

ROYAL CANADIAN AIR CADETS



DRILL AIDE-MÉMOIRE

Based on A-DH-201-000/PT-000
Revised 2023-09-15

INTRODUCTION

The object of all forms of drill is to teach the individual to obey orders instantaneously and to carry them out correctly.

Drill, therefore, teaches an Air Cadet obedience, steadiness and self-reliance, makes one alert and gives one a smart bearing. Within a Squadron, it teaches a cadet to combine individual movements with those of the rest of the class and to take one's place, as a unit, in a disciplined body. Well taught and executed drill develops the individual pride and esprit-de-corps necessary for the foundation of successful training based on discipline, both self-discipline and imposed.

Why is this not a Drill Manual? All contents of this booklet are based on A-DH-201-000/PT-000 Canadian Forces Manual of Drill and Ceremonial (Revised 2014-06-15), with only the terminology amended to reflect the Air Cadet program (e.g. "Flight" instead of the generic army term "Platoon" or the navy's "Division"). Designed to fit into a pocket, this is an adapted and portable version of the CF Drill Manual, not a separate drill manual for Air Cadets.

In this aide-mémoire, "shall", "will", "are" and "is" are to be construed as imperative, and "may" as permissive.

Please refer to A-PD-201-000/PT-000 Canadian Forces Manual of Drill and Ceremonial for additional information and future amendments.

To Learn - To Serve - To Advance

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DEFINITIONS

Advance

A unit is advancing when it is moving in the direction the front rank is facing, or would face if it were in line.

Appointment

Assignment of positions of command within units and sub-units. e.g., squadron warrant officer, flight commander.

Alignment

A straight line on which a body of cadets is formed or is to form.

Blank File

The blank file is the second file from the left flank,

- a. when in three ranks, this file is without a centre or a centre and rear rank cadet; and
- b. when in two ranks, this file is without a rear rank cadet.

Cadence

The number of paces to the minute.

Changing Direction

To form a new front. e.g., by changing direction, but not the formation of the unit.

Column

Sub-units, one behind the other on parallel and successive alignments, at such a distance from one another as when formed to an angle of 90 degrees to either flank, will bring them into line with a seven-pace interval between flights, and a twelve-pace interval between Squadrons.

Close Column

A column with distance reduced to suit requirements with a minimum distance of ten paces between flights and twelve paces between squadrons.

Column of Route

A unit with not more than three cadets abreast in any part of the column, including officers and supernumeraries.

Column of Threes

A unit in threes with officers and supernumeraries in the same positions as in line but turned to face a flank.

Covering

The act by which a cadet places himself directly in rear of another.

Depth

The extent of ground occupied by a body of cadets from front to rear.

Distance

The space between cadets or bodies of cadets from front or rear.

Division

A military formation consisting of two or more brigades/air groups.

Dressing

The act of taking up correct alignment and covering.

File

Cadets, one behind the other on a frontage of one cadet.

Flank

Either side of a body of cadets, as opposed to its front and rear. Designated as either the right or the left flank.

Directing Flank

The flank by which units march or dress.

Inner Flank

The directing flank serving as a pivot when a body of cadets changes directions.

Outer Flank

The flank opposite the inner or directing flank.

Flight

A basic military formation of approximately thirty cadets, normally formed in three ranks, having one right marker, a Flight Commander (Flt Comd) and a Flight Sergeant (Flt Sgt) appointment.

Form

The method of changing direction but not formation.

Form Squad

The method of changing formation but not direction.

Front

The direction in which cadets are facing or moving.

Frontage

The extent of ground covered laterally by a body of cadets.

Guides (Right Or Left)

Cadets on the left or right of the front rank, whose specific duties are to maintain correct distances or intervals from other units when on the march and on whom the remainder of the cadets in their unit march, take up, and maintain dressing. The guides are not to be covered. Guides may be used to indicate unit and sub-unit parade square positions for fall-in.

Incline

To face and if on the march to move, in a direction of 45 degrees from the front to the indicated flank.

Interval

The space between cadets or bodies of cadets on the same alignment.

Line

Bodies of cadets formed up on the same alignment.

Marker

An individual placed to indicate the position which a body of cadets will occupy when covering and falling in.

Open Order

An increased distance between ranks in line which is three 35 cm (15 inch) paces.

Pace

A measurement of distance, measured from heel to heel.

Rank

A line of cadets, side by side on one alignment, separated by an interval.

Parade Commander

The Flight, Squadron or Wing Commander in command of a formation during ceremonial review.

Retiring In Line

A unit is retiring in line when moving in such a direction that the rear rank is leading.

Retiring In Threes

A unit is retiring in threes when the right or left flank is leading in a direction opposite, to which they were originally formed.

Standard Pause

The pause between movements of drill. The standard pause for drill at the halt is 40 beats to the minute. The standard pause for drill or the march is the period of time required to take two paces.

Squad

A military formation of approximately flight size which is adopted to teach drill movements.

Squadron

A military formation consisting of two or more flights.

Sub-Unit

One of the component bodies forming a unit. i.e., a flight is a sub-unit of a squadron.

Sub-Unit Commander

The commander of the flight or squadron being inspected during a ceremonial review of squadron or wing-size respectively

Supernumerary

Officers, warrant officers and senior non-commissioned officers who form in front or in rear of their respective formations without filling a parade appointment.

Wheel

A movement by which a body of cadets changes direction.






















Wing

A military formation consisting of two or more squadrons.

Yo-Yo

Familiar term given to the single cadet of a blank file as this cadet moves between the front rank to the rearmost rank according to the dressing given.

KEY TO SYMBOLS & POSITIONS

Officer Positions	NCM & Cadet Positions
 Reviewing Officer (RO)	 Wing Warrant Officer (WVO)
 Wing Commander (WComd)	 Squadron Warrant Officer (SWO)
 Deputy Wing Commander (Dep WComd)	 Supernumerary Warrant Officer
 Adjutant (Adj)	 Flight Sergeant (Flt Sgt)*
 Squadron Commander (Sqn Comd)	 Supernumerary Senior NCM
 Deputy Squadron Commander (Dep Sqn Comd)	 Musician
 Flight Commander (Flt Comd)	 Flag Bearer
 Supernumerary Officer	 Marker
 Flag Party Commander (FP Comd)	 Front Rank
 Drum Major (Drum Maj)	 Centre Rank
	 Rear Rank

* In order that this position not be confused with the rank of Flight Sergeant (FSgt), this position is also commonly referred to as the Deputy Flight Commander (Dep Flt Comd)

Figure 1

OFFICER RANKS

SUBORDINATE OFFICERS			GENERAL/FLAG OFFICERS			
Air	Army	Navy				
						Brigadier General (BGen)/ Commodore (Cmdre)
Officer Cadet (OCdt)/ Naval Cadet (NCdt)						Major General (MGen)/ Rear Admiral (RAdm)
JUNIOR OFFICERS						Lieutenant General (LGen)/ Vice Admiral (VAdm)
2nd Lieutenant (2Lt)/ Acting Sub-Lieutenant (A\SLt)						
Lieutenant (Lt)/ Sub-Lieutenant (SLt)						General (Gen)/ Admiral (Adm)
Lieutenant (Lt)/ Sub-Lieutenant (SLt)						
Captain (Capt)/ Lieutenant(N) (Lt(N))						
SENIOR OFFICERS						Lieutenant-Colonel (LCol)/ Commander (Cdr)
Major (Maj)/ Lieutenant-Commander (LCdr)						
Colonel(Col)/Captain(N)(Capt(N))						

ELEMENTARY INSTRUCTIONS

WORDS OF COMMAND

1. Good drill depends on properly delivered words of command. They are to be pronounced clearly and distinctly, with confidence and determination, since they convey an order which is to be promptly obeyed.
2. Words of command are divided into:
 - a. cautionary commands; and
 - b. executive commands
3. The cautionary command warns of the movement to be performed and shall be given first. The cautionary command may include additional instructions such as “ADVANCE”, “RETIRE”, etc. The executive command, serves as a signal for the movement to be carried out. Throughout this Manual, words of command are printed in CAPITAL LETTERS, A dash separates the cautionary from the executive portion of the command. Example: RIGHT IN - CLINE.
4. The cautionary command for inclines at the halt or on the march should include the term DIAGONAL MARCH.
5. The term WILL should only used in a cautionary command to provide warning of impending but not immediate action. e.g. SQUADRON WILL MARCH PAST, FLAG PARTY TAKE – POST. Indicating that the squadron will be completing a march past soon, but the squadron is not required to take immediate action as a result of this command.
6. As a guide, the cautionary command should be drawn out over at least two paces of quick time and the interval between the cautionary and executive command should be two paces. Although it is not possible to give exactly the same pause between the cautionary and executive commands, the pause will be as consistent as possible.
7. “AS YOU WERE” shall only be ordered when another word of command cannot be used to have a squad adopt a previous position or to cancel an incorrect order before it has been completed.

