



MANUAL OF DRILL AND CEREMONIAL

Issued by Command of
The Chief of Air Staff

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FOREWORD

Drill is a powerful aid to discipline. It develops a sense of corporate pride, alertness, precision, and readiness to obey orders instantly. Good drill in aircraft or other duties is directly fostered by the habit of drilling smartly on parade. Officers and men are better prepared for any work they have to do - on the ground or in the air - if fit and mentally alert. Thus smartness on parade is not only a sign of good discipline, but is a basic factor in raising the standard of performance of all service duties.

The immediate reaction to orders shown by highly disciplined men derives directly from the performance of carefully conceived close-order exercises. It is this property that will enable a unit to keep cohesion and efficiency under a strain that would normally break it.

Suggestions for amendments to the content of this publication are to be submitted to RNZAF Air Command Headquarters on a copy of the form "Recommendation to Amend a Manual of Training", a sample of which is located at preliminary pages (iv) and (v) of this manual.

KEY TO DIAGRAMS

	Wing Commander
	Wing Adjutant
	Wing Warrant Officer
	Wing Orderly Sergeant
	Squadron Commander
	Squadron Adjutant
	Squadron Warrant Officer
	Flight (or Guard of Honour) Commander
	1st Junior Officer (Guard of Honour)
	2nd Junior or Supernumerary Officer
	Flight Sergeant
	Supernumerary NCO
	Guide
	Marker
	Aircraftman
	Colour Bearer
	Standard Bearer
	Colour/Standard Party Warrant Officer
	Colour/Standard Escort
	Colour Party
	Director of Music or Band Master
	Drum Major
	Bandsman/Drummer/Trumpeter
	OC Funeral Party
	OC Escort Party
	OC Attending Party
	Pall Bearer
	Bearer
	Sergeant (Firing Party)
	Corporal (Firing Party)

NOTE

All measurements indicated in the diagrams are in paces.

PART 1**FOOT AND WEAPONS DRILL****CONTENTS**

Chapter	Title
1	Definitions
2	Basic Principles
3	Saluting
4	Foot Drill
5	Marching
6	Steyr Drill
7	Reserved
8	Sword Drill
9	Funeral Drill
10	Drill with Cane or Pace Stick

PART 1

CHAPTER 1 : DEFINITIONS

Alignment	Any straight line on which a body of men is formed, or is to form.
Cant, To	To incline or tilt an object. To set at an angle.
Column	Units in parallel and successive alignments at a distance from one another equal to their own frontage and 6 paces.
Close Column of Flights	A squadron with its flights in line on parallel and successive alignments at a fixed distance.
Close Column of Squadrons	A wing with its squadrons in line on parallel and successive alignments at a fixed distance.
Columns of Threes	A succession of sections of threes covering.
Column of Route	A column of threes with not more than three men abreast in any part of the column, including officers and supernumeraries. The normal formation for men marching on a road.
Covering	The act of causing one or more bodies to be placed directly in rear of another.
Depth	The space occupied by a body of men from front to rear.
Direction, The Unit of	The squadron, flight, or file, responsible for maintaining direction in a drill movement.
Distance	The space between men or units measured from front to rear. It is measured from heel to heel. In the case of units, it is measured from the heels of the front rank to one unit to the heels of the front rank of the next unit.
Dress, To	To take up an alignment correctly.
Drill	The means whereby a body of men is controlled and directed efficiently, through the executive command of one man, towards the attainment of an aim.
File	Any man of the front rank together with the man or men immediately behind him.
File, Right	An odd-numbered file.
Left	An even-numbered file.
Flank, Directing	The flank by which units march and dress.
Inner	The nearer to the directing flank.
Outer	The opposite to the inner, or directing flank.
Reverse	That opposite to the directing flank.
Flight	A sub-unit (usually numbering from 10 - 30 personnel), two or more of which comprise a squadron.

Formation	A number of units grouped together under one commander.
Formation, The Unit of	The expression used in drill to describe squadron or flight on which a change of formation is based.
Forming Flight	Is a movement whereby a flight moving to a flank in threes, changes its formation to that of line but does not change direction.
Front	The direction in which men or units are facing or moving at any given time.
Frontage	The extent of ground covered laterally by a body or bodies of men.
Guide	An NCO or man on the right or left of the front ranks of units for formations whose specific duty is to lead and maintain correct distances from other units when on the march.
Incline	The movement by which ground is gained to the front and flank simultaneously.
Interval	The lateral space between men or units on the same alignment measured between adjacent flanks.
Line	Men or units formed on the same alignment.
Line of Squadrons in Close Column of Flights	A wing with its squadrons in close column of flights at ten paces interval between squadrons.
Marker	An NCO or man placed in position to mark a point where the flank of a squad, unit, or formation, is to rest.
Order, Close (Three Ranks)	The formation of a unit or squad in three ranks, one behind the other, at a distance of one pace of 75cm between ranks. The ranks are termed the "front rank", "centre rank", and "rear rank", each man in the centre and rear ranks covering the corresponding man on the front rank.
Order, Open (Three Ranks)	The formation of a unit or squad in three ranks, one behind the other, at a distance of three paces of 75cm between ranks.
Order, Close (Two Ranks)	The formation of a unit or squad in two ranks, one behind the other, at a distance of two paces of 75cm between ranks. The ranks are termed the "front rank" and "rear rank" and each man in the rear rank covers the corresponding man in the front rank.
Order, Open (Two Ranks)	The formation of a unit or squad in two ranks, one behind the other, at a distance of four paces of 75cm between ranks.
Parade	A formation of two or more wings.
Patrol	A small party of men usually commanded by an NCO, carrying out some specific duty such as visiting sentries, inspecting an area or building as a precaution against fire, etc.
Piquet	A party of men usually commanded by an NCO, detailed to carry out some specific duty, eg police piquet, fire piquet, etc.
Pivot Flank	The flank on which a unit pivots when changing direction.
Pivot Guide	A guide on a pivot flank of a unit.

Rank	A line of men side by side.
Squad	A small body of personnel (up to nine) formed for drill or working party.
Squadron	A RNZAF unit consisting of two or more flights.
Supernumerary Rank	An extra rank composed of supernumerary officers or NCOs. The supernumerary rank of NCOs will be two paces of 75cm in rear of the rear rank. The supernumerary rank of officers will be three paces of 75cm in rear of the rear rank.
Wheeling	A movement by which a body of men bring forward a flank on a fixed or moving pivot.
Wing	A formation consisting of two or more squadrons.

PART 1**CHAPTER 2 : BASIC PRINCIPLES****Object of the Manual**

2001. The purpose of the Manual of Drill and Ceremonial is to set out the correct procedures for RNZAF drill and ceremonial. The only drill movements which are to be taught in the Service are laid down in this manual, and those responsible are forbidden to practise methods different from those herein contained.

Method of Instruction

2002. The full value of drill depends on the way in which it is carried out, and the instructor or parade commander is to insist on:

- a. Immediate obedience to his orders.
- b. The absolute cleanliness and correctness of each airman, including his clothing, arms and equipment.
- c. Alertness, concentration, steadiness and smartness of the individual.
- d. Silence during parades.

2003. 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. Be able to pick out those trainees who are quick to learn, so that the slow may be given individual instruction and encouragement.
- d. Know and be sympathetic to those under his control.
- e. Be alert and smart.

Have a good systematic method of instruction based on commonsense application.

2004. 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 so that each airman can receive the maximum amount of personal supervision. Periods of instruction are to be short, to avoid the instructor or trainee becoming over-tired, and the squad is always to be stood easy when the instructor is explaining the details of a movement. The programme of instruction is to be varied to avoid monotony and consequent loss of interest.

Sequence of Training

2005. 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 and then by numbers. Individual faults are to be corrected by the instructor.

- e. Trainees are to practise the movement; after improvement they are to carry out the movement in quick time, judging the time.

During the initial period of instruction, when teaching movements by numbers, the following procedure is to be adopted by all instructors. The actual word of command is to be given, followed by the words "By Numbers" and the executive words of command:

RIGHT TURN, BY NUMBERS, - ONE
BY NUMBERS, - TWO

2006. As the efficiency of the Royal NZ Air Force depends mainly upon individual efficiency of each member of the Service, drill training is to be both individual and collective.

2007. Drill instruction is to be divided into the following progressive stages:

- a. **Foot Drill.** Foot drill is designed to train members of the Service to understand an order instantly; to teach obedience, steadiness, self-reliance and alertness; to make members smart, and to accustom individuals to take their place in a disciplined body.
- b. **Rifle Drill.** Rifle drill is designed to teach men how to carry and use rifles on parade.
- c. **Drill Movements in Formation.** Drill movements in formation enable large numbers of men to be controlled effectively by their commanders. Practice in these movements develops a high standard of individual discipline and a mutual confidence between all ranks in a unit.

Words of Command

2008. 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 the 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.

2009. There are precautionary, cautionary and executive words of command. A precautionary word of command explains the movement to be carried out, however not every command sequence contains a precautionary. A cautionary word of command should always be given as it gives warning that an executive follows. The precautionary and cautionary are given deliberately and distinctly. The executive the signal to carry out the movement. It is normally a word of one syllable given distinctly and sharply in a different higher pitch. The voice must not be lowered or taper off. A pause is always to be made between the cautionary and executive words of command. For example:

- a. **MOVE TO THE RIGHT IN THREES - (Precautionary)**

RIGHT - (Cautionary)

TURN - (Executive)

- b. **FLIGHT - (Cautionary)**

HALT - (Executive)

For uniformity, the pause between the cautionary and the executive words of command is to be equivalent to two beats in the cadence of slow or quick time, depending on whether the movements are to be made in slow or quick time. Thus when a squad is moving in slow time, 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. If a squad is halted, the pause between the cautionary and the executive words of command is still to be made.

2010. When an order is given to airmen 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 movement before carrying it out. This pace is called the "check pace" and its use is shown in the following order (in slow time):

(Order): SQUAD, RIGHT - TURN

The cautionary word **RIGHT** is to be given when the left foot is forward and on the ground; the executive word **TURN** is to be given when the left foot is again forward and on 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.

2011. To move off a unit in step with the preceding unit in quick or slow time, the cautionary word **QUICK/SLOW** is to be given when the right feet of airmen in the preceding unit are forward and on the ground, followed by the executive word **MARCH** when the right feet of the airmen in the preceding unit are again forward and on the ground.

2012. 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 flank, which are also to be practised.

2013. 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.

2014. The initial word of command is normally to be prefixed with the title of the unit to which the command is being given, as shown below:

NUMBER ... SQUAD, RIGHT - TURN
NUMBER ... FLIGHT, RIGHT - TURN
NUMBER ... SQUADRON, RIGHT - TURN
NUMBER ... WING, RIGHT - TURN

2015. The following table details the foot on which the executive word of command is to be given to personnel on the move:

<u>Word of Command</u>	<u>Quick Time and Slow Time</u>
HALT	When the right foot is forward and on the ground
ABOUT - TURN	When the left foot is forward and on the ground
RIGHT - TURN RIGHT IN - CLINE	When the left foot is forward and on the ground
LEFT - TURN LEFT IN - CLINE	When the right foot is forward and on the ground
MARK - TIME	When the left foot is forward and on the ground
HALT (marking time)	When the right foot is forward and on the ground
FORWARD (marking time)	When the left foot is forward and on the ground
CHANGE - STEP	When the right foot is forward and on the ground
CHANGE-STEP (marking time)	When the right foot is forward and on the ground
STEP - OUT, SLOW/QUICK - MARCH	When the left foot is forward and on the ground
STEP - SHORT, INTO SLOW TIME,	When the right foot is forward and on the ground

SLOW - MARCH

(When marching in quick time)

INTO QUICK TIME,**QUICK - MARCH**

When the right foot is forward and on the ground

(When marching in slow time)

Double and Quick time**INTO DOUBLE TIME,****DOUBLE - MARCH**

When the left foot is forward and on the ground

INTO QUICK TIME,**QUICK - MARCH**

When the left foot is forward and on the ground

(From the double)

HALT

When the right foot is forward and on the ground

(In double time)

Calling the Time for Drill Movements

2016. To enable uniformity a standardised series of timings for drill movements is necessary. When teaching drill movements the call out is to be used on the demonstration and repeated in any subsequent demonstrations. Foot and arms drill movements are to be carried out at the rate of 60 drill movements per minute (using the call out ONE, LEFT - RIGHT, TWO).

Drill Timings**2017. Foot Drill at the Halt**

ATTENTION, STAND AT EASE	ONE
FLIGHT (Brace Up)	ONE
OPEN/CLOSE ORDER MARCH	ONE, ONE-TWO
PACES FORWARD AND REAR eg; 3 paces forward	ONE, TWO, ONE-TWO
RIGHT DRESS (plus without intervals)	UP, LEFT-RIGHT, MOVE
SIDEWAYS MARCH	ONE-TWO etc
TURN/INCLINES AT THE HALT	ONE, LEFT-RIGHT, TWO
SALUTING AT THE HALT	UP, LEFT-RIGHT, DOWN
DISMISS	ONE, LEFT-RIGHT, TWO LEFT-RIGHT, 1, 2, 3
OFFICER ON PARADE, DISMISS	ONE, LEFT-RIGHT, TWO, LEFT-RIGHT, UP, LEFT-RIGHT, DOWN, LEFT-RIGHT, 1, 2, 3

2018. Foot Drill on the March

HALT	ONE-TWO
CHANGE STEP	LEFT-RIGHT-LEFT
MARK TIME FROM MARCH	CHECK

HALT FROM MARK TIME	ONE-TWO
CHANGE STEP WHILST MARKING TIME	LEFT, LEFT, RIGHT
FORWARD FROM MARK TIME	DOWN, LEFT
URNS LEFT/RIGHT	CHECK, BLOCK, LEFT/RIGHT
ABOUT TURN	CHECK, 1, 2, 3, RIGHT
EYES LEFT/RIGHT/FRONT	CHECK ROUND
SALUTING ON THE MARCH	CHECK UP, 2,3,4,5,DOWN, SWING
SALUTING, AT THE HALT	ONE LEFT-RIGHT, DOWN,
DOUBLE MARCH FROM QUICK MARCH	CHECK, LEFT
QUICK MARCH FROM DOUBLE MARCH	CHECK-LEFT-RIGHT, LEFT
HALT FROM THE DOUBLE MARCH	ONE, TWO, ONE-TWO
STEP SHORT/OUT	CHECK LEFT
QUICK TO SLOW MARCH	ONE, TWO, LEFT-RIGHT-LEFT
SLOW TO QUICK MARCH	ONE, TWO, LEFT-RIGHT-LEFT

2019.

Rifle Drill at the Halt

ATTENTION & STAND AT EASE	ONE, LEFT-RIGHT, TWO, LEFT-RIGHT, THREE
SHOULDER ARMS	ONE, LEFT-RIGHT, TWO
PRESENT ARMS	ONE, LEFT-RIGHT, TWO
GROUND/TAKE UP ARMS	ONE, LEFT-RIGHT, TWO LEFT-RIGHT, THREE LEFT-RIGHT, FOUR
SALUTING, AT THE HALT	UP, LEFT-RIGHT, DOWN
MARKERS (when called for parade)	ONE, LEFT-RIGHT, TWO, LEFT-RIGHT, THREE, LEFT- RIGHT, 1, 2, 3
SHOULDER FROM THE PORT	ONE, LEFT-RIGHT, TWO, LEFT-RIGHT, THREE, LEFT- RIGHT, FOUR, LEFT-RIGHT, FIVE, LEFT-RIGHT, SIX

2020.

Sword Drill

ATTENTION and STAND AT EASE ONE	
DRAW SWORDS	ONE, LEFT-RIGHT, 1, 2, 3,

	4, 5, LEFT-RIGHT, ONE
SALUTING LEFT/RIGHT/FRONT	UP, LEFT-RIGHT, DOWN
RETURN SWORDS	ONE, LEFT-RIGHT, TWO, 1, 2, 3, 4, 5, LEFT-RIGHT, ONE
STAND AT EASE (With Rifles)	ONE, LEFT-RIGHT, TWO, LEFT-RIGHT, THREE
(MOVE ON THIRD COUNT)	

Inspections

2021. When a unit parading in three ranks is to be inspected, the ranks are to be opened for the inspection and closed on the completion.

