a platoon.
  - (b) The platoon shall have four (4) or more squads, each squad having equal numbers, when possible.
2. The Criminal Justice Academy Staff shall appoint squad leaders. The squad leader is a part of the Academy chain of command.
3. When there are two or more classes in session, each class shall be led by their respective Officer of the Day.

## SECTION 1.07 FORMING THE SQUAD:

1. To form at normal interval, the squad leader comes to the Position of Attention and commands *FALL IN*. On the command *FALL IN*, the following actions occur simultaneously:
  - (a) Each member double-times to his position in the formation.
  - (b) The right flank man positions himself so that when the squad is formed it is three steps in front of and centered on the squad leader.
  - (c) The right flank man comes to the *Position of Attention* and raises his left arm laterally at shoulder level, elbow locked, fingers and thumb extended and joined, and palm facing down. He ensures that the left arm is in line with the body.
  - (d) The man to the immediate left of the right flank man comes to the *Position of Attention*, turns his head and eyes to the right, and raises his left arm in the same manner as the right flank man. He obtains proper alignment by taking short steps forward or backward until he is on line with the right flank man. He then obtains exact interval by taking short steps left or right until his shoulder touches the extended fingertips of the right flank man. As soon as the man to the left has obtained *Normal Interval*, each man individually lowers his arm to his side, sharply turns his head and eyes to the front, and assumes the *Position of Attention*.
  - (e) The right flank man then sharply returns to the *Position of Attention*.
  - (f) All other members of the squad form in the same manner except that the left flank man does not raise his left arm.

**NOTE:** *The right flank man raises his arm and looks straight to the front unless the squad is to align on an element to its right. If he is to align on an element to the right he turns his head and eyes to the right and aligns himself with that element.*

2. To form in column, the squad leader faces the proposed flank of the column and commands In Column, *FALL IN*. On the command of execution *FALL IN*, squad members double-time to their original positions (grounded equipment) in formation and cover on the man to their front.

**NOTE:** *The correct distance between soldiers in column formation is approximately 36 inches. This distance is one arm's length plus 6 inches.*

## SECTION 1.08 ALIGNING THE SQUAD:

To align the squad, use the following procedures:

- (a) To align the squad at Normal Interval, the commands are *Dress Right, DRESS* and *Ready, FRONT*. On the command of execution *DRESS*, the right flank man stands fast. Each member, except the right flank man, turns his head and eyes to the right and aligns himself with the man on his right. Each member, except the left flank man, extends his left arm laterally at shoulder level, elbow locked, fingers and thumb extended and joined, palm facing down. He ensures his left arm is in line with his body and positions himself by short steps right or left until his right shoulder touches the fingertips of the man on his right. On the command of execution *FRONT*, each member returns sharply to the *Position of Attention*.

**NOTE:** *If the squad leader wants exact alignment, on the command of execution DRESS, he faces to the Half Left in marching and marches by the most direct route to a position on line with the squad, halts one step from the right flank man, and faces down the line. From his position, he verifies the alignment of the squad, directing the men to move forward or backward, as necessary, calling them by name or number: "Private Jones, forward 2 inches; Number eight, backward 4 inches." The squad leader remains at attention, taking short steps to the right or left as necessary to see down the squad. Having aligned the squad, he centers himself on the right flank man by taking short steps left or right. He then faces to the Half Right in marching, returns to his position (center of the squad), halts perpendicular to the formation, faces to the left, and commands Ready, FRONT.*