8. The executive command is given as the foot specified in the following table is forward and, on the ground unless otherwise specified.

WORD OF COMMAND	FOOT
HALT (except when marching in slow time, then the movement will be given on the “right foot”)	LEFT
STEP OUT or STEP SHORT	LEFT
CHANGE TO QUICK (SLOW or DOUBLE) TIME	RIGHT
MARK TIME (when marching)	RIGHT
FORWARD	LEFT
ABOUT TURN	RIGHT
RIGHT TURN, RIGHT INCLINE, RIGHT FORM, or FORM SQUAD	LEFT
LEFT TURN, LEFT INCLINE, LEFT FORM, or FORM SQUAD	RIGHT
CHANGE STEP	RIGHT
SALUTE (on the march)	LEFT
EYES RIGHT, EYES LEFT, EYES FRONT	LEFT
FORM or REFORM SINGLE FILE (on the march).....	RIGHT

9. Unless the directing flank is changed for a special movement, when referring to the dressing, it is always taken from:

- a. when advancing in line, the right flank (by the right);
- b. when retiring in line, the right flank (by the left); and
- c. when in threes or column of route, the original front rank.
e.g. when moving to the right flank, the dressing is by the left;
when moving to the left flank, the dressing is by the right.

10. The direction of movement as part of the Cautionary Command is always given relative to the directing rank, as shown in below.

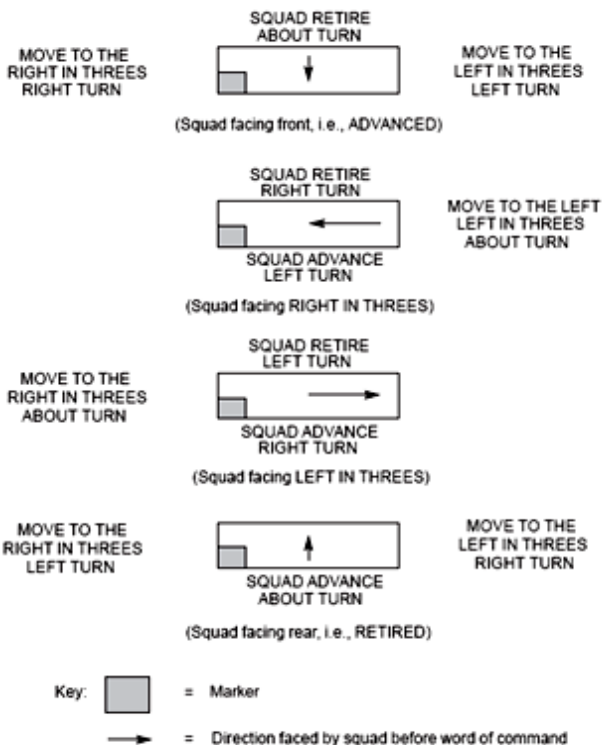


Figure 3 - Direction of Cautionary Commands

Cadence

- When marching the cadence is:
 - in quick time 120 paces per minute;
 - in slow time 60 paces per minute;
 - in double time 180 paces per minute.
- During recruit training, the cadence in quick time may be increased to 140 paces per minute to encourage agility and alertness.
- Marching with a Pipe Band, the cadence is 90 paces per minute.
- For extended funeral processions, the cadence is 75 paces per minute (a faster slow march).

Pace Length

The standard lengths of pace are:

- a. Quick and slow time 75 cm (30 inches);
- b. Stepping out in quick and slow time..... 85 cm (33 inches);
- c. Stepping short in quick and slow time 55 cm (21 inches);
- d. Double time 1m (40 inches);
- e. Half pace in quick time 35cm (15 inches);
(used for marching forward and back three paces or less,
the length of each step shall be one half pace)
- f. Side pace 25 cm (10 inches).

Mechanical Training Aids.

1. **Drums.** A drum may be used to sharpen the execution of drill, to beat the time for cadets who are learning to judge correct timings and to beat the cadence.

2. **Metronome.** A metronome is an instrument that emits an audible sound and can be adjusted to indicate the cadence for various movements. It may be used by the instructor to establish and maintain the correct cadence. It is especially useful when used in conjunction with the drum. The accuracy of the metronome should be checked frequently with a watch.

3. **Pace Sticks.** A pace stick may be used by a drill instructor to monitor or measure distance, interval and length of pace on the march.

Calling Out The Time

1. In the early stages of training the squad shall call out the time when executing drill movements. After completing a movement on the march, the step shall be called for three paces, e.g., in quick march the squad calls LEFT-RIGHT-LEFT.

2. To warn the squad that the time is to be called out. The instructor is to precede the command for the movement by the cautionary command CALLING OUT THE TIME.

3. As an example, on the command CALLING OUT THE TIME, RIGHT - TURN, the squad:

- a. executes the first movement of the turn on the executive order and simultaneously calls “ONE”;
- b. On completing the first movement calls “TWO”, “THREE” while observing the standard pause; and
- c. when executing the final movement calls out “ONE”.

INSPECTION

1. When a unit is inspected it shall be at the open order. On the completion of the inspection, it may be returned to the close order.
2. Ranks shall be dressed after completing the move to the open order and before the inspection. They may also be dressed after moving to the close order.
3. The inspecting officer or NCM will normally inspect the front and rear of each rank, commencing at the right flank of the front rank and proceeding in an anti-clockwise direction around each rank in turn. A supernumerary rank should normally not be inspected.
4. If a band is in attendance, it may be inspected, though this is not usual unless it is an integral part of the unit on parade.
5. Ranks are inspected in the position of attention. Ranks not under inspection at the time may be ordered to stand at ease. Similarly, during the inspection of one unit or sub-unit, other units or subunits not under inspection at the time may be ordered to stand at ease.
6. During an inspection, a cadet ordered to adjust clothing or equipment shall do so immediately. After the adjustment is finished, the position of attention will be resumed.
7. The inspection of an individual shall commence at the head and work down to the feet to ascertain that the cadet:
 - a. is properly equipped for the parade, with clothing, footwear and equipment clean and in good repair;
 - b. is properly dressed, with all clothing, badges, ribbons, etc., worn correctly; and
 - c. has high standards of personal hygiene and grooming.

CONDUCT OF THE LESSON

1. **Preliminaries.** Before commencing the lesson, the instructor should:

- a. review any appropriate previous lesson;
- b. order the squad into a suitable formation, e.g., hollow square;
- c. state the movement to be taught and the reason for teaching; and
- d. state the requirement of the performance check.

2. **Lesson.** The lesson shall be taught in the following stages:

a. **Stage 1:** Demonstration and Walk - Through.

- (1) Demonstrate the complete movement, calling out the time.
- (2) Demonstrate the first part of the movement.
- (3) Explain how the first part of the movement is done.
- (4) Give the squad the opportunity to ask questions, as each part is explained.
- (5) Practice the squad on the first movement (collectively, individually, collectively).
- (6) Teach the second and each subsequent movement following the sequence described above.
- (7) Give two complete and final demonstrations.

b. **Stage 2:** Practice the Complete Movement.

- (1) Practice the complete movement, with instructor calling out the time.
- (2) Practice the complete movement, with the squad calling the time.
- (3) Practice the complete movement, with the squad judging the time.

Note: On difficult movements, or movements with several stages, a further demonstration may be given prior to practicing the complete movement. Correct all mistakes as the squad practices in order that these mistakes do not become a habitual pattern.

3. **Performance Check/Test.** Conduct the test.

4. **Conclusion.** The lesson shall be summarized as follows:

- a. Restate the movement taught and the reason for learning it;
- b. State the level of achievement; and
- c. State the next lesson.

Instructional Techniques

1. **General.** The instructor must continually work to improve the standard of instruction. The techniques in this article shall be adhered to, thus ensuring the success of the drill instruction.

2. **Instructor's Appearance and Bearing.** Since example is imitated, the instructor's appearance and bearing must be of the highest standard. When conducting drill instruction, the instructor should stand at attention unless it is necessary to demonstrate or to check an individual. The instructor shall execute all movements correctly and smartly.

3. **Demonstrations.** Demonstrations shall be planned so the squad can see the position or movement. All demonstrations shall be correct. Excessive demonstration is a common fault and shall be avoided. Arms drill shall be demonstrated using the appropriate weapon.

4. **Checking.** Constant checking and correcting of faults is essential. Faults shall be corrected immediately after they occur.

5. **Vocabulary.** The instructor shall develop a vocabulary of short, concise words with which they can impress on the squad that the movement must be performed smartly. For example, the words "crack", "drive" and "strike" suggest the degree of smartness required in the execution of the movement. Profanity or personal sarcasm shall not be used.