2022. The inspecting officer or non-commissioned officer 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.

2023. Each rank is to be inspected in the attention position. Ranks not being inspected may be stood at ease at the discretion of the inspecting officer.

2024. An airman when ordered to adjust equipment or dress during an inspection is to bend the right knee and drive the right foot back so that the instep of the right foot is approximately 3cm to the right rear of the heel of the left foot to a position which maintains the angle of attention with the feet. The airman is to make the necessary adjustment, grounding arms if necessary, after which he is to resume the position of attention.

2025. The major items which are to be noted when inspecting a parade are:

- a. The personal cleanliness of the individual.
- b. Clothing, footwear and other equipment to be clean, in good repair, and worn correctly.

2026. The following details are to be examined during an inspection:

- a. **The Service Dress Cap.** The service dress cap is to be clean and is to be worn square on the head. The cap badge is to be fitted in the centre front of the cap in line with the top edge of the black band.
- b. **The Field Service Cap.** The field service cap is to be clean and is to be worn so that the lower button of the cap is in the centre of the forehead and the cap pulled to the right, until the edge is 25mm above the centre of the right eyebrow.
- c. **Shaving.** Airmen are to be properly shaved. IAW NZAP 207.
- d. **Cleanliness.** The hands, face, ears and neck are to be clean.
- e. **Hair** The hair of the head is to be kept well cut and trimmed. Beard or whiskers are not to be worn. If a moustache is worn, the upper lip is to be entirely unshaven IAW NZAP 207.
- f. **Neckwear.** The collar is to be clean and the tie if worn is to be neatly tied with a double windsor knot.
- g. **Buttons.** All buttons are to be sewn on securely so that the crown is uppermost and the eagle horizontal.
- h. **Rank and Arm Badges.** Are to be sewn/worn IAW NZAP 207.

- i. **Clothing.** Clothing is to be neatly pressed, in good repair, and correctly worn.
- j. **Pockets.** All pockets are to be worn flat and buttoned where buttons are provided.
- k. **Trinkets.** No trinkets are to be displayed.
- l. **Medal Ribbons.** May be worn on No 3 SD jackets and working dress shirts IAW NZAP 207.
- m. **Aircrew Badges.** When an aircrew badge is worn with medal ribbons, it is to be placed centrally above the top row. When this results in the badge being partly obscured by the lapel or collar, the badge is to be moved towards the sleeve shoulder seam so as to display as much of the badge as the available space permits.
- n. **Mourning Bands.** Mourning bands when worn are to be of black crepe, 8 cm wide, and are to be secured midway between the point of the elbow of the left arm and shoulder.
- o. **Footwear.** Boots and shoes are to be clean and in good repair, laced straight across and fastened by a knot. Loose ends of laces are not to show when wearing boots.
- p. **Topcoat.** When the topcoat is worn on parade it is to be open at the neck with the collar turned down.
- q. **Rifles.** When rifles are to be inspected, airmen are to be ordered to port arms for inspection, as detailed in later chapters. The inspecting officer is to ensure that:
 - i. The exterior of the rifle is clean and free from rust.
 - ii. The magazine and action are clean and in good order.
 - iii. No parts of the rifle are loose or damaged.
 - iv. The barrels of rifles are to be examined to ensure that they have been cleaned, oiled, and are free from obstructions.

Numbering

2027. On the command

FRONT RANK - NUMBER

the men of the front rank are to number smartly from the right. The right-hand man is to call out "one", the next man on his left is "two", and so on. Each man in the centre and rear ranks is to listen for the number given by the corresponding man of the front rank, and retain that number. Each man is to look straight to the front and keep his head steady when calling out his number.

Length of Pace in Marching

2028. The length of pace in marching is:

Slow March	75 cm
Quick March	75 cm
Sideways March	30 cm
Double March	1 m
Stepping Short	50 cm
Stepping Out	80 cm
Stepping Forward and Backward	75 cm
Stepping Off	60 cm

Time in Marching

2029. The number of paces to the minute for marching is:

Slow Time	60 paces per minute
Quick Time	120 paces per minute.
Double Time	180 paces per minute.
Sideways Marching)	To the cadence of ONE - TWO
Stepping Forward)	120 paces per minute
and Backward)	

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 right timing at intervals as a check.

Intervals

2030. Each individual is to occupy a lateral space of 1 metre in the ranks.

2031. The lateral space between units is to be measured in paces of 75 cm.

Distance

2032. The distance between ranks is to be 75 cm measured from heel to heel.

2033. The distance between units in formation is to be measured in paces of 75 cm from the heels of the front rank of one unit to the heels of the front rank of the unit next in succession.

2034-2999 Reserved.

PART 1**CHAPTER 3 : SALUTING****Reason for Saluting**

3001. Saluting by non-commissioned ranks is a recognition of the Queen's Commission, being indirectly a salute to the Sovereign through the individual holding the Queen's authority. Returning an airman's salute is not an acknowledgment of his salute to the officer personally, but a recognition of the fact that through an officer he has given an outward sign of his loyalty to the Queen and to his Service.

3002. It is important that non-commissioned officers and others salute, and it is the responsibility of all officers to see that saluting is carried out.

Instruction for Saluting

3003. The instructions given in this section apply to general principles of saluting. The instruction and details of the method of saluting are laid down in the following Chapters:

- a. Chapter 4 Foot Drill
- b. Chapter 6 Steyr Drill
- c. Chapter 11 Squad Drill
- d. Chapter 17 Ceremonial Drill

Officers - Saluting without Weapons

3002. Officers are to salute with the right hand unless physically unable to do so in which case they are to salute with the left hand. When officers are using the salute to pay a compliment they are to salute in the same way as airmen.

3003. Officers are to return salutes made to them. In returning salutes officers are to look in the direction of persons saluting them.

3004. 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. When a number of officers are grouped together and salutes are likely to pass unnoticed by the senior officer, another officer is to be detailed to acknowledge salutes.

3005. Officers are to salute their senior before addressing them on duty. Officers under the rank of squadron leader are to salute officers of and above that rank. Officers of the rank of squadron leader and above are to salute their superiors in rank.

3006. Officers are to salute those officers of the Royal New Zealand Navy, the Army, Commonwealth Forces and Foreign Services in uniform, who would be saluted by officers of corresponding rank in those Services.

3007. Officers in uniform who are recognised and acknowledged by airmen in civilian clothes, are to return the acknowledgment by saluting.

Officers - Saluting when on Parade with Armed Men

3008. Officers, when on parade with armed men, are to salute with the right hand. The right hand is to be brought to the salute on the second movement of the PRESENT - ARMS and the hand is to be brought down on the final movement of the SHOULDER - ARMS.

Airmen - Saluting With and Without Weapons

3004. Airmen are to salute with the right hand except when physically unable to do so, in which case they are to salute with the left hand.

3005. An airman when addressing an officer is to halt two paces from the officer. He is then to salute, address the officer, and salute again before withdrawing.

3006. When an airman sees an officer approaching he is to stand at attention, face the officer, and is to salute when the officer is three paces from him. The hand is to be brought down to the side after a pause equal to five paces. When two or more airmen are sitting or standing together, the senior airman present is to face the officer and call the whole party to attention before saluting.

3007. When a number of airmen are walking together, they are all to salute when passing or overtaking an officer, except when they are being marched in a party. An airman passing an officer is to salute by bringing the right hand to the salute on the third pace before reaching him; at the same time he is to turn his head smartly in the direction of the officer. The airman is to lower his hand on the third pace after passing the officer and turn his head to the front.

3008. When airmen recognise officers who are dressed in civilian clothes, they are to salute.

3009. Non-commissioned officers or aircraftmen, when addressing a warrant officer, are to halt two paces from him and are to address him as "Sir". Female Warrant Officers are to be addressed as "Ma'am". An aircraftman, when addressing a non-commissioned officer, is to halt two paces from him and is to address him by the full title of his rank. Airmen when reporting to, or being addressed by, their seniors in rank are to stand at attention.

3010. When headdress is not worn, or when an airman is carrying anything other than his arms which prevent him from saluting, he is to stand at attention when an officer passes. If an airman is walking, he is to turn his head smartly towards the officer when passing him, at the same time keeping his hands steady at his side, if possible.

3011. Airmen are to salute commissioned officers of the Royal New Zealand Air Force, the Royal New Zealand Navy, the Army, Commonwealth Services and Foreign Services at all times.

3012. An airman when standing still with a rifle is to turn towards the officer and butt salute when the officer is passing him.

3013. When passing an officer, an airman carrying a rifle is to salute as directed in Chapter 6.

3014. When an airman carrying a rifle approaches to address an officer, he is to halt two paces from the officer before saluting. Before withdrawing he is to salute for the second time, after which he is to turn about and march off in quick time, observing the same pauses between movements as when approaching an officer without arms.

Officer Cadets, and Air Force Cadets

3015. Officer Cadets and Air Force Cadets are subject to the same regulations for saluting as airmen.

Trumpeters

3016. A trumpeter carrying a trumpet is to salute by placing the "bell" of the trumpet on the right hip. The trumpet is to be held in the right hand with the mouthpiece pointing upwards to the right front at an angle of 45 degrees and the trumpeter is to turn his head towards the officer.

When Wearing Civilian Clothes

3017. Officers and airmen are to pay and return compliments by raising the hat when wearing civilian clothes. If the airman is not wearing headdress he is to pay compliments as laid down in para 3016. *3016*

During the Playing of the National Anthem

3018. When the National Anthem or a foreign national anthem is played, on any occasion other than as given in para 3025, all personnel not under the orders of an officer commanding a parade are to stand at attention, face the required direction and, if wearing uniform headdress, salute. When wearing civilian clothes men are to remove headdress.

3019. Individual officers and airmen are to stand at attention, headdress removed, whenever the National Anthem or any foreign national anthem is played within a building, unless otherwise ordered.
3020. Female service members are to conform to the above regulations, except that they do not remove their headdress in church or when an anthem is being played.
3021. When a party of airmen are on the march, the commander of the party is to halt them and he is to salute during the playing of the National Anthem.
3022. When a party of airmen are halted, the commander of the party is to call them to attention and he is to salute during the playing of the National Anthem.
3023. Sentries are to stand to attention during the playing of the National Anthem.

During the Hoisting or Hauling Down of the RNZAF Ensign

3024. On occasions when the RNZAF ensign is being hoisted or lowered at RNZAF Bases, all ranks within view of the ensign or within hearing of the trumpet calls are to stand at attention and are to face the flagstaff during the period when the ensign is being hoisted or hauled down. Officers are to salute.

Guard Salutes

3025. Officers and airmen are to stand at attention when the guard salute is being played.

Funerals

3026. Officers and airmen when passing a civilian or service funeral cortege are to salute the coffin.

Passing Troops or Naval Landing Parties with Uncased Colours

3027. Officers and airmen when passing troops or naval landing parties with uncased standards, guidon or colours, are to salute the standards, guidon or colours, except when carried by units forming part of an escort at a service funeral. Officers and airmen are to halt and are to face the standard, etc., before saluting. Cased colours are not to be saluted.

Note: The detail for paying compliments to colours, etc., is laid down in Chapter 30.

Boarding or Leaving HM Ships

3028. When boarding or leaving any of HM ships all ranks are to salute the quarter-deck.

Mechanical Vehicles

3029. The rider of a bicycle (pedal or motor) or the driver of a mechanical vehicle is not to salute when the vehicle is in motion. When the vehicle is stationary, the driver is to salute by turning his head smartly towards the officer passing him. On no account must the hands be removed from the handle bars or steering wheel.
3030. When seated on or in a mechanical vehicle, officers are to pay compliments by saluting with the right hand (if possible) or they are to follow the same procedures as laid down for airmen. Airmen when seated on or in a mechanical vehicle are to sit at attention, and, if facing the direction in which the vehicle is moving, they are to salute by turning the head in the direction of the officer. When facing any other direction they are to look straight to their front.
3031. Officers and airmen are to salute the occupant/s of a vehicle displaying either, a distinguishing flag or where no flag is flown, exposed star plates. Where no distinguishing emblem is visible and it is apparent that the occupant/s are entitled to a salute, then compliments must be paid.

Unarmed Parties on the March

3032. When an unarmed party is passing an officer entitled to a salute, the officer or airman in charge is to give the command EYES - RIGHT (or LEFT), and salute.

Compliments with the Sword

3033. The instructions for paying compliments with the sword are given in Chapter 8.

Bicycles

3034. An officer and airmen passing each other on bicycles are to pay and return compliments verbally when passing.

3035. A person astride or holding a stationary bicycle is to salute if such action can be done safely. The same applies to a person wheeling a bicycle. If a salute cannot be safely given, a verbal greeting/acknowledgment is to be made.

Within Buildings and Offices

3036. On entering and within the confines of buildings other than those which are their normal place of duty, all personnel are to wear service headdress. If a salute cannot be given to an officer, because of the confines of the area, a verbal greeting is to be made.

3037. Airmen are to salute when entering and leaving an officer's office.

3038. Officers are to salute when entering and leaving the office of another officer senior to themselves or as a mark of respect to peers.

Warrant Officers

3039. When warrant officers are carrying out the duties of an officer, they are to pay compliments as would a commissioned officer.

Saluting on Ceremonial Parades

3040. When the Reviewing Officer is being received, and for the salute following the Advance in Review Order, all officers are to salute.

3041. When a wing marches past by Squadrons in Close Column of Flights, the Wing Commander and Squadron Commanders only are to salute.

3042. In Column of Route, compliments are to be paid by Flights; the Wing Commander, Squadron Commanders, Flight Commanders, Wing and Squadron Adjutants and Warrant Officers are to salute.

3043. When a Squadron marches past by Flights, in column, compliments are to be paid by Flights; the Squadron Commander, Flight Commanders and Squadron Adjutant are to salute.

3044. When a Squadron marches past in Close Column of Flights, the Squadron Commander only is to salute while the remainder are to turn their head and eyes in the direction ordered.

3045. Warrant Officers and Non-commissioned officers in command of Flights are to salute when marching past, if appropriate.

Note: For paragraphs 3054 and 3055 Wing and Squadron command personnel should salute on the command of the respective No 1 flight commander. However local conditions ie., parade ground restrictions, placement of marker posts, may dictate other arrangements be agreed upon in rehearsals. It is often the case that the Wing/Parade Commander has gone past the dignitary before the command is given.

Further Information on Compliments

3046. The honours and salutes to be given on ceremonial occasions are detailed in:

- a. DCO(F)(J) 27/1976 (Precedence and Honours for members of the Defence Council and Senior Officers of the Armed Forces when representing the Chiefs of Staff).
- b. DCO(F) Chapter 7 (Compliments to be paid).
- c. DFO(F)(J) 2/1978 (National Anthems).

Saluting to the Front at the Halt

3047. Saluting to the front at the halt is carried out in two movements. On the command **TO THE FRONT - SALUTE**.

- a. **One.** The right hand is to be brought up smartly with a sideways circular motion to the side of the head; the palm of the hand is to be to the front and the fingers and thumb fully extended and pressed together. The forefinger is to be 3cm behind and to the right of the right eye, the wrist is to be straight, and the elbow in line and square with the right shoulder.
- b. **Two.** The right hand is to be cut smartly to the side by the shortest way, without striking the thigh.

3002. When judging the time, a pause, equal to one pace in quick time, is to be observed between the two movements.

Saluting to the Right (or Left) at the Halt

3048. Saluting to the right (or left) at the halt is carried out in two movements. On the command

TO THE RIGHT (LEFT) - SALUTE.