- (b) To form at *Close Interval*, the formation is completed in the manner prescribed for *Normal Interval*, except that the command is *At Close Interval, FALL IN*. Squad members obtain *Close Interval* by placing the heel of the left hand on the left hip even with the waist, fingers and thumb joined and extended downward, and with the elbow in line with the body and touching the arm of the man to the left.
- (c) To align the squad at *Double Interval*, the commands are *At Double Interval, Dress Right, DRESS* and *Ready, FRONT*. On the command of execution *DRESS*, each member (except the right flank man) turns his head and eyes to the right and aligns himself on the man on his right. At the same time, each member (except the right and left flank men) extends both arms and positions himself by short steps right or left until his fingertips are touching the fingertips of the members on his right and left. (The right flank man raises his left arm; the left flank man raises his right arm.)
- (d) To align the squad in column, the commands are *COVER* and *RECOVER*. On the command *COVER*, each member (except the number one man) raises his left arm to a horizontal position, elbow locked, fingers and thumb extended and joined, palm facing down, and obtains an arm's length plus about 6 inches (from the fingertips) to the back other man to his front. At the same time, each man aligns himself directly behind the man to his front. To resume the *Position of Attention*, the command *RECOVER* is given. On this command, each member sharply returns to the *Position of Attention*.

## SECTION 1.09 BREAKING RANKS:

When the situation requires one or more individuals to leave the formation or to receive specific instructions from the OIC, the OIC directs: *"Cadet Doe (pause), front and center"*; or, *"The following personnel front and center—Cadet Doe (pause), Cadet Smith."* When the individual's name is called, he assumes the position of attention and replies, *"Here, Sir."* He then takes one (15-inch) step backward, halts, faces to the right (left) in marching, and exits the formation by marching to the nearest flank. The soldier does not look *left or right*. Once the individual has cleared the formation, he begins to double-time and halts two steps in front of and centered on the OIC.

## SECTION 1.10 OPENING AND CLOSING RANKS:

### *TO OPEN OR CLOSE RANKS, USE THE FOLLOWING PROCEDURES:*

- (a) *Open Ranks, MARCH* is executed from a line formation while at the halt. It may be executed while at any of the prescribed intervals. The command for this movement is *Open Ranks, MARCH*. On the command of execution *MARCH*, the front rank takes two steps forward, the second rank takes one step forward, the third rank stands fast, and the fourth rank takes two steps backward. If additional ranks are present, the fifth rank takes four steps backward, and the sixth rank takes six steps backward.

**NOTE:** *After taking the prescribed steps, the men do not raise their arms. If the platoon sergeant wants exact interval or alignment, he commands **At Close interval (At Double Interval), Dress Right, DRESS**. If the platoon is to align on an element to the right, the squad leaders turn their head and eyes to the right and align themselves with that element.*

- (b) To *Close Ranks*, the command is *Close Ranks, MARCH*. On the command of execution *MARCH*, the first rank takes four steps backward, the second rank takes two steps backward, the third rank stands fast, and the fourth rank takes one step forward. On the command of execution *MARCH*, the platoon leader and platoon sergeant take the appropriate number of steps to maintain their posts.

## SECTION 1.11 INSPECTIONS:

- (a) The squad leader marches forward and to the left, inclines as necessary until he is at a point 15 inches in front of and centered on the first man.
- (b) The squad leader remains at a modified *Position of Attention* moving his head and eyes only. After inspecting at the center position, he takes a short step forward and to the left and inspects, returns to the center and steps forward and to the right and inspects, and returns to the center position.
- (c) Having inspected the first man, the squad leader faces to the right as in marching and takes one (two if at normal interval) step, halts, and faces the next man at the appropriate distance. The squad leader conducts the inspection for the rest of the soldiers in the squad.
- (d) After inspecting the last soldier in the squad, the squad leader faces to the right as in marching and marches around behind the squad, inclining as necessary. The squad leader will give the command *Squad Two, ATTENTION*. While the squad leader marches back to his post, he inspects the squad from the rear.
- (e) After reaching the beginning of the squad, the squad leader turns his head and eyes over his left shoulder and commands squad one to assume *PARADE REST*. Repeat this procedure for each squad.
- (f) After the last squad has been inspected and is at *Parade Rest*, the squad leader commands the squad to *Attention*.
- (g) After commanding the squad to *Attention*, the squad leader commands *Close Ranks, MARCH*. On the command of execution *MARCH*, the first rank takes four steps backward, the second rank takes two steps backward, the third rank stands fast, and the fourth rank takes one step forward. On the command of execution *MARCH*, the squad leader takes the appropriate number of steps to maintain their posts.