6. **Short Rest Periods.** In the early stages of recruit training, short rest periods shall be given during drill instruction by standing the squad easy. During these rest periods the squad may be questioned on subjects previously taught. The squad should not be kept in any one position long enough to produce strain and fatigue. Periods of drill at the halt shall be interspersed with movements on the march. This is to be done at appropriate intervals to keep the squad alert, exercise the muscles and as a result produce a high standard of drill.

7. **Formation for Instruction.** The instructor shall select the most effective squad formation for the lesson being taught. A squad may be in a single rank, semi-circle or hollow square for elementary' drill instruction.

8. **Correction of Faults.** Faults made by an instructor and noted by a superior, shall be corrected as soon as possible. The instructor shall not be corrected within earshot or sight of the squad.

9. **Man Handling.** An instructor shall not strike or push members of the squad. This does not preclude the instructor, without being offensive, from assisting in the correction of a cadet's position.

SQUAD DRILL AT THE HALT

Formation of a Squad

1. As soon as practicable after arrival at the training area, recruits shall be instructed on squad formations. These formations are essential to maintain control and ensure uniformity throughout recruit training.

2. On the command, **FORM UP IN SINGLE (TWO) (THREE) RANKS - MOVE**, all cadets so ordered will:

- a. assume the position of attention;
- b. observe the standard pause;
- c. stepping off with the left foot, march forward towards the instructor; and
- d. the first cadet approaching the instructor will halt three paces directly in front of them and the remainder will cover on them and/or fall in on their left at arm's length intervals.

3. The instructor shall decide what formation to use. As a guide, a squad of: (Figure 4)

- a. five or fewer cadets form a single rank;
- b. six to nine cadets form up in two ranks; and
- c. ten or more cadets form up in three ranks.

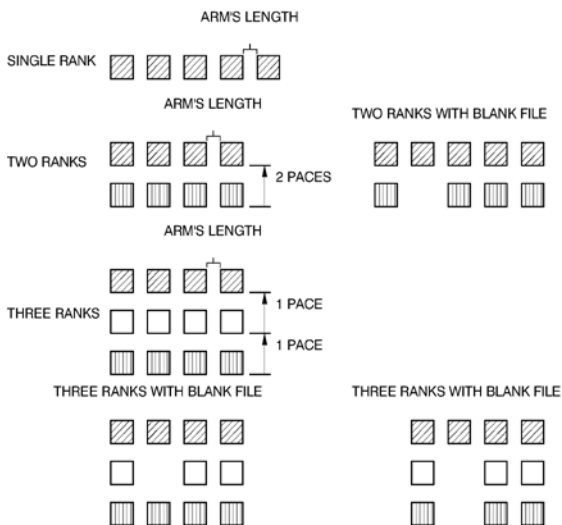


Figure 4 – Squad Formations

Position of Attention

1. The position of attention is one of readiness in expectation of a word of command. Alert exactness in this position is important and therefore cadets should not be at attention longer than necessary.
2. The position of attention is the position adopted by all personnel when addressing a superior. (Figure 5)
3. The position of attention is as follows:
 - a. heels together and in line;
 - b. feet turned out to form an angle of 30 degrees;
 - c. body balanced and the weight distributed evenly on both feet;
 - d. shoulders level, square to the front;
 - e. arms hanging as straight as their natural bend will allow, with elbows and wrists touching the body;
 - f. wrists straight, the backs of the hands held outward;

- g. the fingers aligned, touching the palm of the hand, thumbs placed on the side of the forefinger at the middle joint with the thumbs and back of the fingers touching the thighs lightly and the thumbs in line with the seam of the trousers; and
 - h. head held erect, neck touching the back of the collar, eyes steady, looking their height and straight to the front.
4. No part of the body should be strained.

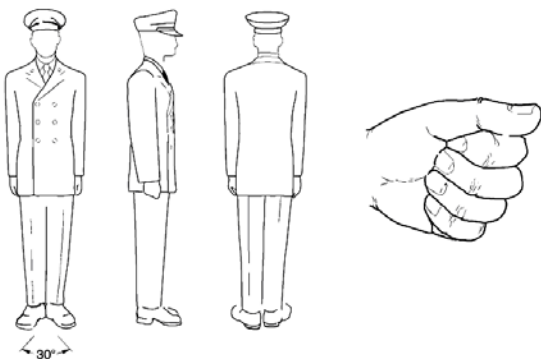


Figure 5 - Position Of Attention

Position of Stand At Ease

The position of standing at ease is an intermediate position between attention and standing easy. It allows no relaxation, but can be maintained, without strain, for a longer time than the position of attention,

Stand At Ease from Attention

1. On the command STAND AT EASE BY NUMBERS, SQUAD – ONE, squad members bend the left knee.
2. On the command SQUAD – TWO, squad members shall:
 - a. carry the left foot to the left, straightening it in double time, and place it smartly flat on the ground with the inside of the heels 25 cm apart (6 inches) (Figure 6);

b. Simultaneously, with a quick motion, bring the arms behind the back, stretched to their full extent and place the back of the right hand in the palm of the left, with thumbs crossed right over left, the fingers together and extended; and

c. Balance the body with the weight evenly distributed on both feet.

3. On the command STAND AT – EASE, the two movements are combined.

Note: The term “bend the left (right) knee” as applied throughout this manual means to bend the knee so the foot will hang at its natural angle with toe pointed downwards 15 cm (6 inches) off the ground and directly underneath the knee.

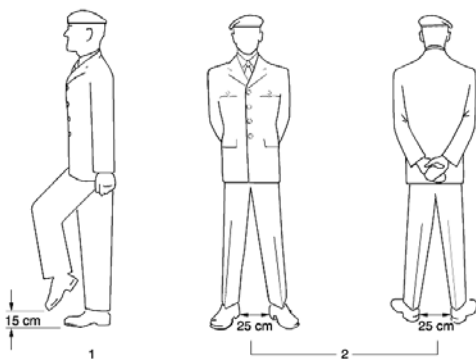


Figure 6 - Position of Stand at Ease from Attention

Stand Easy

1. The position of stand easy is ordered when it is desirable to permit cadets to relax. This command is only given when the squad is in the position of stand at ease. (Figure 7)

2. On the command, “STAND - EASY”, squad members shall:

- close the hands and bring the arms to the position of attention;
- observe a standard pause; and
- relax.

3. When standing easy, clothing and equipment may be adjusted. The squad shall not move their feet or talk.

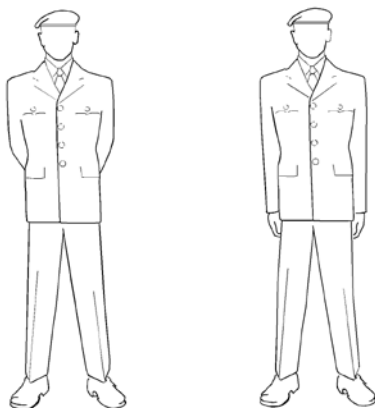


Figure 7 – Position of Stand Easy

Stand At Ease from Stand Easy

On the command, “SQUAD”, squad members shall assume the position of stand at ease.

Attention from Stand At Ease

1. On the command, ATTENTION BY NUMBERS, SQUAD - ONE, squad members shall bend the left knee and shift their balance to the right foot.
2. On the command, SQUAD - TWO, squad members shall:
 - a. straighten the left leg in double time, place the left foot smartly on the ground beside the right, toe touching first, followed by the heel, and with heels aligned; and
 - b. simultaneously, with a quick motion, bring the arms and hands to the position of attention.
3. On the command, ATTEN - TION, the two segments of the movements are combined as one.

Carrying of Articles

1. If any one article is carried, such as a briefcase, umbrella or raincoat it shall be carried in the left hand. If an article is carried when marching, the left arm is not swung. In all positions at the halt, the free arm (if any) shall be maintained at the side as for the position of attention.

3. Articles shall be carried, in the manner illustrated in (Figure 8). When carrying a coat it shall be folded, carried with buttons facing outward and inward, and placed over the left forearm, with forearm placed across the front of the body parallel to the ground.

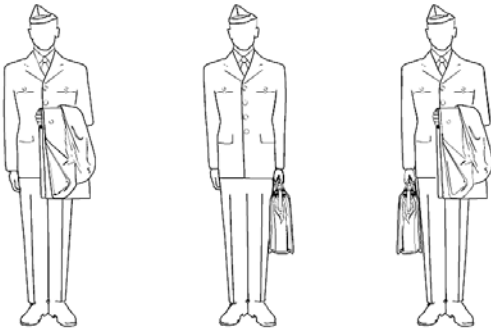


Figure 8 – Carrying of Articles

Remove Headdress

1. The order to remove headdress is customarily given on such occasions as outdoor church parades, during the consecration of colours and whenever it is desirable to honour a dignitary by giving three cheers. (Figure 9)

2. When ordered, all rank on parade shall remove their headdress, with the exception of:

- a. adherents of faiths for whom this is not permitted or acceptable;
- b. musicians when on parade with instruments; and
- c. when ordered in connection with a religious event, it is optional for members to remove or retain their headdress in accordance with their belief.