- a. **One.** The head is to be turned sharply in the direction ordered. At the same time the movements detailed for saluting are to be carried.
- b. **Two.** The right hand is to be smartly returned to the side by the shortest way, without striking the thigh. At the same time the head is to be turned smartly to the front.

3002. When judging the time, a pause, equal to one pace in quick time, is to be observed between the two movements.

Saluting on the March in Quick Time

3049. Airmen are taught to salute to the front to accustom them to approach officers correctly (the pause between the two salutes represents the delivery or receipt of a message).

3050. Airmen are taught to salute to the right (or left) to accustom them to salute officers correctly when passing them.

3051. Airmen are to be practised in saluting to the right (or left) when marching two or three abreast, and saluting points are to be placed at intervals for this purpose; the airman nearest the saluting point is to indicate the time. They are to act together and are to start the salute three paces before reaching the saluting point.

3052. The reason for teaching airmen the movement 'Saluting to the front on the march' is to accustom them to salute correctly when officers are crossing their line of approach.

3053. On the command **AT THE HALT - SALUTE** which is to be given on the right foot, airmen are to halt, observe a pause equal to one pace in quick time, and then salute to the front. After completing the

salute, airmen are to observe a pause equal to four paces in quick time, and then salute for the second time. After the second salute airmen are to observe a pause equal to one pace in quick time, turn about, observe another pause equal to one pace in quick time, and then start marching (starting with the left foot).

3054. On the command **TO THE RIGHT (LEFT or FRONT) - SALUTE** which is to be given on the left foot, as full pace forward with the right foot is to be completed and arms checked to the side. When the left foot again touches the ground, the head is to be turned smartly in the direction ordered and the salute is to be given. After marching four paces at the salute, the right arm is to be brought to the side and the head turned to the front as the right foot comes to the ground. During the salute the left arm is to be kept steady at the side. The normal arm swing is to be resumed as the next forward pace is taken with the left foot.

Eyes Right (or Left) and Eyes Front

3055. On the command **EYES - RIGHT (LEFT)** which is to be given on the left foot, a full forward pace is to be completed with the right foot, and when the left foot again comes to the ground the head is to be turned smartly in the direction ordered.

3056. On the command **EYES - FRONT** which is to be given on the left foot, a full forward pace is to be completed with the right foot, and when the left foot again comes to the ground the head is to be turned smartly to the front. During these movements the arms are to swing in the normal manner.

Officers

3057. Officers, when in charge of units on the march requiring to salute as a unit, are to give their orders on the successive left feet so that a smooth order/action results. Officers saluting actions are to be carried out on successive left feet.

3058-3999 Reserved.

PART 1**CHAPTER 4 : FOOT DRILL**

4001. During the initial stages of training in foot drill, instruction is to be given in open order.

4002. Exercises are to be taught first by numbers and when proficiency has been obtained by judging the time. A pause equal to one pace in quick time is to be observed between successive movements except where otherwise stated.

Formation of a Flight

4003. A marker is to be detailed. On the command

FLIGHT - MARKER

the marker is to come to attention, march out in quick time and halt, facing the instructor at a distance of three paces, and stand at ease. On the command

ON - PARADE

the marker and flight are to come to attention. The flight is to observe a pause equal to one pace in quick time, and is then to march forward and form up in three ranks with two men covering the marker forming the first file, the remainder forming up on the left of the first file. After observing a pause equal to one pace in quick time, all airmen, with the exception of the right file are to turn their heads and eyes to the right; at the same time airmen in the front rank are to raise their left arms fully extended with hands clenched and the back of the hand upward, knuckles touching the shoulder of the man immediately to their right. The right-hand man of the front rank is to turn his head and eyes to the left. After observing a pause equal to one pace in quick time, each airman is to take up his dressing in line by moving with short quick paces until he is just able to see the lower part of the face of the second man beyond him. The shoulders are to be kept square to the front, without bending the body or the head backward or forward. Airmen in the centre and rear ranks are to cover airmen in the front rank at one pace distance.

4004. If there are only two men in any file, the centre rank is to be left blank; and if there is only one man, the centre and rear ranks are to be left blank. Incomplete files are to be positioned as the second file from the left flank. These are to be known as blank files.

4005. A blank file of one man in a flight, which when halted has been turned about, is to take two paces forward.

4006. Less than nine airmen are to be formed up as a squad in two ranks with the same interval between men.

Dressing

4007. Each individual is responsible for his correct dressing on parade. This principle applies during all parade movements.

4008. To correct the dressing of a flight/squadron/wing, the flight/squadron/wing commander is to give the command RIGHT (or LEFT) - DRESS. When the dressing has been corrected the order EYES - FRONT is to be given. Dressing is to be carried out as expeditiously as possible. The drill for the dressing will be the same with and without weapons.

4009. On the command

RIGHT - DRESS

each airman, except the right-hand man of each rank, is to turn his head to the right. Airmen in the front rank of the parade are to raise their left arms, hands clenched, the backs of the hands upwards with the knuckles touching the shoulder of the man immediately on their right. After this movement, there is to be a pause equal to one pace in quick time and then each airman is to take up his dressing in line by moving with short quick paces until he is able to see the low part of the face of the second man beyond him. (The shoulders are to be kept square to the front without bending the body or head forward or backward.) Airmen in the centre and rear ranks are to cover airmen in the front rank at one pace distance. On the command

LEFT - DRESS

exactly the same procedure is to be followed, except airmen are to turn their heads to the left.

4010. On the command

EYES - FRONT

each airman, except the right- (or left-) hand man of each rank, is to turn his head smartly to the front. The men in the front rank are to bring their arms smartly to their sides, by withdrawing the arm inwards to clear the rifle of the next man, and quickly punching it down the side of the body to resume the position of attention.

Dressing without Intervals

4011. Dressing without intervals is to be carried out when space is very limited, when an address is being given, or when forming a guard of honour in two ranks. The general principle for dressing without intervals are the same as those given in para 4009, except that the arm is not to be raised and the distance is to be about 25 cm from shoulder to shoulder.

4012. When it is necessary to dress without intervals the command

WITHOUT INTERVALS, RIGHT (LEFT) - DRESS

is to be given.

The Position of Attention

4013. On the executive part of the word of command

ATTEN - TION

the left foot is to be brought smartly into the right, without stamping, and the arms brought to the sides. (The knee is to be slightly bent during this movement to allow the foot to be raised no more than 15 cm.) The heels are to be together and in line. The toes of the feet are to be turned outwards at an angle of approximately 45 degrees. 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 downwards 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 arm (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. Breathing is not to be restrained and no part of the body is to be stiff or strained.

4014. The position of attention is one of alertness in readiness for a word of command and the muscles of the body are therefore to be controlled to await any order that may be given.

Standing at Ease

4015. On the command

STAND AT - EASE

the left foot is to be placed, smartly, without stamping, 30 cm to the left (the knee is to bend slightly during this movement to allow the foot to be raised no more than 15 cm) and the weight of the body is to rest evenly on both feet. At the same time the hands are to be placed behind the back. The back of the right hand is to be placed in the palm of the left hand, thumbs are to be crossed right over left, and the arms are to hang easily to their full extend. (Although this position is more relaxed than that of Attention, no movement is to be made.)

Standing Easy

4016. 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 movement is not to be allowed.

4017. Airmen standing easy are to assume the position of Stand at Ease as soon as a cautionary work of command is given, so as to be ready to carry out the next command.

Turns at the Halt

- Notes:
1. During all turning movements the arms are to be kept close to the sides as for the position of Attention.
 2. The detail for turning to the left and inclining to the left is the same as for movements to the right, except that the word Left is to be substituted for the word Right.

4018. Turns at the halt are divided into two movements. On the command

RIGHT - TURN

- a. **One.** A turn is to be made to the right through 90 degrees, on the right heel and the left toe, by raising the left heel and the right toe; 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 weight of the body is to be on the right foot.
- b. **Two.** The left heel is to be brought smartly up to the right heel without stamping. At the same time the knee is to be bent sufficiently for the foot to clear the ground by 15 cm.

Inclining to the Right or Left

4019. Inclining is carried out as for turns at the halt except that the body is turned through no more than 45°.

Turning About

4020. The about turn is carried out in two movements. On the command

ABOUT - TURN

- a. **One.** A turn about is to be made on the right heel and the left toe, by raising the right toe and the left heel; both knees are to be kept straight and the body is to be erect. When this preliminary movement is completed, the right foot is to be flat on the ground and the left heel raised, both knees are to be straight and the weight of the body is to be on the right foot.
- b. **Two.** The left heel is to be brought smartly up to the right without stamping. The knee is to be bent sufficiently for the foot to clear the ground by 15 cm.

Saluting to the Front when Halted

4021. Saluting to the front when halted is carried out in two movements. On the command

TO THE FRONT - SALUTE

- a. **One.** The right hand is to be brought smartly, with a circular motion, to the head; the palm of the hand is to be to the front and the fingers and thumbs fully extended and held close together. The forefinger is to be 25 mm behind and to the right of the right eye, the wrist is to be straight, and the elbow in line and square with the right shoulder.
- b. **Two.** The right hand is to be brought smartly down to the side by the shortest route, without striking the thigh, to resume the position of attention.

4022. When judging the time, a pause, equal to two paces in quick time, is to be observed between the two movements.

Saluting to the Right (or Left) when Halted

4023. Saluting to the right (or left) when halted is carried out as for the salute to the front except that the head is turned sharply in the direction ordered on the first movement, and returned sharply to the front on the second movement.

4023-4999 Reserved.

PART 1**CHAPTER 5 : MARCHING****MARCHING IN SLOW TIME****The Balance Step**

5001. The Balance Step is an effective method of teaching airmen to control the muscles and limbs, and to acquire correct balance and erect carriage. It is also a useful preliminary in training airmen to march in slow time. When the airman 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 he is moving forward with only a short pause between the movements.

5002. On the command

BALANCE STEP, LEFT FOOT - FRONT

the head and 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 30 cm) and turned outward at the same angle as when halted, with the toes pointing towards, and 5 cm from, the ground. The left leg is to be kept straight and the foot is to be stretched as it comes forward. The right leg is to be kept straight and the body is to be balanced on the right foot.

5003. On the command

FOR - WARD

the left foot is to be advanced forward in an even movement to complete a pace of 75 cm. The leg is to be straight with the toes pointing downwards, and the foot is to be placed firmly on the ground. At the same time the weight of the body is to be transferred to the left foot. The right foot is to be raised off the ground, with the leg straight and the foot stretched so that the toes are pointing towards and about 5 cm from the ground.

5004. On the command

RIGHT FOOT - FRONT

the right foot is to be advanced smartly about 30 cm 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 time as when halted. The toes are to be pointed towards and about 5 cm from the ground. The left leg is to be kept straight and the body balanced on the left foot.

5005. On the command

HALT

which is to be given when the right foot is forward and on the ground, a full forward pace is to be completed with the left foot and the right foot brought smartly up in line with the left foot.

Marching

5006. On the command

SLOW - MARCH

the left foot is to be advanced evenly to complete a pace of 60 cm. 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. The arms and hands are to be kept steady at the side. Without pause a similar pace is to be taken with the right foot, and the forward movement continued in slow time. The body is to be well balanced over the thighs. Each leg, as it swings

forward, is to be bent sufficiently at the knee to enable the foot to clear the ground. After the initial pace of 60 cm, marching is to continue with 75 cm paces.

5007. On the command

HALT

which is to be given when the right foot is forward and on the ground, a forward pace is to be completed with the left foot and the right foot brought smartly up in line with the left foot.

Marking Time

5008. On the command

MARK - TIME

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, after which marking time is to start with the left foot. Each foot is to be raised alternately 225 mm from the ground without moving forward or backward. The foot, as it is raised, is to be pointed downwards and the leg (below the knee) to be perpendicular.

5009. On the command

HALT

which is to be given when the right foot is on the ground, one further movement is to be completed with the left foot, after which the right foot is to be brought smartly in line with the left.

5010. On the command

FOR - WARD

which is to be given when the left foot is on the ground and the right knee raised, a further movement is to be completed with the right foot and a slow march is to be resumed, starting with the left foot.

Changing Step on the March

5011. On the command

CHANGE - STEP

which is to be given when the right foot is forward and on the ground, a further pace is to be completed with the left foot, and the hollow of the instep of the right foot is to be brought up in line with the heel of the left foot. The left foot is then to be moved forward, and though the step is changed the timing is not lost.

Changing Step when Marking Time

5012. On the command

CHANGE - STEP

which is to be given when the right foot is on the ground, two successive movements are to be completed with the left foot, and marking time is to be restarted with the right foot.

Variation of Pace

5013. a. On the command

STEP - OUT

which is to be given when the left foot is forward and on the ground, a further pace is to be completed with the right foot, after which the pace is to be lengthened to 80 cm

starting with the left foot, without altering the marching time. (This step is used when a slight increase of speed is required without altering the time.)

- a. On the command

SLOW - MARCH

which is to be given when the left foot is forward and on the ground, a further pace of 80 cm is to be completed with the right foot, after which the pace is to be shortened to 75 cm starting with the left foot.

5014. a. On the command

STEP - SHORT

which is to be given when the left foot is forward and on the ground, a further pace of 75 cm is to be completed with the right foot, after which the pace is to be shortened to 50 cm starting with the left foot, without altering the marching time. (This step is to be used when a slight decrease of speed is required without altering the time.)

- a. On the command

SLOW - MARCH

which is to be given when the left foot is forward and on the ground, a further pace of 50 cm is to be completed with the right foot, after which the pace is to be lengthened to 75 cm, starting with the left foot.

Turnings on the March

5015. The Balance Step is a useful method of instruction for preliminary training in drill movements, but is only used as an instructional aid. Movements are to be carried out in slow time when this step is used.

5016. a. 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 three inches in front of the right toe. The weight of the body is to be turned to the right. At the same time the right foot is to be advanced smartly about 30 cm 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.)

- a. On the command

FOR - WARD

a forward pace of 75 cm is to be completed with the right foot, and marching resumed in slow time.

5017. On the command

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 and a turn to the right is to be made by turning the left foot diagonally to the right and placing it on the ground about 75 mm in front of the right toe. The weight of the body is to be transferred to

the left foot, the body turned to the right, and the right foot advanced a full forward pace in the new direction. Marching is to be continued in slow time.

5018. The movement for the command

RIGHT IN - CLINE

is to be carried out in the same manner as for the right turn except that only a half turn is to be made.

5019. On the command

ABOUT - 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 and the body is then to be turned about to the right by marking time for three slow beats, turning the body progressively with each beat. Marching in slow time is then to be resumed with the right foot.

5020. The details for the Balance Step movement to the Left is the same as that for the Right, except that the word Left is to be substituted for the word Right.

MARCHING IN QUICK TIME

The Quick March

5021. On the command

QUICK - MARCH

the left foot is to be advanced evenly to complete a pace of 60 cm. 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 lightly clenched with the thumb on top and touching the forefinger, the right arm is to swing forward and the left arm is to swing to the rear level with the belt. This forward movement is to be continued in quick time. The legs are to swing 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. After the initial step of 60 cm, marching is to continue with 75 cm steps.

5022. On the command

HALT

which is to be given as the right foot is forward and on the ground, a full forward pace is to be completed with the left foot, and the right foot is to be brought up smartly in line with it, without undue bending of the knee. The arms are to be brought to the sides in the position of Attention.

5023. The detail for the command

MARK - TIME

is the same as that for slow time (carried out in quick time), except that the foot is raised 15 cm above the ground. The arms are to be brought to the sides and kept steady.

5024. The detail for the command

FOR - WARD

is the same as that for slow time (carried out in quick time).

5025. The detail for the command

CHANGE - STEP

is the same as that for slow time, except that in quick time the arms are to be brought to the sides and kept steady during the execution of the change.

Variation in Pace

5026. The detail of variation in pace is the same as that for slow time (carried out in quick time).

Turnings on the March

5027. The detail for turning and inclining is the same as that for slow time (carried out in quick time). When turning in quick time, the arms are to be kept steady at the sides.