## SECTION 1.12 DISMISSING THE SQUAD:

The OIC will give the order of *“On my command to Fall Out, you will fall out and carry out the plan of the day.”* The class motto will then be recited. Example; (OIC) *WE FIGHT*, (Squad) *WHAT YOU FEAR!* (OIC) *FALL OUT*. Upon the command, the squads will look left, look center, look right, look center, left foot back, right foot back, about face.

## SECTION 1.13 STATIONARY MOVEMENTS:

This section contains most of the individual positions and stationary movements required in drill. These positions and the correct execution of the movement, in every detail, should be learned before proceeding to other drill movements. Movements are initiated from the position of attention. However, some rest movements may be executed from other rest positions.

## SECTION 1.14 HAND SALUTE:

1. The Hand Salute is a one-count movement. The command is *Present, ARMS*. The *Hand Salute* may be executed while marching. When marching, only the soldier in charge of the formation salutes and acknowledges salutes.
  - (a) When wearing headgear with a visor (with or without glasses), on the command of execution *ARMS*, raise the right hand sharply, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm horizontal.
  - (b) Order Arms from the Hand Salute is a one-count movement. The command is *Order, ARMS*. On the command of execution *ARMS*, return the hand sharply to the side, resuming the Position of Attention.
  - (c) When reporting or rendering courtesy to an individual, turn the head and eyes toward the person addressed and simultaneously salute. In this situation, the actions are executed without command. The Salute is initiated by the subordinate at the appropriate time (six paces) and terminated upon acknowledgment.

## SECTION 1.15 FACING AT THE HALT:

1. Five facing movements can be executed from the Position of Attention:

*(a) Left (Right), FACE, Half Left (Half Right), FACE, and About, FACE.*

**NOTE:** *Half Left (Half Right), FACE should only be used in situations when a 90-degree facing movement would not face an element in the desired direction (for example, for a stationary element to face the direction of the flag to render honor [reveille or retreat]).*

2. Facing to the Flank is a two-count movement. The command is *Left (Right), FACE*.

(a) On the command of execution *FACE*, slightly raise the right heel and left toe, and turn 90 degrees to the left on the left heel, assisted by a slight pressure on the ball of

the right foot. Keep the left leg straight without stiffness and allow the right leg to bend naturally.

- (b) On count two, place the right foot beside the left foot, resuming the Position of Attention. Arms remain at the sides, as in the Position of Attention, throughout this movement.

## SECTION 1.16 STEPS AND MARCHING:

This section contains all of the steps in marching of the individual soldier. These steps should be learned thoroughly before proceeding to unit drill.

### *BASIC MARCHING INFORMATION:*

This basic marching information pertains to all marching movements.

- (a) All marching movements executed from the *Halt* are initiated from the *Position of Attention*.
- (b) Except for *Route Step March* and *At Ease March*, all marching movements are executed while marching at *Attention*. Marching at *Attention* is the combination of the *Position of Attention* and the procedures for the prescribed step executed simultaneously.
- (c) When executed from the *Halt*, all steps except *Right Step* begin with the left foot.
- (d) For short-distance marching movements, the commander may designate the number of steps forward, backward, or sideward by giving the appropriate command: *One step to the right (left), MARCH*; or, *Two steps backward (forward), MARCH*. On the command of execution *MARCH*, step off with the appropriate foot, and halt automatically after completing the number of steps designated. Unless otherwise specified, when directed to execute steps forward, the steps will be 30-inch steps.
- (e) All marching movements are executed in the cadence of *Quick Time* (120 steps per minute), except the 30-inch step, which may be executed in the cadence of 180 steps per minute on the command *Double Time, MARCH*.
- (f) A step is the prescribed distance from one heel to the other heel of a marching soldier.
- (g) All 15-inch steps are executed for a short distance only.