3. On the command, **REMOVE HEADDRESS BY NUMBERS**, **SQUAD - ONE**, squad members shall bring the right hand to the front/peak of the headdress by the shortest route and grasp the centre of the peak (or the front) between the thumb and fingers. with the fingers aligned and parallel to the shoulders as much as practicable.
4. On the command **SQUAD – TWO**, squad members shall maintain the bend in the right arm, cut the upper arm to the right side of the body and the forearm parallel to the ground, and bring the right hand to the centre of the body. Maintaining the grasp on the peak of the headdress, squad members shall hold the headdress above the hand and in the centre of the chest.
5. On the command, **REMOVE - HEADDRESS**, the two movements are combined. The standard pause shall be observed between the movements.
6. Religious tenets, including those which are sexually based, shall be respected in a place of worship.

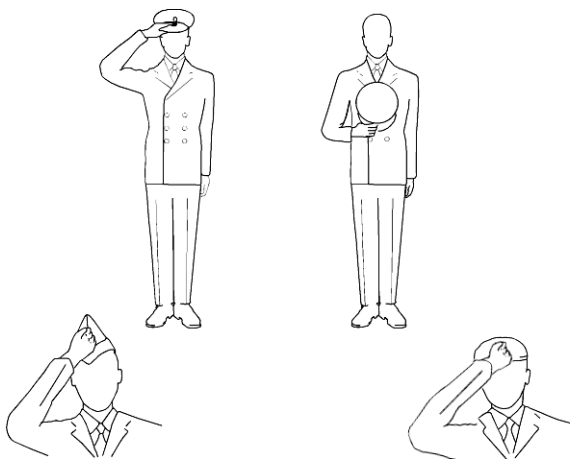


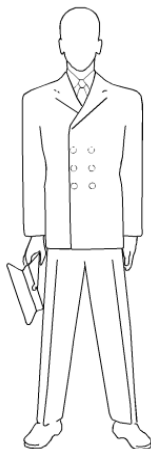
Figure 9 - Remove Headdress

Stand At Ease with Headdress Removed

On the command, STAND AT - EASE, squad members shall assume the position for standing at ease when carrying articles, except that the right arm and hand will maintain the headdress in the position detailed in Removing Headdress.

Stand Easy with Headdress Removed

On the command, STAND - EASY, squad members shall extend the right arm down the side with headdress held below the hand and, after a standard pause, relax. (Figure 10)



Replace Headdress

1. On the command, REPLACE HEADDRESS BY NUMBERS, SQUAD - ONE, squad members shall replace the headdress with the right hand. When wearing other than wedge cap, two hands shall be used.

2. On the command, SQUAD - TWO, squad members shall resume the position of attention by cutting the right arm to the right side.

3. On the command, REPLACE - HEADDRESS, the two movements for replacing headdress by numbers are combined. The standard pause shall be observed between movements.

4. Once the headdress has been adjusted, the hand/hands remain at the head with the elbows towards to the body. Once ATTENTION is given, cut the arm/arms to the side (position of attention)

4. If personnel carrying arms wearing headdress that requires the use of both hands to place it on the head, on the command REPLACE - HEADDRESS, the weapon shall first be placed between and gripped with the knees as for unfixed bayonets, thus freeing both hands, after a standard pause, to complete the activity.

Note: When removing the Wedge cap, the fingers and thumb of the right hand are to be extended inside the flaps on either side of the cap.

Figure 10 - Stand Easy With Headdress Removed

Saluting with the Hand at the Halt

1. The salute is given with the right hand. When physical incapacity or carrying of articles makes a salute with the right hand impracticable, compliments will be paid by turning the head and eyes to the left or right or standing to attention, as appropriate.

2. On the command, **TO THE FRONT SALUTE BY NUMBERS, SQUAD - ONE**, squad members shall:

- a. maintain the remainder of the body in the position of attention, bend the right elbow and open the palm of the right hand; and
- b. force the right hand by its shortest route to the front of the headdress so that:
 1. the palm of the hand is facing down,
 2. the thumb and fingers are fully extended and close together,
 3. the tip of the second finger is in line with the outside of the right eyebrow and touching the outside edge of the headdress or arm of glasses, if worn,
 4. the hand, wrist and forearm are in a straight line and at a 45 degree angle to the upper arm,
 5. the elbow is in line with the shoulders, and
 6. the upper arm is parallel to the ground.

3. On the command, **SQUAD - TWO**, the hand is brought sharply to the position of attention by the shortest route, without slapping the thigh. The hand is closed after the forearm is lowered below shoulder level.

4. On the command, **TO THE FRONT - SALUTE**, the two movements for saluting to the front by numbers are to be combined. The standard pause shall be observed between movements.

5. On the command, **TO THE RIGHT (LEFT) SALUTE BY NUMBERS, SQUAD - ONE**, saluting shall be executed as detailed in paragraph 2, except that: (Figure 11)

- a. the head and eyes shall be turned smartly to the right (left) as far as possible without straining;

- b. when saluting to the left, the right hand, wrist and arm are brought further over to the left to the correct position in line with the outside edge of the right eyebrow; and
 - c. when saluting to the right, the arm is moved to the rear, with the tip of the second finger remaining in line with the outside edge of the right eyebrow.
6. On the command, SQUAD - TWO, the hand is brought sharply to the position of attention, at the same time the head and eyes are turned smartly to the front.
 7. On the command, TO THE RIGHT (LEFT) SALUTE, the two movements for saluting to the right (left) by numbers are combined. The standard pause shall be observed between movements.
 8. When wearing headdress other than a cap with a peak, the second finger is 2 cm (1 inch) above and in line with the outer tip of the right eyebrow.

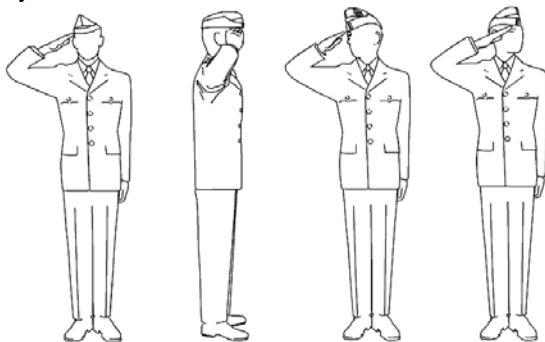


Figure 11 – Saluting at the Halt

Turning and Inclining at the Halt

1. Turns and inclines are made to change direction: right or left turns change direction by 90 degrees. about turns by 180 degrees and right and left inclines by 45 degrees. (Figure 12)
2. On the command, RIGHT TURN BY NUMBERS. SQUAD ONE, squad members shall turn 90 degrees to the right by pivoting on the right heel and left toe and raising the left heel and right toe simultaneously. Both knees will be kept braced during the turn, arms at the sides and body erect. On the completion of the movement, the

weight of the body is placed on the right foot and the left leg is braced with the heel off the ground.

3. On the command, **SQUAD - TWO**, squad members shall bend the left knee, straighten it in double time and smartly place the left foot beside the right to assume the position of attention.

4. On the command, **RIGHT - TURN**, the two movements for right turn are combined. The standard pause shall be observed between the movements.

5. On the command, **RIGHT IN - CLINE**, the drill as described in turning to the right is followed, but the turn is only made through 45 degrees.

6. On the command, **LEFT - TURN**, the drill as described in the right turn is followed, except that the details of moving the feet and direction are reversed.

7. On the command, **LEFT IN - CLINE**, the drill as described for a left turn is followed, but the turn is only made through 45 degrees.