Moving Forward or Backward a Given Number of Paces

5028. A formation may be moved forward or backward a maximum of four paces. This movement is to be used only when it is necessary for airmen to be moved forward or backward a short distance onto a marker or alignment.

5029. On the command

.... PACES FORWARD (BACKWARD) - MARCH

the formation is to move forward (backward) the number of paces ordered, starting with the left foot. Arms are to be kept steady at the sides.

Open and Close Order

5030. On the command

OPEN ORDER - MARCH

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

5031. On the command

CLOSE ORDER - MARCH

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

*** Moving Sideways a Given Number of Paces**

5032. A formation may be moved sideways a maximum of 10 paces. This movement is to be used only when it is necessary for airmen to be moved to the left or right over a short distance to a given point or marker.

5033. On the command

... PACES RIGHT (or LEFT) SIDEWAYS - MARCH

the right (left) foot is to be placed 30 cm to the right (left) and the left (right) 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 bent sufficiently to enable the foot to clear the ground by 5 cm during the movement. The whole movement should be carried out in strict cadence, ie, 120 paces per minute.

***NOTE:** When the number of paces for moving sideways are specified, they are not to exceed four in number. If it is required to move a formation a greater number of paces than four up to the maximum of 10 paces, then the command is to be

RIGHT (or LEFT) SIDEWAYS - MARCH

The formation acts as detailed in Para 5031. The command "Halt" is to be given when both heels are together. The formation is then to take a further pace in the direction ordered before bringing the other foot in to the position of attention. If a formation is to be moved a greater distance sideways than 10 paces it is to be turned in the required direction and marched.

Quick March to Slow March

5034. On the command

INTO SLOW TIME, SLOW - MARCH

which is to be given when the right foot is forward and on the ground, a full forward pace is to be completed in quick time with the left foot. The right foot is then to be brought in beside the left as for the halt and the arms brought smartly to the side. The next movement of the left foot is to be the first pace in slow time.

Slow March to Quick March

5035. On the command

INTO QUICK TIME, QUICK - MARCH

which is to be given when the right foot is forward and on the ground, a full forward pace in slow time is to be completed with the left foot and the right foot is then to be brought in beside the left as for the halt. On the next beat in quick time the first pace in quick time is to be taken with the left foot and the arms are to be swung at the same time.

MARCHING IN DOUBLE TIME

The Double March

5036. On the command

DOUBLE - MARCH

individuals are to step off with the left foot and double march on their toes with easy swinging strides. The body is to be inclined slightly forward, but a correct carriage is to be maintained. The feet are to be raised a few centimetres from the ground during each pace, and the thigh, knee and ankle joints are to work freely without stiffness. The whole body is to be carried forward without unnecessary effort, by a push from the rear foot. The rear foot is then to be brought straight to the front and the toes placed lightly on the ground. The arms are to swing easily from the shoulders and are to be sufficiently clear from the body to allow full freedom of the chest. The arms are to be bent at the elbow, the forearm forming an angle of about 135 degrees with the upper arm (midway between the straight arm and the right angle at the elbow). The hands are to be slightly clenched, the backs facing outwards. The shoulders are to be kept steady and square to the front. The head is to be erect.

5037. On the command

HALT

which is to be given when the right foot is forward and on the ground, the forward movement of the body is to be checked in three paces, after which the right foot is to be brought up in line with the left foot (in double time). At the same time the arms are to be brought to the sides in the position of Attention.

5038. On the command

DOUBLE MARK - TIME (from DOUBLE - MARCH)

which is to be given when the right foot is on the ground, two more paces are to be completed, after which each airman is to mark time starting with the left foot. When marking time, each foot is to be raised alternately nine inches from the ground without moving forward or backward. The foot as it is to be pointed downwards and the leg (below the knee) is to be perpendicular. The arms are to be held in the same position as when double marching, but kept steady at the sides.

5039. On the command

DOUBLE MARK - TIME (from the HALT)

each airman is to double mark time starting with the left foot.

5040. On the command

FOR - WARD

which is to be given when the left foot is on the ground and the right knee is raised, a further movement is to be completed with the right foot and the double march is to be resumed starting with the left foot.

Changing from Quick Time to Double Time

5041. On the command

INTO DOUBLE TIME, DOUBLE - MARCH

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 and the first pace in double time is to be taken with the left foot.

Changing from Double Time to Quick Time

5042. On the command

INTO QUICK TIME, QUICK - MARCH

which is to be given when the left foot is forward and on the ground, the forward movement of the body is to be checked in three paces (in double time) and the first pace in quick time is to be taken with the left foot. The movements are the same for going from double mark-time to marching in quick time.

5043-5999 Reserved

PART 2**FORMATION DRILL****CONTENTS**

Chapter	Title
11	Drilling a Flight
12	Flight Drill
13	Squadron Drill
14	Procedure for a Squadron Parade
15	Wing Drill
16	March Discipline

PART 2**CHAPTER 11 : DRILLING A FLIGHT****Object**

11001. The object of rehearsing a flight in drill routines is to ensure that when personnel are required to take their place in a flight, they are capable both individually and as a unit, to carrying out any movements or formations as may be required by the flight commander.

Directing Flank

11002. When a flight moves off, the directing flank is to be indicated by the command

BY THE RIGHT (OR LEFT), QUICK - MARCH

11003. When a flight is moving diagonally in line, the directing flank is to be that towards which the flight is inclining.

11004. When a flight is marching in a 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 is given, by the command

BY THE RIGHT (OR LEFT)

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

11005. When a flight or unit is marching on a road, the left flank is normally to direct.

11006. When a flight is moving diagonally in sections of threes, the directing flank is that towards which the flight is inclined.

11007. When a flight which is in sections of threes is required to wheel, the pivot-flank is to be the directing flank during the wheeling movement. The flight is to march by the original flank of direction on completion of the wheel.

Variation of Time

11008. This section of the manual deals with the movements of a flight in quick time; therefore when a movement is to be carried out in slow or double time, the word "Slow" or "Double" is to be substituted for the word "Quick".

Moving with Weapons

11009. When carrying rifles, all movements are done at the position of Attention.

11010. When a flight is marching in double time, rifles are to be carried at the high port.

Sizing a Flight

When sizing a flight, the tallest man of the flight is to be placed in the front of the right-hand man as a marker.

11011. On the command

**TALLEST ON THE RIGHT, SHORTEST ON THE LEFT,
IN SINGLE RANK SIZE**

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

FLIGHT - NUMBER

airmen are to number from the right to left. On the command

ODD NUMBERS, TWO PACES FORWARD - MARCH

the even numbers are to stand fast and the odd number are to take two paces forward. On the command

NUMBER 1 STAND FAST, RANKS, RIGHT AND LEFT - TURN

the odd numbers with the exception of No. 1, are to turn to the right and the even numbers are to turn to the left. On the command

FORM FLIGHT, QUICK - MARCH

airmen, with the exception of No. 1, are to step off. The even numbers are then to wheel to the right and follow the original left-hand man of the odd numbers. No. 3 is to halt one pace in rear of No. 1; No. 5 is to halt one pace rear of No. 3; No. 7 is to be to the left of No. 1; No. 9 in rear of No. 7, and so on.

Airmen, on reaching their respective places, are to turn to their left and take up dressing by the right.

11012. When the ground does not permit the sizing in single rank, airmen are to be sized in three ranks at Open Order. The same procedure is to be carried out by each rank, with the exception that on the command

FORM FLIGHT, QUICK - MARCH

airmen of the odd-numbered ranks are to turn to the front and take up their dressing by the right. The even numbers are to march forward a set number of paces according to the size of the flight and are to wheel to the right and form up on the left of the odd numbers and take up their dressing by the right.

Movements of a Flight in Line

11013. On the command

BY THE RIGHT (OR LEFT), QUICK - MARCH

the flight is to step off. The front man of the file on the flank which had been named is to select points ahead of him so as to maintain direction. The men of each rank, with the exception of the directing file, are to glance occasionally to the named flank (without turning the head) in order to maintain their dressing. The men of the centre and rear ranks are to maintain their covering and distance from the rank in front.

11014. A blank file consisting of one airman is to be with the leading rank at all times. When a flight is turned about on the march, the airman is to mark time for two paces on the command

ABOUT

and thus gain his position on the new leading flank before the turn is completed. When the flight is turned about at the halt, he is to take two paces forward after turning about.

11015. When a flight is required to move to the rear for a short distance before resuming the original direction, the following commands are to be given:-

FLIGHT WILL RETIRE, ABOUT - TURN

and on completion

FLIGHT WILL ADVANCE, ABOUT - TURN

and the ranks are not to be changed.

Right/Left Incline

11016. On the command

FLIGHT, RIGHT/LEFT IN - CLINE

the flight is to turn in the direction ordered. The right/left-hand man of the front rank is to select points ahead in order to maintain direction. The men of each rank, with the exception of the directing file, are to maintain their dressing by the right flank. The men of the centre and rear ranks are to maintain positions relative to the men in the rank in front, so that they cover correctly when they are again turned into line. When a flight is required to move in the original direction, the command

FLIGHT, RIGHT/LEFT IN - CLINE

is to be given.

Forming Two Ranks from Three

11017. On the command

FLIGHT, FORM TWO - RANKS

the 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, and the left foot is to be brought into the right. 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, and are to bring the left foot back into the right.

Forming Three Ranks From Three

11018. On the command

FLIGHT, FORM THREE RANKS

the odd numbers of the original centre ranks are to take a pace to the rear with the left foot, a pace to the right with the right foot, and the left foot is to be brought into the right. 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, and the left foot is to be brought into the right. When a flight is in the retired position (i.e. with the rear rank in the front), the movements detailed above are to be reversed. On completion of the movement the command

FLIGHT, RIGHT (OR LEFT) - DRESS

is to be given.

Movement of a Flight in Column of Threes

11019. When a flight is required to move from one point of assembly to another, they are to march in column of threes. When there is a blank file consisting of one man, he is to be on the directing flank.

11020. A test of good marching in threes is indicated by the position of the men when they are turned into line. There should be no gaps or irregularities in a line after turning, and the flight should occupy the same frontage as before it moved to a flank. This test is to be applied during the instruction of airmen and any carelessness in the maintenance of the exact distance and interval is to be checked immediately.

Turning to a Flank from Line when Halted

11021. On the command

MOVE TO THE RIGHT (OR LEFT) IN THREES (OR LEFT) - TURN

the flight is to turn in the direction indicated.

Forming Line from Threes Facing a Flank when Halted

11022. On the command

FLIGHT WILL ADVANCE, LEFT (OR RIGHT) - TURN

the flight is to turn in the direction indicated.

Turning to a Flank from Line when Marching

11023. On the command

MOVE TO THE RIGHT (OR LEFT) IN THREES, RIGHT (OR LEFT) - TURN

the flight is to turn in the direction indicated.

Forming Line from Threes when Marching

11024. On the command

FLIGHT WILL ADVANCE, RIGHT (OR LEFT) - TURN

the flight is to turn in the direction indicated.

Changing Direction

11025. On the command

CHANGE DIRECTION RIGHT (OR LEFT), RIGHT (OR LEFT) - WHEEL

the right- (or left-) hand man of the leading sections of threes on the inside of the turn is to move round on the arc of a circle (120 cm) and step six short paces of 30 cm to enable the other two men of the section to wheel with him. They are to look inwards towards him as they wheel. When the section has wheeled through a quarter of a circle, it is to lead on in the new direction and the men are to turn their heads to the front without looking inwards.

11026. When a flight is ordered to halt or mark time and only part of it has wheeled in the new direction, the command

REAR THREES - COVER

is to be given. The sections of threes which have not wheeled are to cover those sections which have wheeled and are to move to their places by the shortest route.

11027. When a flight is required to wheel at an angle less than a complete right or left wheel the command

FOR - WARD

is to be given when the leading section of threes is facing in the required direction.

Forming Two Files and Single File from Three Files, and Vice Versa

11028. On the command

FORM TWO - FILES (Marching to the Right)

the odd numbers of the centre ranks are to disengage to the left rear and take up their position behind their respective front rank men. At the same time, the even numbers of the centre rank are to disengage to the right-rear and take up their position behind their respective rear rank men. Airmen are to adjust their correct distance in succession from front to rear.

11029. On the command

FORM SINGLE - FILE (Marching to the Right)

the airmen of the file on the right are to take up their position behind the airmen on their left. Airmen are to adjust their correct distances in succession from front to rear without further orders.

11030. On the command

FORM TWO - FILES

the airmen of the original file are to take up their positions on the right of the men immediately in front of them. During this movement the leading man of the left file is to step short; the remainder are to correct their distance and dressing and are then to step short. When the flight is re-formed the flight commander is to give the order "QUICK - MARCH".

11031. On the command

FORM THREE - FILES

the odd numbers of the original centre ranks are to disengage to their right front and take up their positions abreast of their respective front and rear rank men. At the same time the even numbers of the original centre ranks are to disengage to their left front and take up positions abreast of their respective front and rear rank men. During this movement the leading men of the rear and front ranks are to step short; the remainder are to correct their distance and dressing and are then to step short. When the flight is re-formed the flight commander is to give the order "QUICK - MARCH".

11032. The movements detailed above are to be reversed when a flight is moving with the left flank leading.

Dismissing Without Weapons

11033. On the command

DIS - MISS

airmen are to turn half-right, observe a pause equal to four paces in quick time, then march off the parade ground in quick time.

11034. If an officer is to be present, a warrant officer or non-commissioned officer, is to give the command

OFFICER ON PARADE, DIS - MISS

Airmen are to turn half right, observe a pause equal to two paces in quick time, and salute. On completion of the salute they are to observe a pause equal to four paces in quick time, and then leave the parade ground as directed in para. 11033. Where an officer requires airmen under his command to be dismissed, he is to order a warrant officer or non-commissioned officer to dismiss them, and the officer is to return the salute.

Dismissing with Weapons

11035. Airmen armed with rifles are to be dismissed at the Shoulder and on the command

DIS - MISS

they are to carry out the procedure laid down in paras. 11033 and 11034.

Forming Hollow Square

11036. For instructional purposes instructors may use the hollow square formation. The square may only be formed from a flight in three ranks. On the command

FORM A HOLLOW SQUARE, FRONT RANK STAND FAST, CENTRE AND REAR RANKS, OUTWARDS - TURN

the centre rank is to turn left and the rear rank right. On the command

QUICK - MARCH

the centre rank steps off and wheels right. The rear rank steps off and wheels left. As the last man completes the wheel the following commands are given:

**CENTRE AND REAR RANKS - HALT
INWARDS TURN**

11037. The reverse actions are carried out to restore the airmen to a flight in three ranks. The commands are as follows:

**FORM THREE RANKS, FRONT RANK STAND FAST, CENTRE AND REAR RANKS, OUTWARDS - TURN
QUICK - MARCH
CENTRE AND REAR RANKS - HALT
INWARDS - TURN**

Changing Direction by Forming - At the Halt

11038. On the command

CHANGE DIRECTION RIGHT (OR LEFT), RIGHT (OR LEFT) - FORM

the right-hand (or left-hand) man of the front rank will make a full turn in the required direction and the remainder of the front rank a right (or left) incline. The centre and rear ranks will stand fast.

11039. On the command

QUICK - MARCH

The right-hand (or left-hand) man of the front rank will move forward three paces and mark time; the remainder will step off, the men of the centre and rear ranks conforming to the movements of the front rank, the whole will mark time when they come into their places in the new alignment.

11040. On the command

FOR - WARD

the whole flight will move forward in the new direction.

11041. If the command is "Change Direction Right (or Left), At the Halt, Right (or Left) - Form" the movement will be carried out as described above, except that on the command "Quick - March" the right-hand (or left-hand) man will advance three paces and halt and the remainder will halt as they come up in line with him.