### *THE 30-INCH STEP:*

To march with a 30-inch step from the *Halt*, the command is *Forward, MARCH*.

- (a) On the preparatory command *Forward*, shift the weight of the body to the right foot without noticeable movement. On the command of execution *MARCH*, step forward 30 inches with the left foot and continue marching with 30-inch steps, keeping the head and eyes fixed to the front. The arms swing in a natural motion, without exaggeration and without bending at the elbows, approximately 9 inches straight to the front and 6 inches straight to the rear of the trouser seams. Keep the fingers curled as in the Position of Attention so that the fingers just clear the trousers.

- (b) To *Halt* while marching, the command *Squad, HALT* is given. The preparatory command *Squad* is given as either foot strikes the marching surface as long as the command of execution *HALT* is given the next time that *same foot* strikes the marching surface. The *Halt* is executed in two counts.
- (c) After *HALT* is commanded, execute the additional step required after the command of execution and then bring the trail foot alongside the lead foot, assuming the Position of Attention and terminating the movement.

#### **CHANGE STEP:**

This movement is executed automatically whenever a soldier finds himself out of step with all other members of the formation. It is only executed while marching forward with a 30-inch step. To change step, the command *Change Step, MARCH* is given as the right foot strikes the marching surface. On the command of execution *MARCH*, take one more step with the left foot, then in one count place the right toe near the heel of the left foot and step off again with the left foot. The arms swing naturally. This movement is executed automatically whenever a soldier finds himself out of step with all other members of the formation.

#### **MARCHING TO THE REAR:**

This movement is used to change the direction of a marching element 180 degrees in a uniform manner. It is only executed while marching forward with a 30-inch step. To March to the Rear, the command *Rear, MARCH* is given as the right foot strikes the marching surface. On the command of execution *MARCH*, take one more step with the left foot, pivot 180 degrees to the right on the balls of both feet, and step off in the new direction taking a 30-inch step with the trail foot. Do not allow the arms to swing outward while turning.

#### **REST MOVEMENT, 30-INCH STEP:**

Rest movements with the 30-inch step include At Ease March and Route Step March.

- (a) *At Ease March*. The command *At Ease, MARCH* is given as either foot strikes the marching surface. On the command of execution *MARCH*, the soldier is no longer required to retain cadence; however, silence and the approximate interval and distance are maintained. *Quick Time, MARCH* and *Route Step, MARCH* are the only commands that can be given while marching at ease.
- (b) *Route Step March*. The command *Route Step March* is executed exactly the same as At Ease March except that the soldier may drink from his canteen and talk.

**NOTE:** *To change the direction of march while marching at Route Step or At Ease March, the commander informally directs the lead element to turn in the desired direction. Before precision movements may be executed, the unit must resume marching in cadence. The troops automatically resume marching at Attention on the command Quick Time, MARCH, as the commander reestablishes the cadence by counting for eight steps. If necessary, soldiers individually execute change step to get back in step with the unit.*

#### **THE 15-INCH STEP, FORWARD/HALF STEP:**

Use the following procedures to execute the 15-inch step, forward/half step.

- (a) To march with a 15-inch step from the *Halt*, the command is *Half step, MARCH*. On the preparatory command *Half step*, shift the weight of the body to the right foot without noticeable movement. On the command of execution *MARCH*, step forward 15 inches with the left foot and continue marching with 15-inch steps. The arms swing as in marching with a 30-inch step.
- (b) To alter the march to a 15-inch step while marching with a 30-inch step, the command is *Half step, MARCH*. This command may be given as either foot strikes the marching surface. On the command of execution *MARCH*, take one more 30-inch step and then begin marching with a 15-inch step. The arms swing as in marching with a 30-inch step.
- (c) To resume marching with a 30-inch step, the command *Forward, MARCH* is given as either foot strikes the marching surface. On the command of execution *MARCH*, take one more 15-inch step and then begin marching with a 30-inch step.
- (d) The *Halt* while marching at the *Half Step* is executed in two counts, the same as the *Halt* from the 30-inch step.
- (e) While marching at the *Half Step*, the only commands that may be given are: *Mark Time, MARCH; Forward, MARCH; Normal Interval, MARCH; and HALT*.