8. On the command, **ABOUT - TURN**, the drill as described for the right turn is followed, except that the pivot to the right is made through 180 degrees. Balance is maintained by bracing the legs and locking the thighs. (Figure 13)

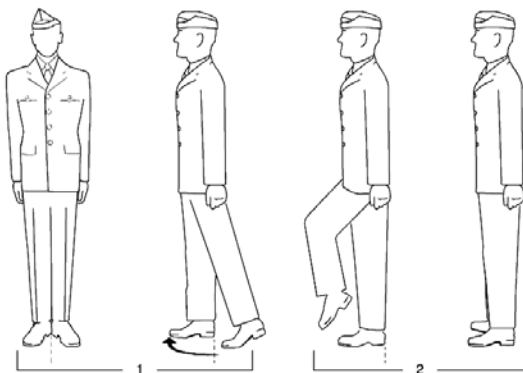


Figure 12 – Turns at the Halt

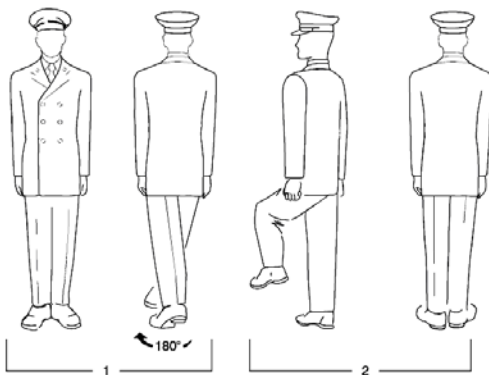


Figure 13 – About Turn

Closing to the Right (Left)

1. Close march paces to the right (left) shall not be ordered when the distance required to move exceeds eight paces. When the distance is greater, the squad shall be turned and marched the required distance.

2. On the command, ONE PACE RIGHT CLOSE MARCH BY NUMBERS, SQUAD - ONE, squad members shall:

- a. bend the right knee, carry the foot to the right and place it smartly on the ground with the inside of the heels one side pace 25 cm (10 inches) apart;
- b. balance the weight of the body evenly on both feet; and
- c. keep the arms still at the sides.

3. On the command, SQUAD - TWO, squad members shall shift the weight of the body to the right foot, bend the left knee, and place the left foot smartly by the right to assume the position of attention.

4. On the command, ONE PACE LEFT CLOSE MARCH BY NUMBERS, SQUAD - ONE, the drill as outlined above in paras 2 and 3 is followed except that the details of moving the feet and the direction are reversed.

5. On the command, ONE PACE RIGHT (LEFT) CLOSE - MARCH, the two movements are combined, observing the timing noted in paragraph 6.

6. The timings for the above movements are counted as follows:

- a. for one pace, ONE-TWO;
- b. for two paces, ONE-TWO, pause, ONE-TWO; and
- c. for three paces or more, ONE-TWO, pause, ONE-TWO, pause, ONE-THREE etc.

Calling the Roll

1. On the command, ATTEN - TION / ANSWER TO YOUR NAME / STAND AT - EASE, each cadet as their name is called shall come to attention and answer in one of the following ways:

- a. "SIR" or "MA'AM", if the person calling the roll is an officer or warrant officer;
- b. by the rank of the individual calling the roll, if their rank is Flight Sergeant or below;
- c. "Present" if the person calling the roll is below the rank of Corporal.

2. When the roll-call is supervised by a person senior in rank to the person calling the roll, each squad member shall answer to their name with the correct response for the rank of the supervisor.

3. When a senior is in the ranks and the roll is called by a junior with no senior rank supervising the roll-call, both shall use the other's rank title in calling and answering the name.

4. Each squad member shall stand at ease after answering their name.

Numbering

1. Numbering is used to:

- a. designate individuals in the squad; and
- b. determine the number of cadets on parade.

2. On the command, SQUAD - NUMBER, the front rank only shall count off from the right to left, the right-hand cadet calling out ONE and the next TWO and so on, The head and eyes remain still. There is no pause between numbers.

3. Each cadet in the centre and rear rank takes the number of the front rank cadet being covered.

4. When an error in numbering occurs, the command, “AS YOU WERE” may be ordered followed by the last correct number called out. The cadet so designated repeats their number and the numbering drill continues. If the command, “AS YOU WERE, SQUAD NUMBER” is ordered, the squad will renumber from the beginning.

Proving

1. Proving may be used to identify the flank cadet when the squad is being divided into several groups. It may also be used by members of the squad to identify themselves. It may be necessary to number the squad prior to proving.

2. On the command, NUMBERS —,—,—, PROVE, the cadets designated raise their left forearm parallel to the ground, keeping their left elbow close to the body and the hand closed as for the position of attention.

3. On the command, ATTENTION, the cadets who proved adopt the position of attention.

Paces Forward and to the Rear

1. When taking paces forward and to the rear:

- a. the cadence shall be in quick time;
- b. the length of each step shall be one half pace (35 cm, 15 inches); and
- c. the arms shall be kept still at the sides.

2. A group shall not be moved forward or back more than three paces by this method. When the distance is greater the squad will be marched the required distance.

3. On The command, ONE PACE(S) FORWARD MARCH BY NUMBERS, SQUAD - ONE, squad members shall:

- a. shoot the left foot forward one half pace, forcing the weight forward on the left foot, with the right heel raised; and
- b. keep the arms still at the sides.

4. On the command, SQUAD - TWO, squad members shall bend the right knee, straighten it in double time, place the right foot smartly on the ground beside the left and assume the position of attention.

5. On the command, ONE PACE FORWARD - MARCH, the movements are combined, observing the timing noted in para 9.
6. On The command, ONE PACE STEP BACK MARCH BY NUMBERS, SQUAD - ONE, squad members shall:
 - a. shoot the left foot to the rear one half pace with the weight forward on the right foot and the left heel off the ground; and
 - b. keep the arms still at the sides.
7. On the command, SQUAD - TWO, squad members shall bend the right knee, straighten it in double time, place the right foot smartly on the ground beside the left and assume the position of attention.
8. On the command, ONE PACE(S) STEP BACK - MARCH, the two movements are combined.
9. The timings for the above movements are counted as follows:
 - a. for one pace, ONE-TWO;
 - b. for two paces, ONE, ONE-TWO; and
 - c. for three paces, ONE, ONE, ONE-TWO.
10. On the command, TWO PACES FORWARD (STEP BACK), the movement shall be carried out as detailed above, except that squad members shall bend the left knee, straighten it in double time, place the left foot smartly on the ground beside the right, and assume the position of attention.

Dressing a Squad

1. On the command, RIGHT DRESS BY NUMBERS, SQUAD - ONE:
 - a. the right-hand cadet of the front rank stands fast; and
 - b. the remainder take a half pace forward by shooting the left foot forward, bending the right knee and adopting the position of attention.
2. On the command, SQUAD - TWO:
 - a. the right file of cadets stands fast;
 - b. the remainder turns head and eyes to the right as far as possible without straining; and

- c. simultaneously, the front rank, except the right-hand individual, shoots the right arm its full extent behind the shoulder of the one on the right. The hand is closed as in the position of attention, back of the hand uppermost and arm parallel to the ground.
3. On the command, SQUAD - THREE:
 - a. the right-hand individual of the front rank stands fast; and
 - b. the remainder takes up correct alignment, distance and covering by taking short, quick paces until they are in the correct position. Movement starts with the left foot. (Figure 14)
 4. As a guide to taking up correct alignment, each member of the squad except those in the right file moves to a position from which the lower portion of the face of the second person to the right can just be seen. Correct covering is taken up by glancing to the front without moving the head. The interval is correct when the closed hand is touching the left shoulder of the person on the right.
 5. On the command, RIGHT - DRESS, the three movements are combined. The standard pause shall be observed between the movements.
 6. On the command, EYES - FRONT, squad members shall snap the head and eyes to the front and cut the right arm smartly to the position of attention without slapping the thigh.
 7. On the command, SHOULDER DRESSING, RIGHT - DRESS, dressing is carried out as for the Right Dress, except that the arms are not raised and dressing is taken up without arm's length interval. Enough lateral space is left between the shoulders of each person in the rank to manipulate weapons.
 8. On the command, ELBOW DRESSING, RIGHT - DRESS, dressing is carried out as for the Right Dress except:
 - a. the right hand is placed on the hip or belt as applicable;
 - b. fingers closed, pointed down and extended forward;
 - c. thumbs to the rear; and
 - d. the point of the elbow forced forward and touching the individual's arm on the right.
 9. When dressing by the left, the same drill is followed except the head and eyes are turned left and the left arm is raised. The left-hand individual stands fast, looks to the front and those in the file behind adopt the appropriate distance between ranks.

10. Dressing may be ordered by the centre when required if more than one squad is on parade in line or mass. The command is INWARD – DRESS and flanking squads shall dress by their left or right as appropriate.

11. When a squad is formed with only one person in the blank file, that individual shall dress with the front rank when the squad is advancing and with the rear rank when the squad is retiring. When the squad is moving to a flank, the individual shall dress with the directing flank.

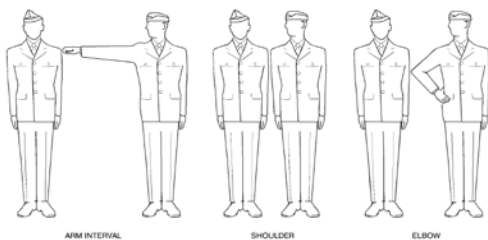


Figure 14 – Dressing a Squad

Open Order - March

1. The open order is executed as follows:

- a. the front rank shall move forward three half paces, the rear rank shall step back three half paces and the centre rank shall stand fast;
- b. the cadence shall be in quick time; and
- c. the arms shall be kept still at the sides.