Changing Direction by Forming - On the Move

11042. On the command

CHANGE DIRECTION RIGHT (OR LEFT), RIGHT (OR LEFT) - FORM

11043. The right-hand (or left-hand) man of the front rank will make a full turn in the required direction and the remainder of the front rank a right (or left) incline. The right-hand (or left-hand) man will move forward three paces and mark time; the remainder of the front rank after inclining will form up on the left (or right) of the right-hand (or left-hand) man and mark time. The centre and rear ranks will conform to the movements of the front rank by observing the block pace without inclining, and will mark time when they come into their places in the new alignment. The command is given as for a right (or left) turn.

11044. On the command

FOR - WARD

the whole flight will move forward in the new direction.

11045. If the command is "Change Direction Right (or Left), At the Halt Right (or Left) - Form" the movement is to be carried out as described above, except that on arrival on the new alignment each man will halt.

11046. The suggested sequence in which to teach forming is as follows:

From the Halt to the Halt.

From the Halt to the Move.

From the Move the Move.

From the Move to the Halt.

Forming Flight on Left or Right

11047. At the Halt
On the command

ON THE RIGHT (OR LEFT) FORM - Flight

the right-hand (or left-hand) man of the leading three will stand fast and the remainder of the flight will make a right (or left) incline.

On the command

QUICK - MARCH

the right-hand (or left-hand) man of the leading three will move forward three paces and mark time; the remainder will step off and form up in line on the right (or left) of the right-hand (or left-hand) guide, the centre and rear ranks conforming to the movements of the front rank. The whole will mark time when they come into their places in the new alignment.

On the command

FOR - WARD

the whole flight will move forward in time in the new direction.

11048. If the command is "At the Halt on the Right (or Left), Form - Flight" the movement will be carried out as in the paras above, except that on the command "Quick March" the right-hand (or left-hand) man will advance three paces and halt and the remainder will halt as they come up into their new alignment.

11049. On the Move

On the command

ON THE RIGHT (OR LEFT), FORM - Flight

the right-hand (or left-hand) man of the leading three will move forward three paces and mark time, the remainder of the flight will make a right (or left) incline and form up on the right (or left) of the right-hand (or left-hand) man, the centre and rear ranks conforming to the movements of the front rank, and mark time when they come into their places in the new alignment. The command is given as for a right (or left) turn.

On the command

FOR - WARD

the whole flight will move forward in line in the new direction.

- | 11050. If the command is "At the Halt on the Right (or Left), Form Flight" the movement will be carried out as described in above paras, except that on arrival on the new alignment each man will halt.
- | 11051. The suggested sequence in which to teach forming flight is as follows:
 - From the Halt to the Halt.**
 - From the Halt to the Move.**
 - From the Move to the Move.**
 - From the Move to the Halt.**
- | 11052. 11053-11999 Reserved.

PART 2

CHAPTER 12 : FLIGHT DRILL

Object of Flight Drill

12001. The object of flight drill is to ensure that when a flight is required to take its place in a squadron it is capable of carrying out any movement or formation that may be required by a squadron commander.

Formations

12002. A flight may be formed up as follows:

- a. Line
- b. Column of Route
- c. Column of Threes

12003. The flight is to be exercised in the movements laid down for squad drill.

12004. When a flight is formed up the positions of officers and non-commissioned officers are as follows:

- a. **Line**
 Flight Commander. Two paces in front of the centre of the flight.
 Supernumerary Officers. Equally spaced three paces in rear of the rear rank.
 Flight Sergeant. Two paces in rear of the centre of the rear rank.
 Supernumerary NCOs. Equally spaced two paces in rear of the rear rank.
- b. **Column of Route**
 Flight Commander. Two paces in front of and in the centre of the flight.
 Flight Sergeant and Supernumerary NCOs. One pace in rear of the flight.
 Supernumerary Officers. In sections of threes one pace in rear of the flight sergeant and supernumerary NCOs.
- c. **Column of Threes**
 All officers and NCOs. In the same relative positions as for a flight in line. They are to dress by a section of threes. In files, the officers and NCOs are to occupy the same relative positions as for a flight in line.
- d. When supernumerary warrant officers are on parade, their positions are as follows:
 - i. **Line.** At equal distances in the same rank as supernumerary NCOs.
 - ii. **Column of Route.** Completing the rear section of threes of supernumerary NCOs.

12005. When a single flight is exercising, the flight commander is to place himself in a position from which he can supervise to the best advantage.

12006. Corporals who are not required as guides and markers are to be in the ranks.

Correcting a Dressing

12007. On the command

FLIGHT, RIGHT (OR LEFT) - DRESS

the right (or left) guides and markers are to adjust their own positions. Airmen in the flight are to take up their own dressing from the guide and marker. When the dressing has been completed, the flight commander is to give the command

EYES - FRONT

12008. Arms are to be brought to the Attention before the flight is ordered to dress.

Changing Ranks

12009. When ranks are changed, the command

FLIGHT, ABOUT - TURN

is to be given. Supernumeraries are to turn about with the flight, then turn to their left and gain their new positions by marching round the left flank in quick time.

12010. When a flight is exercising with other flights, the flight commander is to turn to his right and move round by that flank in quick time.

Moving Backward

12011. When a flight is required to move back for a short distance, so as to resume its original front, the caution

FLIGHT WILL RETIRE

is to precede the order to turn about. When the flight is again required to turn about, the caution

FLIGHT WILL ADVANCE

is to be given. In both instances, the supernumeraries are to retain their positions.

Parading a Flight

12012. The flight should be formed up adjacent to the parade ground. On the command

FLIGHT

the flight will brace up and adopt the correct stand-at-ease position. On the command

MARKER

the marker is to come to attention, march out in quick time, halt facing the flight sergeant at a distance of three paces from him, and stand at ease. The flight sergeant is then to position himself in a place where he can best supervise the falling-in of the flight and give the command

ON PARADE

12013. On this command the airmen including the marker are to come to attention. The marker stands fast and the remainder of the flight march out in quick time and form up on the left of the marker. They are to automatically take up their dressing from the right. When the flight sergeant is satisfied that the dressing is correct he will give the commands

EYES FRONT, STAND AT EASE.

The Flight Sergeant is now to take up position two paces in front centre of the flight.

Roll Call

12014. The roll is now to be called. When an airman's name is called, he/she is to come to attention, answer "Flight Sergeant", "Sergeant" etc., and is to stand at ease after the name of the next airman is called. The last name should be so indicated by the Flight Sergeant, and that person should stand at ease having responded.

Handing Over

12015. While the flight is being paraded and the roll called, supernumerary officers are to form up in line facing the front of the flight at a distance of twenty paces, and stand at ease. The flight commander is to position himself three paces in rear of the flight sergeant.

12016. The Flight Sergeant, after calling the flight to attention, turns about, salutes the flight commander and reports the state of the flight. He is then to salute again, turn about and march to his position in rear of the flight.

12017. The flight commander will now give the command

FALL IN - THE OFFICERS

12018. On this command the officers are to come to attention, turn to the right, and march out to their respective positions in the rear of the flight, halt facing the right flank, and turn to the front together.

Inspection of a Flight

12019. If the flight commander intends to carry out an inspection the following procedure is to apply.

12020. **No Inspection of Arms.** The flight commander will give the command

**OPEN ORDER - MARCH
RIGHT - DRESS
EYES - FRONT**

12021. He will now carry out the inspection of the flight, accompanied by the Flight Sergeant one pace on his right and one pace to his front. After the inspection he is to give the commands

**CLOSE ORDER - MARCH
RIGHT - DRESS
EYES - FRONT**

12022. **Inspection of Arms.** If it is intended to inspect arms the flight commander's commands are

**OPEN ORDER - MARCH
RIGHT - DRESS
EYES - FRONT
FOR INSPECTION, PORT - ARMS**

12023. If he wishes to examine the barrels of the rifles, he is to give the command

EXAMINE - ARMS

12024. On the completion of the inspection the flight commander is to give the commands

**CLOSE ORDER - MARCH
RIGHT - DRESS
EYES - FRONT**

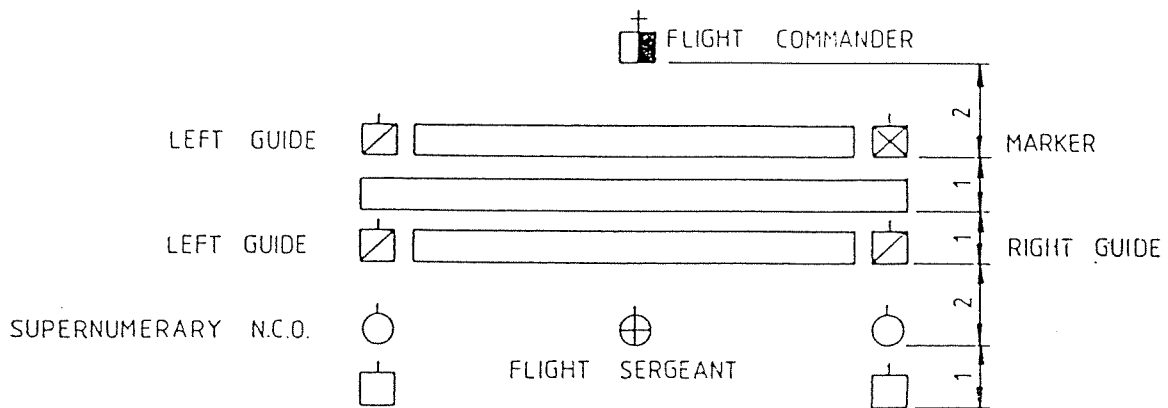
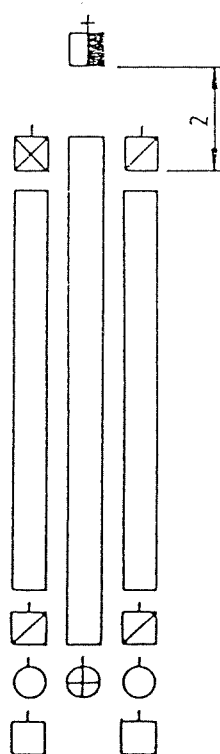
Dismissing a Flight

12025. When a flight is to be dismissed, the flight commander is to give the commands

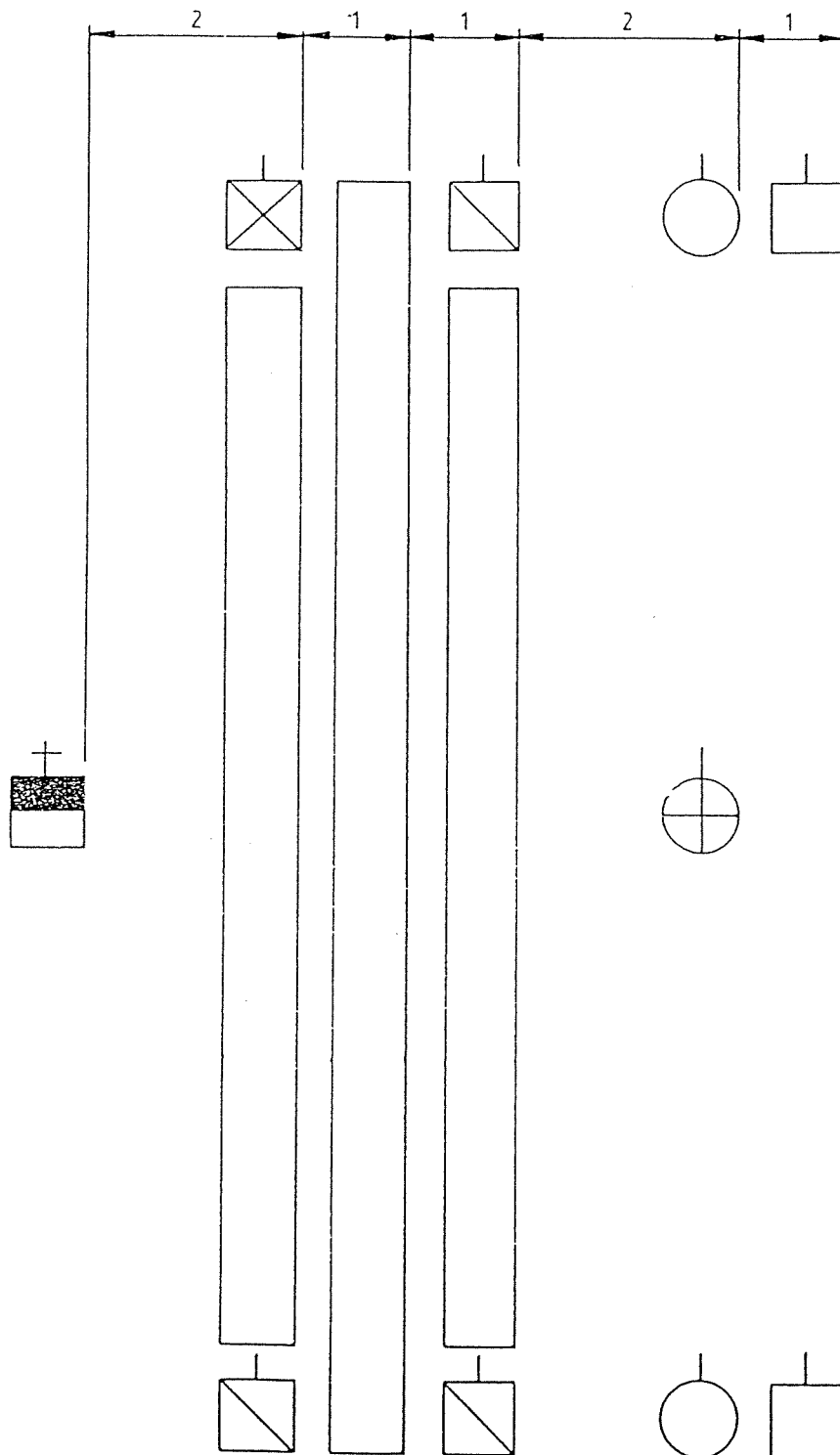
**FLIGHT ATTEN - TION
FALL OUT - THE OFFICERS**

12026. The supernumerary officers are to turn to their left, march out in quick time and halt in a semi-circle facing the flight commander at a distance of five paces from him. The officer on the right is to take one pace forward and all supernumerary officers are to take their time from him and salute together. After the salute, the right-hand officer is to take a pace back, give the commands, "**Officers, Right - Turn**" and "**Quick March**", then lead the officers off the parade ground and dismiss them. The flight commander is then to call for the Flight Sergeant and give him the necessary orders to dismiss the flight.

12027-12999 Reserved.

FLIGHT IN LINEFLIGHT IN COLUMN OF ROUTE

NOTE: UNLESS OTHERWISE STATED
ALL MEASUREMENTS IN THIS AND
OTHER DIAGRAMS ARE IN PACES OF
75 cm

FLIGHT IN COLUMN OF THREES

PART 2

CHAPTER 13 : SQUADRON DRILL

Object of Squadron Drill

13001. The object of squadron drill is to train flights to act together as parts of a squadron and to exercise the squadron in movements that may be required in wing drill.

Formations

13002. The squadron may be formed up as follows:

- a. **Close Column of Flights.** Flights on parallel and successive lines at 14 paces distance.
- b. **Column of Flights.** Flights on parallel and successive lines at a distance from one another equal to their own frontage and six paces.
- c. **Line.** Flights on one alignment at six paces interval.
- d. **Column of Route or Threes.** Flights in column of route or threes at six paces distance between flights.

13003. Unless otherwise ordered, the squadron is to be formed up in Close Column of Flights and is to dress by the right flank.

13004. When a squadron is formed up, the position of officers, warrant officers and non-commissioned officers is as follows:

- a. **Close Column of Flights**

Squadron Commander	Six paces in front of the centre of the leading flight.
Adjutant	Two paces in front of the right file of the leading flight.
Squadron Warrant Officer	Two paces in rear of the right file of the leading flight.

The remaining officers and non-commissioned officers are to be in positions laid down for a Flight in Line. In any change of direction or position, the squadron warrant officer is to retain his position relative to the right file of the leading flight. He is to supervise the direction, covering and distances of the right guides and markers when the squadron is marching.