#### **MARCHING IN PLACE:**

To march in place, use the following procedures:

- (a) To march in place, the command *Mark Time, MARCH* is given as either foot strikes the marching surface and only while marching with a 30-inch or 15-inch step forward. On the command of execution *MARCH*, take one more step, bring the trailing foot alongside the leading foot, and begin to march in place. Raise each foot (alternately) 2 inches off the marching surface; the arms swing naturally, as in marching with a 30-inch step forward.

**NOTE:** *While marking time in formation, the soldier adjusts position to ensure proper alignment and cover. The proper distance between soldiers while marching is one arm's length plus 6 inches (approximately 40 inches).*

- (b) To resume marching with a 30-inch step, the command *Forward, MARCH* is given as either foot strikes the marching surface. On the command of execution *MARCH*, take one more step in place and then step off with a 30-inch step.
- (c) The *Halt* from *Mark Time* is executed in two counts, basically the same as the *Halt* from the 30-inch step.

#### **THE 15-INCH STEP, RIGHT/LEFT:**

To march with a 15-Inch Step Right (Left), use the following procedures:

- (a) To march with a *15-Inch Step Right (Left)*, the command is *Right (Left) Step, MARCH*. The command is given only while at the halt. On the preparatory command of *Right (Left) Step*, shift the weight of the body without noticeable movement onto the left (right) foot. On the

command of execution *MARCH*, bend the right knee slightly and raise the right foot only high enough to allow freedom of movement. Place the right foot 15 inches to the right of the left foot, and then move the left foot (keeping the left leg straight) alongside the right foot as in the *Position of Attention*. Continue this movement, keeping the arms at the sides as in the *Position of Attention*.

- (b) To *Halt* when executing *Right or Left Step*, the command is *Squad (Platoon), HALT*. This movement is executed in two counts. The preparatory command is given when the heels are together; the command of execution *HALT* is given the next time the heels are together. On the command of execution *HALT*, take one more step with the lead foot and then place the trailing foot alongside the lead foot, resuming the *Position of Attention*.

#### **THE 15-INCH STEP, BACKWARD:**

To march backward using the 15-inch step, use the following procedures:

- (a) To march with a *15-Inch Step Backward*, the command is *Backward, MARCH*. The command is given only while at the *Halt*. On the preparatory command *Backward*, shift the weight of the body without noticeable movement onto the right foot. On the command of execution *MARCH*, take a 15-inch step backward with the left foot and continue marching backward with 15-inch steps. The arms swing naturally.
- (b) The *Halt* from *Backward March* is executed in two counts, basically the same as the *Halt* from the 30-inch step.

#### **THE 30-INCH STEP, DOUBLE TIME:**

To *Double-Time* using the 30-inch step, use the following procedures:

- (a) To march in the cadence of 180 steps per minute with a 30-inch step, the command is *Double Time, MARCH*. It may be commanded while at the *Halt* or while marching at *Quick Time* with a 30-inch step.
- (b) When at the *Halt* and the preparatory command *Double Time* is given, shift the weight of the body to the right foot without noticeable movement. On the command of execution *MARCH*, raise the forearms to a horizontal position, with the fingers and thumbs closed, knuckles out, and simultaneously step off with the left foot. Continue to march with 30-inch steps at the cadence of *Double Time*. The arms swing naturally to the front and rear with the forearms kept horizontal.
- (c) When marching with a 30-inch step in the cadence of *Quick Time*, the command *Double Time, MARCH* is given as either foot strikes the marching surface. On the command of execution *MARCH*, take one more 30-inch step at *Quick Time*, and step off with the trailing foot, double-timing as previously described.
- (d) To resume marching with a 30-inch step at *Quick Time*, the command *Quick time, MARCH* is given as either foot strikes the marching surface. On the command of execution *MARCH*, take two more 30-inch steps at *Double Time*, lower the arms to the sides, and resume marching with a 30-inch step at *Quick Time*.