2. On the command, OPEN ORDER - MARCH, the movements will be executed as for three check paces forward and to the rear, the final movement being executed by bending the right knee, straightening it in double time and placing the right foot smartly on the ground by the left and assuming the position of attention.

3. The timing for the movements is counted ONE, ONE, ONE-TWO.

4. When formed in two ranks the front rank stands fast and the rear rank steps back three half paces.



Figure 15 – Open Order - March

Close Order - March

On the command, CLOSE ORDER - MARCH, the squad shall reverse the movements of the “OPEN ORDER - MARCH”.

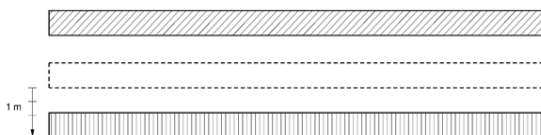


Figure 16 – Close Order – March

Ordering a Squad on Parade

1. Prior to being fallen in on parade, the squad shall form itself up in three ranks at the edge of the parade square and stand at ease. When the squad is assembled, the instructor may detail one person to act as marker. The marker detailed shall then take up the position of the right-hand person of the front rank and stand at ease. If the instructor does not detail a marker, the right-hand person shall assume the duty. The instructor shall then proceed onto the parade square and halt three paces in front of where they wish the marker to fall in.

2. On the command, MARKER, the person detailed as marker shall:

- a. come to attention and observe the standard pause;
- b. march in quick time to a position three paces in front of and facing the instructor and halt; and
- c. remain at attention.

3. The instructor then turns right and marches to a position three paces in front and centre of where the squad will fall in.

4. On the command, FALL - IN, squad members shall:

- a. come to attention;
- b. observe the standard pause;
- c. march onto the parade square and halt on the left of and covering off the marker; and
- d. remain at attention.

5. The instructor shall then proceed as required, e.g., OPEN ORDER - MARCH, RIGHT - DRESS, EYES - FRONT, "STAND AT EASE".

Dismissing a Squad

1. The command DISMISS signifies the end of a parade, period of instruction, etc. The squad shall be in line and at attention when dismissed.

2. On the command, DIS - MISS, squad members shall:

- a. turn right;
- b. observe the standard pause;
- c. salute, if an officer is on parade;
- d. observe the standard pause; and
- e. march at attention independently, in quick time, from the place of parade.

Falling Out of Ranks

1. The squad will be at the open order when it is required to fall individuals out.

2. The command, FALL - OUT, shall be used when an individual is called out of the squad.

3. On the command, FALL - OUT, the person ordered shall come to attention and after a standard pause, wheel and march to the right flank of the squad in front of their rank and then proceed in the required direction. (Figure 17)

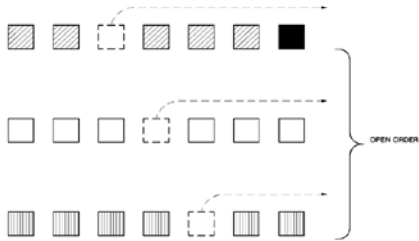


Figure 17 – Falling- Out of Individuals

Falling Individuals In

On the command, FALL - IN, the individual ordered marches to the left flank of the squad and returns to their position by marching in rear of their rank, wheeling into their original position and halting. The individual shall pick up their dressing and either remain at attention or stand at ease as required. See (Figure 18). Note there is no requirement for an individual to march past the entire front length of the front rank to get to the left flank of the squad when falling in.

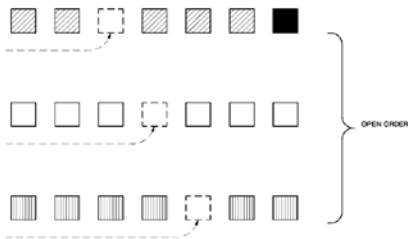


Figure 18 – Falling-In of Individuals

Sizing in Three Ranks

1. A squad is sized to align individual member's heights for aesthetic balance and give the best general impression to a spectator.
2. On the command, TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN THREE RANKS - SIZE, the squad shall turn right, observe the standard pause, then arrange themselves according to height, with the tallest on the right and shortest on the left in three ranks, shoulder to shoulder dressing and covering off front to rear.

3. The instructor shall give the commands OPEN ORDER - MARCH and SQUAD - NUMBER
4. On the command, EVEN NUMBERS ONE PACE STEP BACK - MARCH, the even numbers shall step back one half pace.
5. On the command, NUMBER ONES STAND FAST; ODD NUMBERS RIGHT, EVEN NUMBERS LEFT - TURN, the squad shall act as ordered.
6. On the command, REFORM THREES, QUICK - MARCH:
 - a. the right file shall stand fast;
 - b. the remainder of the odd numbers shall march forward and form up on the left of the number one of each rank;
 - c. the even numbers of each rank shall wheel around to the right and follow the odd numbers of their respective rank;
 - d. when each member arrives in their new position, they shall halt at arm's-length interval, observe the standard pause, turn left and remain at attention.
7. On the command, CLOSE ORDER - MARCH, the squad is to act as previously indicated. (Figure 19)

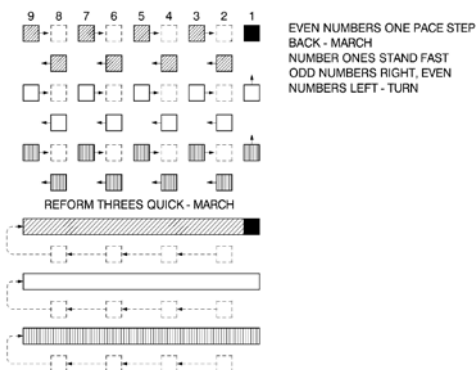


Figure 19 – Sizing in Three Ranks

Sizing In Two Ranks and Reforming Threes

1. On the command **TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN TWO RANKS – SIZE**, the squad shall turn right, observe the standard pause, then arrange themselves according to height, with tallest on the right and shortest on the left in two ranks, shoulder to shoulder dressing and covering off front to rear.
2. On the command, **MARKER STAND FAST, FRONT RANK RIGHT, REAR RANK LEFT - TURN**, the ranks shall act as ordered.
3. On the command, **REFORM THREES, QUICK - MARCH**, the squad reforms three ranks as follows:
 - a. The marker remains the right-hand cadet of the front rank;
 - b. The second member of the front rank becomes the right-hand person of the centre rank;
 - c. The third member of the front rank becomes the right-hand person of the rear rank;
 - d. The rear rank wheels right following the front rank and as each cadet closes up towards their new position they shall follow the procedure as detailed in subparagraphs a, b and c; and
 - e. When each member arrives in their new position, they shall halt at arm's-length interval, observe the standard pause, turn left and remain at attention.

Sizing in Single Rank and Reforming Threes

1. On the command, **TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN SINGLE RANK - SIZE**, the squad shall turn right, observe the standard pause, then arrange themselves according to height in a single rank, at shoulder dressing, tallest on the right and shortest on the left.
2. On the command, **SQUAD - NUMBER**, the squad is to act as ordered.
3. On the command, **ODD NUMBERS ONE PACE FORWARD, EVEN NUMBERS ONE PACE STEP BACK - MARCH**, the squad shall act as ordered. (Figure 20)

4. On the command, NUMBER ONE STAND FAST, ODD NUMBERS RIGHT, EVEN NUMBERS LEFT - TURN, the squad shall act as ordered.

5. On the command, REFORM THREES, QUICK - MARCH, the squad reforms three ranks as follows:

- a. Number one remains the right-hand person of the front rank;
- b. Number three becomes the right-hand person in the centre rank;
- c. Number five becomes the right-hand person in the rear rank and so on; and
- d. When each person arrives in their new position, they shall halt, at arm's-length interval, observe the standard pause, turn left and remain at attention.