- b. **Column of Flights.** In column of Flights the positions are as laid down for Close Column of Flights.
- c. **Line**

Squadron Commander	Six paces in front of the centre of the squadron.
Adjutant	Two paces in rear and one pace to the left of the squadron commander.
Squadron Warrant Officer	Two paces in rear of the right file of the flight on the right.

The remaining officers and NCOs are to be in the same relative positions as laid down for a Flight in Line.

- d. **Column of Route**

Squadron Commander	Six paces centrally in front of the leading guide and marker.
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Adjutant	Two paces in rear and one pace to the left of the squadron commander.
Squadron Warrant Officer	Two paces in rear and one to the right of the squadron commander.

The remaining officers and non-commissioned officers are to be in the same relative positions as for a Flight in Column of Route.

- e. **Column of Threes.** Officers, warrant officers and NCOs are to be in the same relative positions as laid down for a Squadron in Close Column of Flights or a Flight in Line.

13005. When a single squadron is exercising, the squadron commander is to place himself in a position from which he can supervise to the best advantage.

13006. If a change of front is required, the guides and markers are not to change their positions; the guides are to act as markers and vice versa.

13007. Warrant officers and NCOs who are acting as flight commanders are to take up their positions as laid down for flight commanders.

Dressing

13008. If it is necessary to correct a dressing, the squadron commander is to give the command

SQUADRON - RIGHT (OR LEFT) - DRESS

and, when the dressing has been completed

EYES - FRONT

13009. On the command

RIGHT (OR LEFT) - DRESS

flight commanders and the squadron adjutant are to turn about, and on the command

EYES - FRONT

they are to turn to the front.

13010. The dressing is to be carried out as follows:

- a. **Close Column of Flights and Column of Flights.** In Close Column of Flights and in Column of Flights, each flight is to dress on the guide and marker on the flank of direction. The squadron commander is then to give the command

EYES - FRONT

- b. **Line.** In the Line the squadron is to dress on the guide and marker of the flight on the flank of direction in the same manner as for a Flight in Line.

13011. When the squadron is marching, the guide and marker on the directing flank are to be responsible for maintaining the direction. The guides and markers in the rear are to be responsible for the covering and correct distance of their flights.

Turning About or Retiring

13012. The entire squadron is to turn about on the command

SQUADRON, ABOUT - TURN

13013. When a squadron is in Close Column, Column of Flights, or in Line, officers in front of their flights are to turn to the right and supernumeraries are to turn to the left and gain their new positions by marching round the flanks of their flights in quick time. When the order is given on the march, officer and supernumeraries are to gain their new positions in double time.

13014. When a squadron turns into Line from Column of Threes and the supernumeraries are to change positions after the turn as laid down in para 13013.

13015. When a squadron is required to fall back for a short distance in order to resume the original front, the caution

SQUADRON WILL RETIRE

is to precede the order to turn about. When the squadron is again required to turn about, the caution

SQUADRON WILL ADVANCE

is to be given. In each instance the flight commanders and supernumeraries are to retain their positions.

13016. The squadron commander is to give the executive commands for the movements which are to be carried out simultaneously by flights.

13017. When a squadron is required to halt as soon as a change of formation has been completed, the command is to be preceded by the caution

AT THE HALT

13018. Movements of a squadron from Close Column of Flights to Column of Threes or Route is to be carried out from Halt to Move, and movements from Column of Threes or Route to Close Column of Flights from Move to Halt.

13019. A squadron may consist of two or more flights. The instruction contained in the following paragraphs are for a squadron consisting of three flights, but they also apply to a squadron consisting of any other number of flights.

13020-13999 Reserved.

PART 2**CHAPTER 14 : PROCEDURE FOR A SQUADRON PARADE**

14001. The squadron is to assemble at the squadron parade ground five minutes before the time laid down for the parade. The squadron is to form up in line with No. 1 Flight on the LEFT. Flight roll calls are to be conducted by the Flight Sergeants as soon as flights are formed up. The Squadron Warrant Officer is to informally attain the flight strengths from the Flight Sergeants.

14002. The Squadron Warrant Officer (SWO) is to establish where he wants the marker of number 1 Flight to be standing once the squadron is marched on. The SWO will then position himself approximately 3 paces from this mark and then turn to face the squadron waiting to be marched on. On the command

SQUADRON, MARKERS

the marker from each flight is to come to attention, march and report to the SWO.

14003. Markers are to form up so that the No. 1 Flight marker is three paces in front of the SWO with the remaining markers in order of flights on the right of No. 1 Flight marker. The SWO is to remain facing the squadron.

14004. The SWO is then to give the orders:

MARKERS - ATTEN- TION

WITHOUT INTERVALS LEFT - DRESS

EYES - FRONT

NUMBER (markers are to call out the number of their flights)

OUTWARDS - TURN (No. 1 flight marker is to turn left and the remainder are to turn right)

14005. The SWO is now to detail the number of paces each marker is to march to achieve Close Column Distance. He is then to give the commands

INTO CLOSE COLUMN DISTANCE, QUICK MARCH

Note: Close column distance is as follows:

No. 1 Flight	STAND FAST	STAND FAST
No. 2 Flight	11 paces or	13 paces
No. 3 Flight	21 paces	25 paces
No. 4 Flight	31 paces	37 paces

14006. No. 1 Flight marker is to stand fast, and the remainder are to march forward the nominated number of paces. Each is to halt at the correct distance and remain facing the rear until the marker of the rear flight is in position. Working together, and in time with the rear marker, marker are to turn about and cover off No. 1 flight marker. The SWO is to cover off the markers front to rear then give the command

STAND AT - EASE

14007. The SWO is now to position himself six paces forward and to the side of the No. 1 flight marker from where he can best supervise the parade. He is then to give the command

MARCH ON

14008. Flights, acting under the orders of their Flight Sergeants are to march on to their markers, halt, advance, and stand at ease.

14009. The SWO now gives the following commands

SQUADRON ATTEN- TION
RIGHT - DRESS (the squadron dress by the right. Flight Sergeants are to turn about and supervise the dressing).
EYES - FRONT (Flight Sergeants turn about)
STAND AT - EASE

14010. Meanwhile, the squadron adjutant, at the same time as the flights march on to their markers, marches the officers on to the parade ground to a position not less than ten paces in front of the squadron. He gives the officers the commands

HALT, LEFT/RIGHT - TURN,
WITHOUT INTERVALS RIGHT - DRESS,
EYES - FRONT,
STAND AT - EASE.

The officers are to be formed up in the following order from right to left; No. 1 Flight Commander and supernumeraries, No. 2 Flight Commander and supernumeraries and so on for the number of flights in the squadron.

14011. The SWO takes up a position six paces in the front centre of the squadron and gives the command

SQUADRON ATTEN - TION

14012. Meanwhile, the Squadron Adjutant is to position himself two paces in rear of the SWO. The SWO is to turn about, salute, report the state of the squadron, salute again, turn right and march by the shortest route to take up position two paces in rear of, and covering the right file of the leading flight.

14013. As soon as the SWO is in position, the adjutant is to give the commands

SQUADRON, STAND AT - EASE
SQUADRON, ATTEN - TION
FALL IN THE OFFICERS

14014. Officers are to come to attention, turn right and march to their posts by the outer flanks of the flights. Flight Commanders and Flight Sergeants salute once, Flight Sergeants turn left and wheel into position to halt facing the rear in the centre of the flight two paces in rear of the rear rank. When the Flight Sergeant of the rear flight has gained his new position, supernumerary officers and the Flight Sergeants, taking their time from the rear flight sergeant, are to turn about together.

14015. The Squadron Commander is to position himself two paces behind the adjutant. The adjutant, turns about, salutes, hands over the parade to the squadron commander and gives him the parade state, salutes again, turns right and marches to his position two paces in front of No. 1 flight marker, halts and turns about. The squadron commander is to place himself in a position from which he can be supervise and exercise control over the squadron. His normal position is, however, six paces in the front centre of the squadron.

14016. If the Squadron Commander wishes to prepare the squadron for inspection he is to give the following commands:

SQUADRON, OPEN ORDER - MARCH
RIGHT - DRESS
EYES - FRONT

14017. The Squadron Commander will then detail his intentions for the inspection which might be for example, 'I will inspect No 1, 2 and 3 Flights, Nos 2 and 3 Flight Commanders stand your flights at ease.' The Squadron Commanders intentions are acknowledged by salutes from the Flight Commanders. Each Flight Commander is to face his flight, stand them at ease, then call them to attention on the approach of the squadron commander. The Flight Commander will then march to the right flank, salute and report his flight ready for inspection.

14018. The inspecting party is to consist of the Squadron Commander, accompanied one pace on his right front by the Flight Commander of the flight being inspected. Following the Squadron Commander is the SWO with the Squadron Adjutant on his right.

14019. After the inspection of each flight, the Flight Commander will stand his flight at ease. At the completion of the inspection the Squadron Commander will give the commands

**SQUADRON ATTENTION
CLOSE ORDER - MARCH
RIGHT - DRESS
EYES - FRONT**

14020. Alternatively the Squadron Commander may order the Flight Commanders to inspect their own flights thus:

**FLIGHT COMMANDERS INSPECT YOUR OWN FLIGHTS
CARRY ON**

14021. The Flight Commanders will salute, take two paces forward and turn about and prepare their flights for inspection as in flight drill. They will then carry out the inspection of their flights accompanied by their Flight Sergeant. The Flight Sergeant positions himself one pace to the right front of the flight commander during the inspection. At the conclusion of the inspection the Flight Sergeant returns to his normal position. No salutes are exchanged. When the inspection has been completed, Flight Commanders will close order and dress the flights as in flight drill.

Dismissing a Squadron

14022. The Squadron Commander is to give the commands:

**SQUADRON STAND AT - EASE
FALL OUT THE OFFICERS**

The Adjutant is to march out and position himself one pace right rear of the Squadron Commander. The officers of each flight are to turn left and march out in quick time and halt in a semi-circle facing the squadron commander at a distance of three paces from him with No. 1 flight commander first with his supernumeraries on his left, the No. 2 flight commander with his supernumeraries on his left and so on. No. 1 Flight Commander is to take one pace forward when all officers are in position, then all officers take their time from him and salute together. After the compliment has been returned by the Squadron Commander, No. 1 Flight Commander is to take one pace to the rear, order the officers to turn right and lead them off the parade ground and dismiss them. The Squadron Commander is then to call for the SWO who reports to the squadron commander and salutes. The Squadron Commander then give the orders for the dismissal of the squadron. The SWO salutes and takes up a position in the front centre of the squadron. The Flight Sergeants in the meantime, acting on the order 'Fall Out the Officers', turn left and march around the left flank of their flights, halt facing the right flank, turn left, and stand at ease carrying out all movements in unison.

14023. The Squadron Warrant Officer now gives the commands:

**SQUADRON ATTENTION
FLIGHT SERGEANTS CARRY ON**

Movements of a Squadron in Close Column of Flights

14024. The following commands in movements for a squadron in Close Column of Flights are to be used when:

- a. Advancing

SQUADRON, BY THE RIGHT (OR LEFT), QUICK - MARCH

- b. Retiring

SQUADRON WILL RETIRE, ABOUT - TURN

and at the end of the retirement

SQUADRON WILL ADVANCE, ABOUT - TURN

c. **Moving to a Flank with Flights in Threes**

**SQUADRON MOVE TO THE RIGHT (OR LEFT) IN THREES,
RIGHT (OR LEFT) - TURN
BY THE LEFT (OR RIGHT), QUICK - MARCH**

d. **Forming Column of Threes Moving to a Flank**

**SQUADRON MOVE TO THE RIGHT (OR LEFT),
IN COLUMN OF THREES, RIGHT (OR LEFT) - TURN**

whereupon the commander of the leading (or rear) flight is to give the command

NUMBER ... FLIGHT, LEFT WHEEL, BY THE LEFT, QUICK - MARCH

in sufficient time to gain his place in Column of Three. The flight is to wheel to the right when in line with the rear of the preceding flight.

Note: Unless otherwise ordered, a squadron in Close Column of Flights is to move to the right in Column of Threes from the right of the leading flight, and is to move to the left from the left of the rear flight. A squadron may, however, be moved to a flank in Column of Threes in any order of flights specified by the squadron commander.

e. **Forming Column of Route, Moving to a Flank**

**SQUADRON, MOVE TO THE RIGHT (OR LEFT) IN COLUMN OF ROUTE,
RIGHT (OR LEFT) TURN**

The detail is to be the same as for Column of Three, except that officers, warrant officers and non-commissioned officers, are to take up positions as for Column of Route after turning and before the flight moves off.

f. **Advancing or Retiring in Column of Threes**

**SQUADRON, ADVANCE (OR RETIRE) IN COLUMN OF THREES FROM THE RIGHT
(OR LEFT) RIGHT (OR LEFT) - TURN**

whereupon the commander of the leading (or rear) flight is to give the command

NUMBER ... FLIGHT, LEFT WHEEL, BY THE LEFT, QUICK - MARCH

The commander of each of the other flights is to give the command

NUMBER ... FLIGHT, LEFT WHEEL, BY THE LEFT, QUICK - MARCH

in sufficient time to claim his place in Column of Threes.

Note: Unless otherwise ordered, a squadron in Close Column of Flights is to advance in Column of Threes from the right of the leading flight and is to retire from the left of the rear flight. A squadron may, however, advance or retire in Column of Threes in any order of flights specified by the squadron commander.

g. **Advancing or Retiring in Column of Route**

SQUADRON ADVANCE (OR RETIRE) IN COLUMN OF ROUTE FROM THE RIGHT (OR LEFT), RIGHT (OR LEFT) - TURN

The detail is to be the same as for Column of Threes, except that officers, warrant officers and non-commissioned officers are to take up position for Column of Route after turning and before the flight move off.

- h. **Forming Line from Close Column of Flights Facing the Same Direction when Halted**

SQUADRON, ON THE LEFT, FORM LINE, REMAINDER MOVE TO THE LEFT IN THREES, LEFT - TURN, BY THE RIGHT, QUICK MARCH

whereupon the leading flight is to stand fast and the remaining flights are to turn as ordered. Each of the remaining flights is to be led by the left guide and marker by the shortest way to the position where it will be on the same alignment. When it has reached its position in line, the flight commander is to give the command

**NUMBER ... FLIGHT - HALT
FLIGHT WILL ADVANCE, RIGHT - TURN**

- j. **Advancing in Column**

SQUADRON ADVANCE IN COLUMN

whereupon the commander of the leading flight is to give the command

NUMBER ... FLIGHT, BY THE RIGHT, QUICK MARCH

Each of the remaining flights is to march off in a similar manner when the flight next in front has reached column distance.

Movements of a Squadron in Column of Flights

14025. The following commands and movements for a squadron in Column of Flights are to be used when:

- a. **Closing to Close Column of Flights**

SQUADRON, AT THE HALT, FORM CLOSE COLUMN OF FLIGHTS

whereupon the leading flight commander is to give the command

NUMBER ... FLIGHT - HALT

Each of the remaining flights is to be halted by its flight commander on reaching its position in Close Column of Flights.

Note 1: When the movement is carried out on the march the squadron commander is to give the command

SQUADRON, FORM CLOSE COLUMN OF FLIGHTS, REMAINDER DOUBLE - MARCH

whereupon the leading flight is to continue to advance in quick time. The commander of each of the remaining flights is to give the command

NUMBER ... FLIGHT, INTO QUICK TIME, QUICK - MARCH

when their flights have arrived at the correct distance.

Note 2: Close Columns of Flights can be formed at a specified number of paces distance by giving the command

SQUADRON, FORM CLOSE COLUMN OF FLIGHTS AT ... PACES

b. Forming Column of Route (or Threes)

**SQUADRON, ADVANCE (OR RETIRE) IN COLUMN OF ROUTE (OR THREES)
FROM THE RIGHT (OR LEFT), RIGHT (OR LEFT) - TURN.
FLIGHTS, LEFT WHEEL, BY THE LEFT,
QUICK - MARCH**

whereupon all flights are to move together.