**NOTE:** *Quick Time, Column Half Left (Right), and Column Left (Right)* are the only movements that can be executed while double-timing.

### **FACING IN MARCHING:**

*Facings in Marching* from the *Halt* are important parts of the following movements:

- (a) Alignments, column movements, inspecting soldiers in ranks, and changing from *Normal Interval* to *Double Interval* or *Double Interval* to *Normal Interval*.

### **CHANGING THE DIRECTION OF A COLUMN:**

- (a) During a column movement, the base element is the squad on the flank in the direction of the turn.
- (b) To change the direction 90 degrees, the command is *Column Right (Left), MARCH*. On the command of execution *MARCH*, the base squad executes the movement as in squad drill except that the squad leader takes one 30-inch step and then takes up the *Half Step*. The squad leader continues marching with the *Half Step* until the other squad leaders come abreast. The other squad leaders, while maintaining correct (offset) interval, execute a 45-degree pivot and continue marching in an area. As they come on line (abreast) with the base squad leader, they take up the *Half Step*. When all squad leaders are abreast, they step off with a 30-inch step without command. All other platoon members march forward on the command of execution and execute the column movement at approximately the same location as their squad leaders and in the same manner.
- (c) To change the direction 45 degrees, the command is *Column Half Right (Left), MARCH*. On the command of execution *MARCH*, the platoon executes the movement.

### **MARCHING TO THE FLANK:**

1. The squad may be marched to the flank (for short distances only) when marching in column. The command for this movement is *Right (Left) Flank, MARCH*. The preparatory command is given as the foot in the desired direction strikes the marching surface, and the command of execution is given the next time the foot in the desired direction strikes the marching surface. On the command of execution *MARCH*, all members take one more step, pivot 90 degrees in the commanded direction on the ball of the lead foot, and step off in the new direction with the trailing foot. As the members begin to march in the new direction, they glance out of the corner of the right eye and dress to the right.
  - (a) To incline, the squad nearest the direction of the turn serves as the base. To avoid an obstacle in the path of the march, the platoon leader directs *INCLINE AROUND LEFT (RIGHT)*.
  - (b) When space is limited and the OIC wants to march his unit in the opposite direction (reverse), with the squad leaders at the head of their squads, he commands *Counter Column, MARCH*. On the command of execution *MARCH (at the Halt)*, the first squad marches forward three steps, executes a *Column Right*, marches across the front of the platoon, and executes another *Column Right* just beyond the fourth squad. The second squad steps forward one step, executes a *Column Right*, marches forward, and execute another *Column Right* between the third and fourth squads. The third squad

executes two short *Column Lefts* from the *Halt* and marches between the remainder of the third squad and the second squad. The fourth squad marches forward two steps, executes a *Column Left*, marches across the front of the platoon, and executes another *Column Left* between the first and second squads.

- (c) As the third squad leader marches past the last man in the third squad, he and his squad begin to march at the *Half Step*. After marching past the last man in each file, all other squads incline to the right and left as necessary, obtain Normal Interval on the third squad, and begin to march with the *Half Step*. When all squads are abreast of each other, they begin marching with a 30-inch step without command.
- (d) When marching, the preparatory command *Counter-Column* is given as the left foot strikes the marching surface and the command of execution *MARCH* is given the next time the left foot strikes the marching surface. On the command of execution *MARCH*, the platoon executes the movement basically the same as from the *Halt*, except that the squad takes one additional step to ensure that the pivot foot is in the correct position to execute the movement.

### SECTION 1.18 COLOR GUARD:

The Color guard consists of three to five personnel. It is an honor to be selected as a member of the Color guard. The senior member carries the National Color and commands the Color guard. He gives the necessary commands for the movements.