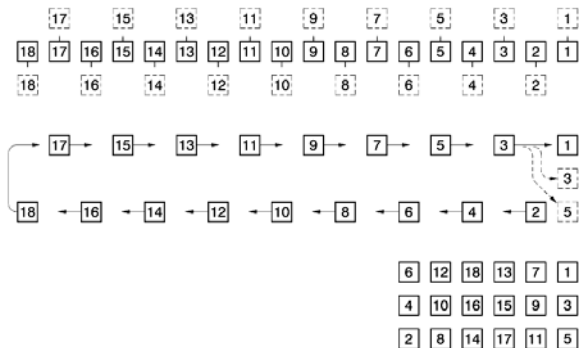


Figure 20 – Sizing in Single Rank

Forming Two Ranks from Three

1. Prior to forming two ranks from three ranks, the squad shall be in close order, dressed at arm's length interval and numbered.
2. On the command, FORM TWO RANKS BY NUMBERS SQUAD - ONE, the centre rank takes one pace left close march.
3. On the command, SQUAD - TWO:
 - a. The odd numbers of the centre rank take two half paces forward toward the front rank and assume the position of attention; and

- b. The even numbers of the centre rank take two half paces to the rear into the rear rank and assume the position of attention.
4. On the command, FORM TWO - RANKS, the two movements are combined. A standard pause shall be observed between the movements.
 5. After forming two ranks, the squad shall be dressed.
 6. 'When there is a blank file, the left-hand person of the centre rank moves in the opposite direction to that indicated. An exception occurs in the case of a one-person blank file and even numbered frontage. In this case, the left-hand person of the centre rank acts according to the standard rule.

Reforming Three Ranks from Two

1. Prior to reforming three ranks, the squad shall be in the close order.
2. On the command, REFORM THREE RANKS BY NUMBERS, SQUAD - ONE;
 - a. The original odd numbers of the centre rank take two half paces to the rear; and
 - b. The original even numbers of the centre rank take two half paces forward.
3. On the command, SQUAD - TWO, the centre rank takes one half pace right close march.
4. On the command REFORM THREE – RANKS, the two movements are combined. A standard pause shall be observed between the movements.
5. After reforming three ranks the squad shall be dressed.

Forming Four or More Ranks

1. If required, squads may be formed into more than three ranks. For a single squad, this is most simply done when originally assembled. For more than one squad, a single multiple-ranked formation can be assembled by ordering squads together.
2. Common multiple-ranked formations are those with six, nine and twelve ranks. The number of ranks formed shall normally be greater than the number of files.

SQUAD DRILL ON THE MARCH

Marching and Halting in Quick Time

1. On the command, QUICK - MARCH, squad members shall:
 - a. shoot the left foot forward one half pace, toe up; and
 - b. strike the heel on the ground first and keep the toe pointed directly forward, simultaneously, swing the right arm straight forward and the left arm straight to the rear, waist high.
2. On the command SQUAD – TWO, squad members shall:
 - a. continue marching with all subsequent paces of standard length 75 cm;
 - b. the legs are brought forward successively in a straight line;
 - f. swing the arms forward successively in a straight line from the shoulder, front to rear, with hands closed as in the position of attention; and
 - g. maintain dressing by the directing flank.
2. During training, arms may be swung breast pocket high at the discretion of Commanding Officers.
3. On the command, HALT BY NUMBERS, SQUAD - ONE, given as the left foot is forward and on the ground, squad members shall:
 - a. check the forward movement by placing the right foot flat on the ground using the heel as a brake; and
 - b. swing the left arm forward and the right arm to the rear.
4. On the command, SQUAD - TWO, squad members shall:
 - a. take a 35 cm (15 inch) pace with the left foot, placing it flat on the ground; and
 - b. swing the right arm forward and the left arm to the rear.
5. On the command, SQUAD - THREE, squad members shall:
 - a. bend the right knee, straightening it in double time; and
 - b. simultaneously, cut the arms to the side as quickly as possible and assume the position of attention.

6. On the command, SQUAD - HALT, the three movements are combined in quick time. The timing is called as ONE, ONE-TWO.

7. The command, QUICK - MARCH, shall always be given to ensure that cadets so ordered step off in time with a band or another body of cadets which is already on the march. It is given on successive right feet of the group which is already moving, i.e. QUICK on the right foot, MARCH on the next right foot of the unit that is on the move.

Marching and Halting in Slow Time

1. The slow march develops balance and good carriage and is traditionally part of the Air Cadet Ceremonial heritage.

2. On the command, SLOW - MARCH, squad members shall:

- a. maintain the head and body erect and square to the front, arms steady at the sides, the neck firmly in the back of the collar;
- b. Shoot the left foot forward smoothly, with the toes just clear of the ground turned out slightly and pointing downwards. With a gliding motion and no hesitation, complete a 35 cm (15 inch) pace with the ball of the left foot coming to the ground first and then all subsequent paces are 75 cm (30 inches); and
- c. retain the dressing by the directing flank.

4. On the command, SQUAD HALT BY NUMBERS, SQUAD - ONE, given as the right foot is forward and on the ground, squad members shall:

- a. take a further half pace with the left foot in slow time;
- b. shift the weight forward onto the left foot; and
- c. On the command, SQUAD - TWO, squad members shall bend the right knee and bring the right foot forward in quick time and assume the position of attention.

5. On the command, SQUAD - HALT, the two movements are combined. The timing is counted as ONE - TWO.

6. Until balance and coordination are achieved, the slow march may be taught initially by having the squad stroll along at a rate of 60 paces to the minute, arms held behind the back and with the toe pointed down, making sure consecutive movements of the feet are smooth and without hesitation. After further practice, the arms shall be held at the sides until the slow march is perfected.

Marching and Halting in Double Time

1. On the command, **DOUBLE - MARCH**, squad members shall:
 - a. step off with the left foot and double on the balls of the feet with easy swinging strides, inclining the body slightly forward;
 - b. raise the feet clear off the ground at each pace;
 - c. bend the arms at the elbow and with the hands closed, swing the arms naturally from the shoulder; and
 - d. maintain dressing by the directing flank.
2. On the command, **SQUAD - HALT**, given as the left foot is forward and on the ground, squad members shall:
 - a. complete two forward paces; and
 - b. bring the right foot to the left after the second pace and simultaneously cut the arms to the sides and assume the position of attention.
3. It is normal to change into **QUICK TIME** before ordering **HALT** from **DOUBLE TIME**.

Stepping Out and Stepping Short

1. Stepping out is used to increase the distance to be covered without altering the cadence and stepping short to decrease the distance to be covered without altering the cadence.
2. On the command, **STEP - OUT**, given as the left foot is forward and on the ground:
 - a. the pace shall be lengthened by 10cm (3 inches) on the next left foot; and
 - b. the squad shall continue to step out until the command **QUICK - MARCH** is ordered.

3. On the command, QUICK MARCH, given as the left foot is forward and on the ground, the pace will be shortened by 10cm (3 inches) to the normal length on the next left foot.

4. On the command, STEP - SHORT, given as the left foot is forward and on the ground:

- a. the pace shall be shortened by 20cm (approximately 9 inches) on the next left foot; and
- b. the squad shall continue to step short until the command, QUICK - MARCH is ordered.

5. On the command, QUICK - MARCH, given as the left foot is forward and on the ground, the pace will be lengthened to the normal length on the next left foot.

Marking Time, Forward and Halt in Slow Time

1. Marking time is carried out at the same cadence as for marching. Only the legs are moved and the upper portion of the body remains in the position of attention with arms at the side.

2. On the command, MARK TIME BY NUMBERS, SQUAD - ONE, given as the right foot is forward and on the ground, squad members shall:

- a. take a half pace with the left foot, placing the foot flat on the ground naturally; and
- b. maintaining the same cadence, bring the right foot into the left in a straight leg manner, not scraping the ground and assume the position of attention.

3. On the command, SQUAD - TWO, squad members shall:

- a. bend the left knee so that the thigh is parallel to the ground and the foot is at a natural angle;
- b. place the toe on the ground before the heel as the leg is lowered;
- c. continue to mark time, maintaining the cadence until the command FOR - WARD or HALT is ordered; and
- d. avoid stamping feet.

4. On the command, MARK - TIME, the two movements are combined.

5. The timing is:

<u>Count:</u>	<u>LEFT</u>	<u>IN</u>	<u>LEFT</u>	<u>RIGHT</u>	<u>LEFT</u>
Foot:	LEFT	RIGHT	LEFT	RIGHT	LEFT

6. On the command, FOR - WARD, given as the left foot is on the ground, squad members shall:

- a. maintaining the cadence, straighten the right leg and assume the position of attention; and
- b. shoot the left foot forward in a half pace, with the toe just clear of the ground and continue marching in slow time.

7. On the command, SQUAD - HALT, given as the left foot is on the ground, squad members shall straighten the right leg in quick time and assume the position of attention.

8. The timing for the Halt is counted as - ONE - in quick time.

9. To mark time from the halt the command shall be, SLOW MARK - TIME.

Marking Time, Forward and Halt in Quick Time

1. The detail for marking time in quick time is the same as for marking time in slow time except the toes are raised only 15 cm (6 inches) above the ground. (Figure 21)

2. On the command, FOR - WARD, given as the left foot is on the ground, squad members shall:

- a. straighten the right leg and assume the position of attention;
- b. shoot the left foot forward in a half pace; and
- c. continue marching in quick time, swinging the right arm forward and the left to the rear.