Note 3: When a squadron is marching in a Column of Flights and flights are ordered to advance in Column of Route (or Threes) in succession, the squadron commander is to give the command

**SQUADRON, IN SUCCESSION, ADVANCE (OR RETIRE) IN COLUMN OF
ROUTE (OR THREES)**

The commander of the leading flight is to give the command

**NUMBER ... FLIGHT,
MOVE TO THE RIGHT IN THREES
RIGHT - TURN, CHANGE DIRECTION LEFT,
LEFT - WHEEL**

The commander of each succeeding flight is to give the same command when his flight arrives at the same position.

Note 4: Unless otherwise ordered, a squadron in Column of Flights is to advance in Column of Route (or Threes) in succession from the right of the leading flight and is to retire from the left of the rear flight.

Note 5: When flights are to be moved in succession to the right or left in Column of Route (or Threes), the squadron commander is to give the command

**SQUADRON, IN SUCCESSION, MOVE TO THE RIGHT (OR LEFT) IN COLUMN OF
ROUTE (OR THREES)**

c. Forming Line Facing the Same Direction

**SQUADRON, ON THE LEFT, FORM LINE, REMAINDER, LEFT IN - CLINE
QUICK MARCH**

whereupon the leading flight is to stand fast and the remaining flights are to act as in squad drill. When each flight arrives at the rear of its position in line, its commander is to give the command

NUMBER ... FLIGHT, RIGHT IN - CLINE

and when it reaches its alignment

NUMBER ... FLIGHT - HALT

Note 6: When a squadron is marching in Column of Flights, the squadron commander is to give the commands

**SQUADRON ON THE LEFT, FORM LINE, REMAINDER, LEFT IN - CLINE
DOUBLE MARCH**

whereupon the leading flight is to continue to advance in quick time and the remainder are to act as ordered. When each flight reaches the alignment, its commander is to give the command

**NUMBER ... FLIGHT, RIGHT IN - CLINE
INTO QUICK TIME, QUICK - MARCH**

instead of "HALT".

Movements in Line

14026. When a squadron is in line it may be ordered to carry out movements as for squad and flight drill. Forming Column of Flights or Close Column of Flights Facing the Same Direction when Halted.

**SQUADRON ON THE RIGHT, FORM COLUMN OF FLIGHTS (OR CLOSE
COLUMN OF FLIGHTS) REMAINDER, RIGHT - TURN
BY THE LEFT, QUICK - MARCH**

whereupon the flight on the right is to stand fast. Each of the remaining flights is to be led by the right guide and marker by the shortest way to its position in Column of Flights (or Close Column of Flights). Its commander is then to give the command

NUMBER ... FLIGHT - HALT

whereupon the marker of each flight is to turn left and take covering and distance from the right guide and marker of the flight in front, after which the flight commander is to give the command

FLIGHT WILL ADVANCE, LEFT - TURN

The covering and dressing are to be supervised by the Squadron Warrant Officer.

Movements in Column of Threes

14027. The following commands and movements for a squadron in Column of Threes are to be used when forming Column of Flights (or Close Column of Flights) facing a flank:

**SQUADRON AT THE HALT, FACING LEFT, FORM COLUMN OF FLIGHTS (OR
CLOSE COLUMN OF FLIGHTS)**

whereupon the commander of the leading flight is to give the command

**NUMBER ... FLIGHT - HALT
FLIGHT WILL ADVANCE, LEFT - TURN**

Each of the remaining flights is to be led by its guide and marker by the shortest way to its position in Column of Flights (or Close Column of Flights). The flight commander is then to give the command

NUMBER ... FLIGHT - HALT

whereupon the marker of each flight is to turn to the left and take up covering and distance from the right guide and marker of the flight in front. The covering and dressing are to be supervised by the Squadron Warrant Officer. The flight commander is then to give the command

FLIGHT WILL ADVANCE, LEFT - TURN

Note: The above movement may be carried out facing right, when the word "Right" is to be substituted for "Left", and vice versa.

14028. When a squadron is marching in Column of Threes and it is required to Advance in Column, the squadron commander is to give the command

SQUADRON, FACING LEFT (RIGHT),

ADVANCE IN COLUMN

whereupon the leading flight commander is to give the command

NUMBER ... FLIGHT WILL ADVANCE LEFT (OR RIGHT) - TURN

and when the turn has been completed the new flank of direction is to be indicated by

BY THE RIGHT (LEFT)

Each of the remaining flights, on arrival at the alignment on which the leading flight has turned, is to act in the same way.

14029. The following commands and movements are to be used for a squadron in Column of Threes when forming Column of Flights (or Close Column of Flights) facing the front

SQUADRON AT THE HALT, ON THE LEFT (OR RIGHT), FORM COLUMN OF FLIGHTS (OR CLOSE COLUMN OF FLIGHTS)

Whereupon the commander of the leading flight is to give the command

NUMBER ... FLIGHT, AT THE HALT ON THE LEFT (OR RIGHT), FORM - FLIGHT

14030. The flight acts as in flight drill. The flight commander moves directly into his position two paces in the centre front of his flight, facing the front. The Flight Sergeant and supernumeraries halt with the flight, pause, turn about and march to their respective positions as for a Flight in Line, halt, and turn to the front together. The squadron adjutant moves by the shortest route to his position two paces in front of the leading file of the leading flight. Supernumeraries and the Flight Sergeant act independently by flights. Successive flight commanders act similarly when they reach Column (or Close Column) distance. The SWO steps out the distance and markers automatically pick up their alignment.

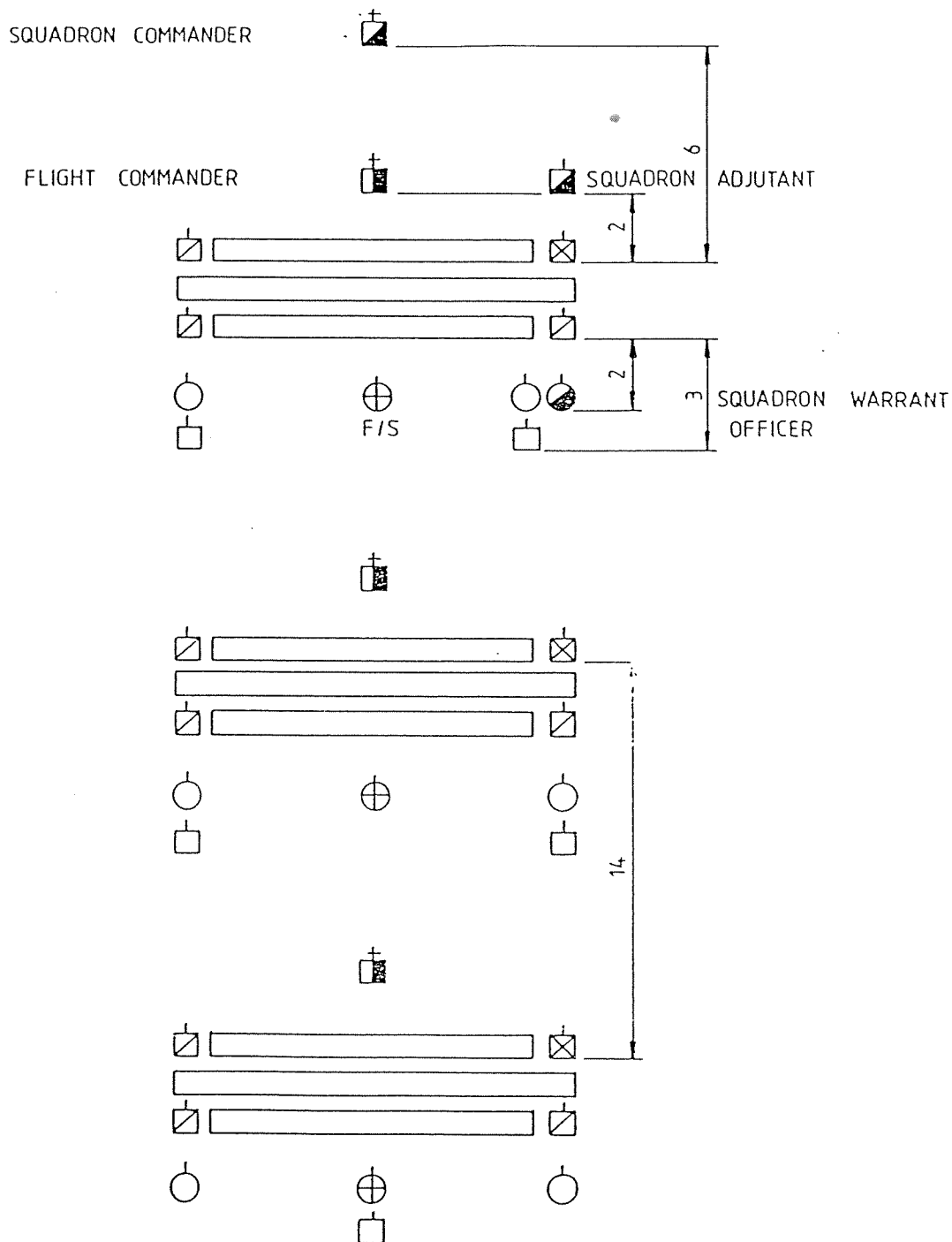
14031. When a squadron is advancing in Column of Threes and it is required to Advance in Column, the squadron commander is to give the command

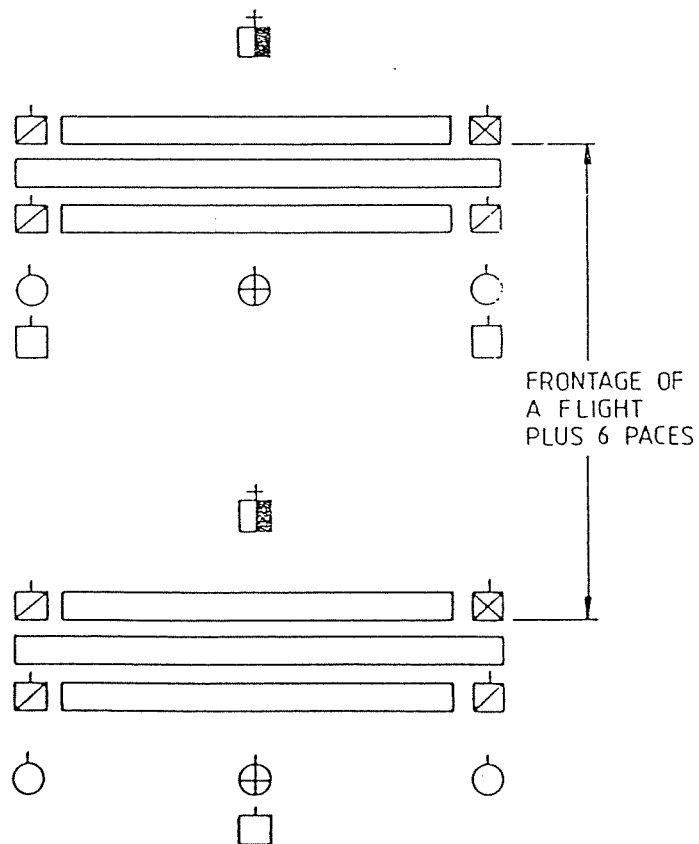
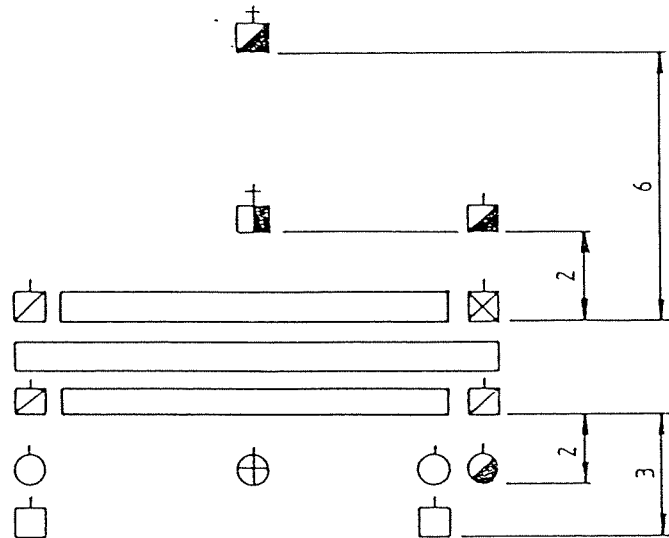
SQUADRON WILL ADVANCE IN COLUMN, FLIGHTS, ON THE LEFT, FORM - FLIGHT

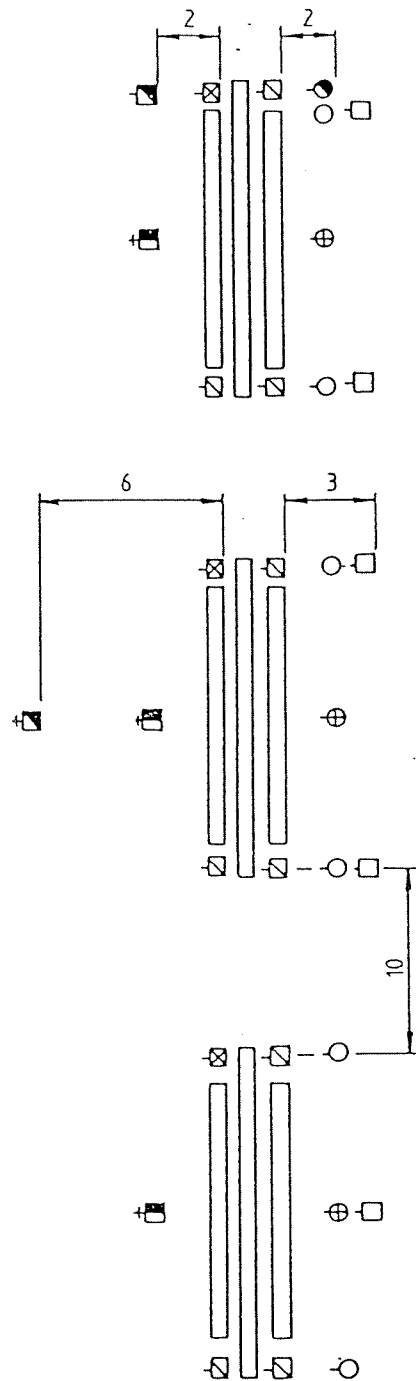
14032. Flights act as in flight drill, officers and NCOs moving to their positions by the shortest route. When all are in position the squadron commander is to give the command

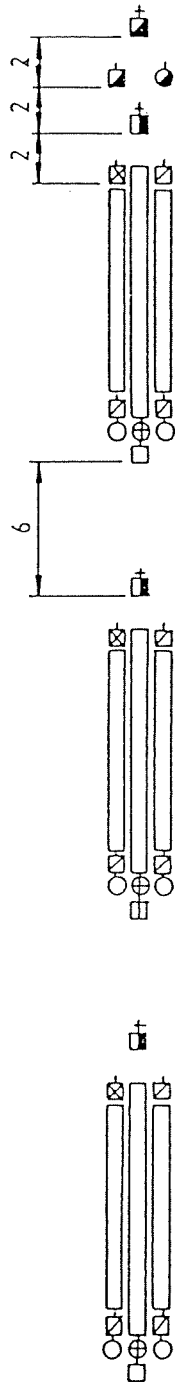
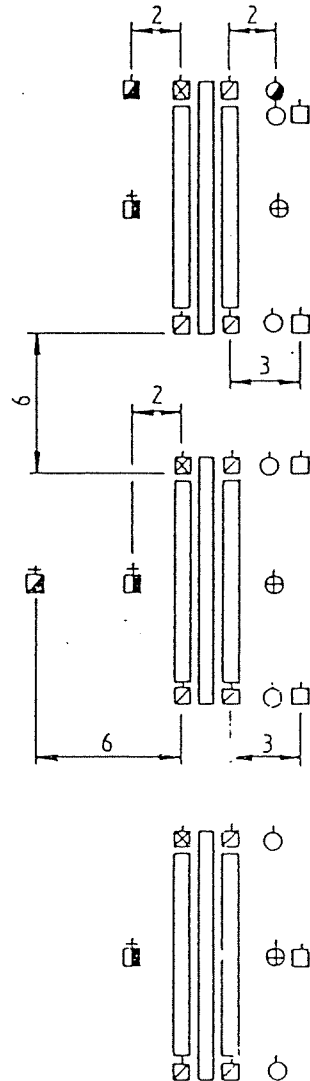
FOR - WARD

14033-14999 Reserved.