- (a) The Color guard is formed and *Marched* in one rank at *Close Interval*, the bearers in the center. They do not execute *Rear March* or *About Face*. The Color guard marches at *Right Shoulder Arms* and executes Facing movements by wheeling to the right or left.
- (b) The command for a *Facing* movement is *Right (Left) Wheel, MARCH*. To execute a *Wheeling* movement, the guard nearest the direction of turn serves as the pivot point and executes the movement by marching in place and simultaneously turning in the new direction. Other members shorten their steps and turn in an arc keeping abreast of each other to maintain alignment. When the movement has been completed, each member automatically marches in place until the command *HALT* or *Forward, MARCH* is given.

### *FLAGS AND COLORS:*

Customary dates to fly the flag half-staff:

- (a) Peace Officers Memorial Day, May 15th (sunrise to sunset) (Unless that day is also Armed Forces Day.)
- (b) Memorial Day, last Monday in May (sunrise to noon)
- (c) Patriot Day, September 11th (sunrise to sunset)
- (d) Pearl Harbor Remembrance Day, December 7th (sunrise to sunset)

NOTE: When the flag is to be flown at half-staff, it is first hoisted to the top of the Flagpole and then lowered to the half-staff position. Before lowering the flag, it is again raised to the top of the flagpole and then lowered.

### ***RAISING THE FLAG (REVEILLE):***

The detail will consist of:

- Officer in Charge (OIC)
- National Color Bearer
- Halyard Operator
- One to secure the Color to the halyard

The OIC will position themselves between the assembled detail and the flagpole. They will give the command *Academy, Attention; Report*. When the command *Report* is given, starting at the OIC's right, each detail leader will render a hand salute and give their company report. (Class 123 all present and accounted for. Missing one, ect...)The OIC will return the salute and continue to the next class. When all classes have given their report, the OIC will face the flagpole and give the command *March on the Colors*.

When the detail moves to the flagpole, the two members other than the bearer will act as guards.

Once the detail is positioned at the flagpole, the bearer will maintain control of the Color until it has been hoisted from their grasp. The Color is unfolded lengthwise, and fed to the person securing it to the halyard.

The halyard operator raise's the halyard slowly so that the Color may be attached, pausing as it is attached at the proper grommets.

Once the Color has been attached to the halyard, the OIC will give the command: *Present, ARMS*.

Then the following steps occur:

- The operator raises the Color briskly to the peak.
- The bearer maintains control of the Color, unfolding it lengthwise.
- The person who secures the Color to the halyard acts to insure that the Color feeds without sagging or coming in contact with anything below the Color.
- Once the Color is hoisted from the bearer, they will execute the position of *Present Arms*.
- When the Color has reached the peak of the flagpole, the halyard operator secures the halyards in such a way that the Color will remain at the peak.
- The two remaining members of the detail will then take one step back and execute *Present Arms*.
- The OIC will give the command *Order Arms*. The Color Guard will execute the proper movements to egress from the site.

- The OIC commands *TAKE CHARGE OF YOUR SQUADS, CARRY OUT THE PLAN OF THE DAY* and *Salutes* are exchanged. The classes will fall out from the OIC's Right to Left.

### *LOWERING THE FLAG (RETREAT):*

Execute the following actions when lowering the flag:

- (a) The halyard operator will lower the Color ceremoniously. When the Colors come into reach, the bearer will secure the leading edge, insuring the Color remains unfurled. The bearer will need to step back as the Color is lowered, keeping the Color unfurled.
- (b) The person who will remove the Color from the halyards will assist in keeping the Color unfurled, and insure that it is not sagging or coming into contact with anything below the Color.
- (c) Once the Color has been lowered and is free of the halyard, it will be folded in the proper manner.

**NOTE:** Once the flag has been folded (cocked hat), it is treated as a cased Color and not saluted by persons meeting the flag detail. The flag will be treated with the utmost dignity and respect but not be rendered any sort of honors.