SQUADRON IN CLOSE COLUMN OF FLIGHTS

SQUADRON IN COLUMN OF FLIGHTS

SQUADRON IN LINE

SQUADRON IN COLUMN
OF ROUTESQUADRON IN COLUMN
OF THREES

PART 2

CHAPTER 16 : MARCH DISCIPLINE

Object of March Discipline

16001. The foundation of good march discipline depends on:

- a. Keeping step.
- b. Maintaining exact covering.
- c. Maintaining dressing.
- d. Maintaining the prescribed distance and intervals from man to man.

16002. These essential points are to be insisted upon at all times.

Marching in Column of Route

16003. Units moving in Column of Route (which is the normal formation for marching) are to march well into the side of the road so as not to impede traffic. The side of the road selected depends on the rule of the country. The directing flank is to be in accordance with the rule of the road, and during halts men are to fall out on the side of the road on which they are marching. The off-side of the road is to be kept clear for the passage of other traffic. On long marches it is desirable to change over the men on the inner and outer flanks of each section of threes.

16004. In tropical climates, or under dusty conditions, and when it is desirable to avoid being seen from the air, a column is to be opened out on each side of the road, leaving the centre of the road clear.

Distances

16005. The following distances are normally to be maintained between units and formations in Column of Route:

Between flights	...	6 paces (5 metres)
Between squadrons	...	10 paces (8 metres)
Between wings	...	24 paces (20 metres)

16006. An increase of intervals and distances may be ordered.

Signals

16007. The signals to March to Attention and to March at Ease are to be given by whistle or verbal order which is to be passed down the column. These signals are to be arranged by the column commander.

Rules of Marching

16008. The following rules are to be observed by units on the march:

- a. **When Leading and Approaching Places of Assembly and when Paying Compliments.**
Units are to march at Attention.
- b. **Column of Route.** Sections of Threes are to be kept dressed, closed up, and covered off. No officer, warrant officer or non-commissioned officer is to march outside the column.
- c. **Head and Rear of a Column.** An officer, warrant officer or non-commissioned officer is to march at the head and in rear of each flight or squadron. Look-out men are to march

at suitable distances in front and rear to warn motor vehicles either by hand signals or by the display of a suitable notice. At night the look-out men are to carry lanterns. The lanterns carried in front are to show white lights, and the lanterns carried in the rear are to show red lights.

- d. **Halts.** Halts are to be made for ten minutes after every hour's marching, irrespective of the time of the start or the nearness of the end of the march. During halts, cross-roads and road junctions are to be left clear for traffic. Every man is to take off his equipment during each clock hour halt, and put it on again one minute before starting. In suitable conditions the men are to be made to lie down during halts, and if possible they are to raise their feet and thus permit the blood to circulate.
- e. **Moving Off and Halting.** A wing is to move off and halt by squadrons when the signal is given. The wing is to be warned by signal or whistle one minute before each halt. Units are to march to attention when the warning signal to halt is given. Airmen are to wait for orders from the flight commanders before falling out after the order to halt has been given. They are to fall in in Column of Route and stand at ease when the warning signal to start is given. On the command "QUICK - MARCH" they are to come to attention and march off, after which they are to march at ease without any further order being given.
- f. **Rate of Marching.** The rate of marching is to be 100 yards per minute (about one mile in 18 minutes, or three miles an hour including halts). Men are not to be called upon to exceed this rate in normal circumstances. The pace is to be regulated from the head of the column to avoid exhausting the men in the rear. Airmen are not to be doubled while on the march. If distances are lost they are to be regained gradually; if this measure fails, word is to be sent to the head of the column to march at a slower rate.
- g. **Singing.** Organised singing on the march is to be encouraged as it helps the men to forget fatigue.
- h. **Falling Out.** Airmen who through fatigue are unable to march to the next halt are to be instructed to fall out and follow in the rear of the column. Permission to fall out is to be given by an officer.
- i. **Water Bottles.** Water bottles are to be examined before the march to ensure that they are clean. Airmen are to be told that smoking decreases endurance and that thirst is aggravated rather than reduced by frequent recourse to the water bottle. Every endeavour is to be made to develop self-discipline.
- j. **Foot Inspections.** Feet are to be inspected by the flight commanders before and immediately after every march. Particular attention is to be given to the fitting of boots and equipment, and to the cleanliness of feet and socks to prevent discomfort and soreness.
- k. **Refuse.** All refuse resulting from a halt is to be buried or burnt before the march is resumed. During long halts, arrangements are to be made for digging latrines; these are to be dug if possible before the arrival of units and filled in when the march is resumed. (Special orders are to be issued about drinking and washing water, cooking, latrines etc.)

PART 3

CHAPTER 22 : CENOTAPH DRILLS

22001. See DFOs(F) 7104 and DFOs(F)(J) 13/1983. Owing to the large number of variations it is not possible to lay down a set ceremony. The following order of service should be used as a guide only. In every instance the wishes of those responsible for organising the parade should be considered.

22002. Four sentries armed with rifles but without bayonets, under the command of a SNCO are to form up at the cenotaph 10 minutes prior to the time set for the wreath laying. Acting under the commands of the NCO i/c they are to informally adopt the position of 'Reverse Arms' then formally march in slow time to their positions one at each corner of the cenotaph. When in position and acting under the command of the NCO i/c they are to go to the position of 'Rest on Arms Reversed'.

22003. The wreath laying ceremony takes place. The NCO i/c is to accept each wreath from the Padre conducting the service and lay them on alternative sides of the front of the memorial, on racks which should be provided.

22004. A brief religious service follows the wreath laying.

22005. At the end of the Blessing those present should be called to attention as the 'Last Post' and 'Reveille' are sounded. Sentries are to 'Present Arms' and after the 'Reveille' return to the 'Rest on Arms Reversed'. Officers are to salute at the 'Last Post' and hold the salute until the end of 'Reveille'.

22006. After those attending the parade have departed the cenotaph, acting under the orders of the NCO i/c sentries are to 'Reverse Arms' and march off the cenotaph in slow time.

22006-22999 Reserved.

?
Sentries should march off in quick time as the Reveille signifies the "birth of new life".

PART 4**CHAPTER 27 : THE ROYAL NEW ZEALAND AIR FORCE ENSIGN**

Instructions for flying the RNZAF Ensign are contained in DFO's

RNZAF Ensign

27001. The 1939-45 war was responsible for the curtailment and, in some cases, the disappearance of many of the early traditions that had been established in the RNZAF. Until then an armed guard turned out for both the hoisting and the hauling down of the Ensign. A trumpeter sounded Attention, the Ensign was hoisted, the General Salute was then sounded by the trumpeter and the guard presented arms. When Attention was sounded, all officers and airmen within hearing of the trumpet call were required to halt, stand to attention and face the flagstaff. Officers always saluted as the Ensign was hoisted or hauled down.

27002. The same procedure was prescribed for the hauling down, except that the Retreat was sounded as the Ensign was lowered, and guards and sentries within hearing of the trumpet presented arms. Although the ceremonial is recorded in the past tense, the same procedure is to be followed today on suitable ceremonial occasions, at the discretion of the Base Commander.

PROCEDURE FOR RAISING, LOWERING AND HALF-MASTING STANDARDS, FLAGS AND ENSIGNS**Introduction**

27003. The aim of this section is to provide Duty personnel with a standard procedure for raising, lowering and half masting flags.

FLAGS AND POLES**Segments of a Flag**

27004.

- a.. The part of the flag nearest the halyard (rope) is called the hoist.
- b. The part furthest from the halyard is called the fly.
- c. The upper half of the hoist is called the first quarter of the flag, and the upper half of the fly is the second quarter.
- d. The lower halves of hoist and fly are the third and fourth quarters. The first quarter or canton is the place of honour on a flag.

Breaking a Flag

27005. A flag (eg NZ Royal Standard) is said to be broken when it is allowed to break free at the mast head after having been furled and raised to the mast head in that condition.

The RNZAF Ensign

27006. The RNZAF Ensign is not to be broken but raised to the peak of the gaff during the playing a 'General Salute'; likewise it is to be lowered to a 'General Salute'. (See also Chapter 3).

Half Masting

27007. The RNZAF Ensign is flown at the half mast position as a sign of National mourning. It is brought to the half mast position by hoisting it to the peak of the gaff. It is essential that it is lowered to a position that is

recognisable as 'half mast' to avoid any impression that the Ensign may have accidentally fallen away from the peak of the gaff. To lower the Ensign from the halfmast position it must first be raised to the peak of the gaff.

Raising a Flag or Ensign

27008. The Orderly Officer and Duty NCO are to carry out the following actions:

- a. The DNCO prepositions himself at the base of the flagpole and connects the ensign to the halyard, the ensign to be tucked between his side and left arm and not touching the ground. He is to face the parade ground.
- b. The Orderly Officer marches out, halts in line with the flag pole and faces it.
- c. The DNCO takes a rope of the halyard in each hand.
- d. The Orderly Officer is to give the command STAND FAST in a voice loud enough for any person within the proximity of the flag pole to hear. He is to order the DNCO to raise the ensign.
- e. On the command to raise the ensign, the DNCO raises the ensign to the peak of the gaff with a smooth, continuous movement, drawing down on the hauling rope with thumb and forefinger of alternate hands.
- f. When the ensign has been raised the Orderly Officer is to give the command CARRY ON.
- g. On the command 'Carry On' the DNCO secures the halyard, and then he and the Orderly Officer march off.

Notes: 1. If the ensign is damp it should be dried before folding.

2. Further details relating to flags are contained in NZAP 3327, Colours and Standards in the RNZAF.

Trumpet Calls for Hoisting and Lowering the RNZAF Ensign

27009. Trumpeters are to fall in at a position, where possible, three paces to the right and two paces to the front of the flag pole, facing the parade. About half a minute before the Ensign is to be hoisted, the parade commander is to give the commands:

TRUMPETER, SOUND THE STILL

and when the Still has been sounded

PARADE, ATTENTION

TRUMPETER, SOUND THE ALERT

GENERAL SALUTE, PRESENT - ARMS

(or 'Sound the General Salute' if no armed Party is present, or acting as Orderly Officer.)

when the Ensign has been hoisted

SHOULDER - ARMS

TRUMPETER, SOUND THE CARRY ON

27010. The same procedures are to be followed when lowering the Ensign excepting the Ensign is to be lowered to the Retreat.

Morning Prayers

27011. Before the parade arrives in position in front of the flagpole the Padre is to position himself, where possible, seven paces to the left and two paces to the front of the flagpole, facing the parade. When the parade commander calls 'Padre, prayers please', the Padre is to approach the parade, salute the parade commander, and move to a position most suitable in front of the parade for reading the prayers.

27012. At the end of the prayers, the Padre is to turn and face the parade commander, salute and fall out.

27013. At outdoor parades and other official ceremonies at which prayers are offered, headdress is not to be removed.

27014. Morning prayers should take place immediately after raising the Ensign.

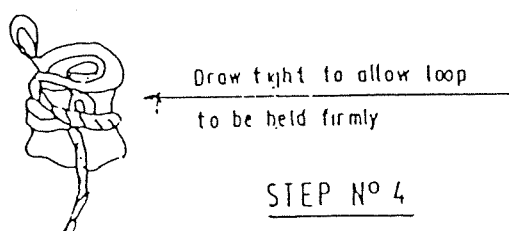
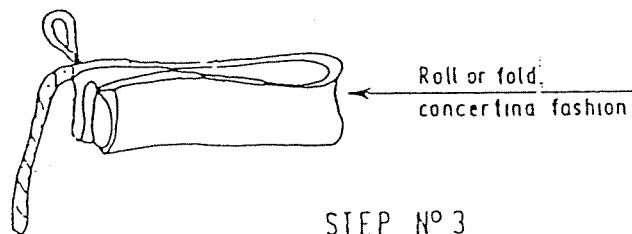
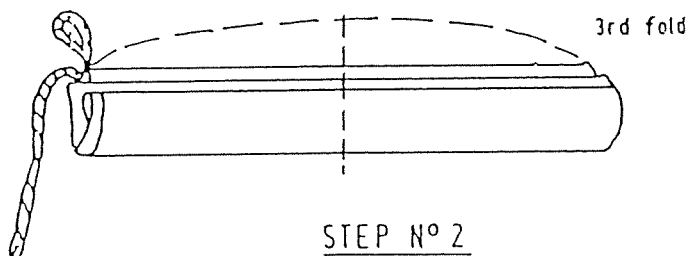
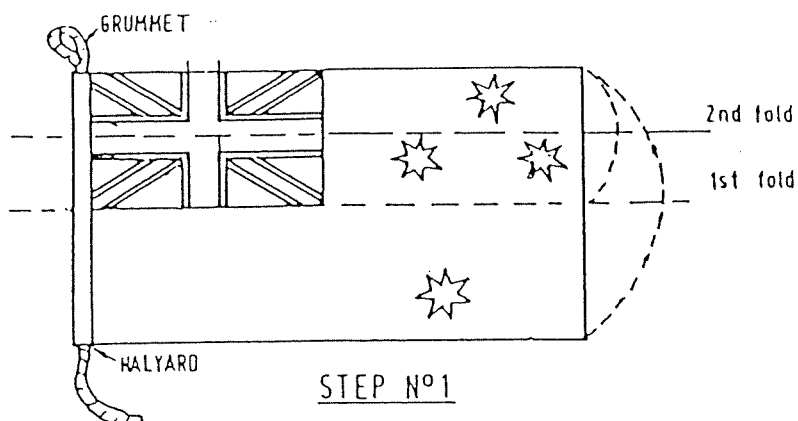
Handling and Folding the RNZAF Ensign

27015. When hoisting or hauling down the RNZAF Ensign, the NCO detailed is to ensure that it is handled with becoming dignity and at no time is it to touch the ground.

- a. **Hoisting.** The Ensign is to be attached to the halyards, the folds being held over the free arm, and slowly hoisted to the peak, to coincide with the duration of the Salute. On completion of the Salute, the NCO is to resume the position of Attention, maintaining his hold on the halyards, until the sounding of the Carry On, when he is to secure the halyards neatly to the cleat.
- b. **Hauling Down.** The halyards are to be freed from the cleat and the NCO is to assume the position of Attention, holding the halyards in one hand. The lowering of the Ensign is to coincide with the duration of the Retreat, one hand being used to catch the Ensign at the fly. The folds are to be collected in the arms to prevent contact with the ground. On the sounding of the Carry On, the NCO is to detach the Ensign from the halyards, which are to be secured to the cleat. He is then to fold the Ensign.
- c. **Folding**
 - i. The Ensign is first to be folded along its length (for a 12 foot by 7½ foot Ensign two folds are to be made), to make a width of approximately 18 inches.
 - ii. It is then to be folded to half its length. This folding is to be repeated twice more so that the Ensign is finally folded in eight folds lengthwise with a portion of the Union showing uppermost.
 - iii. After folding, the Ensign is to be carried on the extended forearm to its place of custody.

Note 1. For a 12 foot by 7½ foot Ensign an orderly is required to assist in catching the fly and folding.

Note 2. The Ensign is never to be "broken" at the peak.



STEP N°5— to 'break' give a sharp pull on the halyard holding the other cord firmly