3. On the command, SQUAD - HALT, given as the left foot is on the ground, squad members shall:

- a. take a further mark time pace with the right foot;
- b. take a further mark time pace with the left foot; and
- c. straighten the right leg in double time and assume the position of attention.

4. The timing for the Halt is counted ONE, ONE-TWO.

5. To mark time from the halt the command shall be, **QUICK MARK - TIME**.

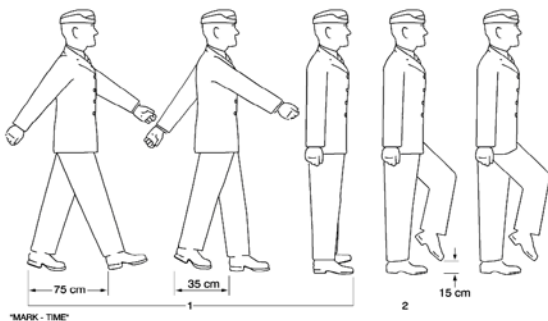


Figure 21 – Marking Time in Quick Time

Wheeling

1. On the command, **RIGHT (LEFT) - WHEEL**, the leading file of threes wheels around one quarter of the circumference of a circle having a radius of 1.25 in (4 feet). changing direction by 90 degrees. (Figure 22)
2. The cadets on the directing flank shall step short and the outside flank shall step out, without altering the cadence, to enable the file to wheel in line.
3. When the leading file has wheeled 90 degrees, it shall march in the new direction, resuming the normal pace. On completion of the wheel the directing flank shall be confirmed or indicated by ordering, “**BY THE RIGHT (LEFT)**”.
4. The remaining files shall follow the lead file, wheeling at exactly the same point.
5. Dressing is maintained by glancing inwards when wheeling, keeping the head to the front.
6. If the squad is ordered to halt or mark time and only part of the squad has completed the wheel, the squad shall remain in position unless the command, “**REAR FILES - COVER**”, is ordered, On the command, **REAR FILES - COVER**, the files at the rear cover off the files that are facing the new direction.

7. When it is desired to wheel less than an angle of 90 degrees, the command, "FOR - WARD", is ordered when the leading file is facing the required direction.

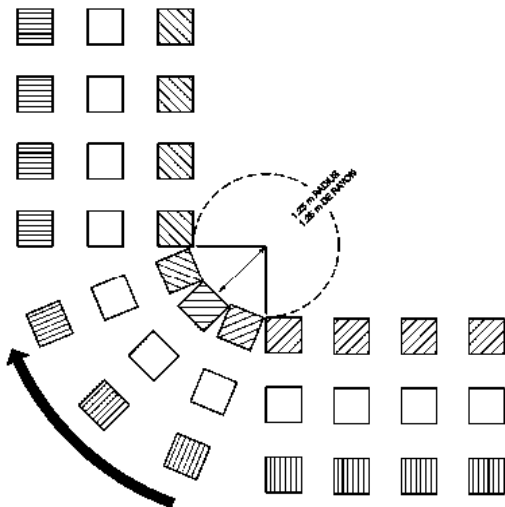


Figure 22 - Wheeling

Changing Step on the March

1. In slow time, on the command, CHANGE STEP BY NUMBERS, SQUAD - ONE, given as the right foot is forward and on the ground, squad members shall:

- a. complete a half pace with the left foot;
- b. force the weight forward on the left foot; and
- c. raise the right heel off the ground.

2. On the command, SQUAD - TWO, squad members shall:

- a. bring the right foot forward in quick time by bending the right knee;
- b. straighten the right leg in quick time and place the right foot smartly beside the left; and
- c. as the right foot strikes the ground, shoot the left foot forward in a half pace just above the ground with the toe pointed down as in slow time

3. On the command, SQUAD - THREE, squad members shall complete the 35 cm (15 inch) gliding pace with the left foot and carry on slow marching.

4. On the command, CHANGE - STEP, the three movements are combined. The timing is counted as Left, Right, Left in quick time. thus maintaining slow march cadence while changing the step.

5. The detail for Changing Step in quick time is the same for Changing Step in slow time with the following exceptions:

- a. slow time detail is read as quick time and quick time detail is read as double time;
- b. the arms are cut to the sides as the right leg is brought forward in double time;
- c. on the command, SQUAD - THREE, the arms are swung, right arm forward, left arm to the rear; and
- d. the timing is counted as Left, Right, Left, in double time.

Changing Step When Marking Time

1. In slow time or quick time on the command, CHANGE - STEP, given as the right foot is on the ground, squad members shall:

- a. take two successive mark time paces with the left foot; and
- b. Continue marking time.

2. The timing is counted as Left, Left-Right in the same cadence as marking time.

Forming Hollow Square

1. The squad shall be in line in three ranks prior to forming hollow square. (Figure 23)

2. On the command, FORM HOLLOW SQUARE, CENTRE RANK RIGHT, REAR RANK LEFT - TURN, the squad acts as ordered.

3. On the command, CENTRE RANK LEFT WHEEL, REAR RANK RIGHT WHEEL, QUICK - MARCH, the squad acts as ordered.

4. The command, MARK - TIME, shall be given when the rear cadets of the centre and rear ranks are one pace in front of the front rank.

5. On the command, SQUAD - HALT, the squad acts as ordered.
6. On the command, CENTRE RANK LEFT, REAR RANK RIGHT - TURN, the squad acts as ordered.
7. The reverse procedure is used to reform the squad into three ranks.

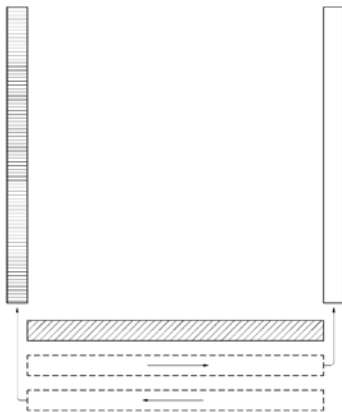


Figure 23 – Forming Hollow Square

Saluting with the Hand on the March

1. The movements of the salute to the front and to a flank shall be executed as described in Saluting at the Halt.
2. When a cadet salutes on the march, they shall commence the salute five paces before reaching an officer, look directly into the officer's eyes by turning the head when passing them and complete the salute one pace beyond them. This permits the officer to return the salute before the cadet has passed them. (Figure 24)
3. On the command, TO THE FRONT (RIGHT) (LEFT) SALUTE BY NUMBERS, SQUAD - ONE, given as the left foot is forward and on the ground, squad members shall:
 - a. complete the next pace with the right foot: and
 - b. swing the left arm forward and the right arm to the rear normally.

4. On the command, SQUAD - TWO, squad members shall:
 - a. complete a 75 cm pace with the left foot;
 - b. cut the left arm to the side; and
 - c. bring the right arm forward to the side and then up into the salute in one continuous movement. While saluting, the head is turned right (left) as far as possible without straining.
5. On the command, SQUAD - THREE, squad members shall complete four 75 cm (30 inch) paces in quick time, ending with the left foot forward.
6. On the command, SQUAD - FOUR, squad members shall:
 - a. complete a 75 cm pace with the right foot: and
 - b. cut the right arm to the side.
7. On the command, SQUAD - FIVE, squad members shall continue marching.
8. On the command, TO THE FRONT (LEFT) (RIGHT) – SALUTE, the movements are combined.
9. The timing for the salute is counted as follows:

CHECK UP TWO THREE FOUR FIVE DOWN SWING
 RIGHT LEFT RIGHT LEFT RIGHT LEFT RIGHT LEFT

Note: When teaching by numbers, on all commands the weight of the body is on the forward foot with the rear heel off the ground; however on the command. SQUAD - TWO, the weight is on the rear foot with the toe up. The squad shall call the time as per pars 9.

Paying compliments with a Squad on the March

- I. On the command, EYES - RIGHT (LEFT), given as the left foot is forward and on the ground:
 - a. squad members shall complete a full pace forward with the right foot and as the left foot comes forward again and strikes the ground, turn the head and eyes to the right (left) as far as possible without straining and look directly into the eyes of the personage being saluted;
 - b. continue swinging the arms waist high;

- c. the leading cadet (person) on the directing flank shall maintain head and eyes to the front to keep direction, and
 - d. the person in command of the squad salutes.
2. On the command, EYES - FRONT, given as the left foot is forward and on the ground;
- a. squad members shall complete a full pace forward with the right foot and as the left foot comes forward again and strikes the ground, cut the head and eyes smartly to the front; and
 - b. the person in command of the squad completes the salute on the right foot by checking their arms to their sides and commences to swing their arms on the following pace with the left foot.

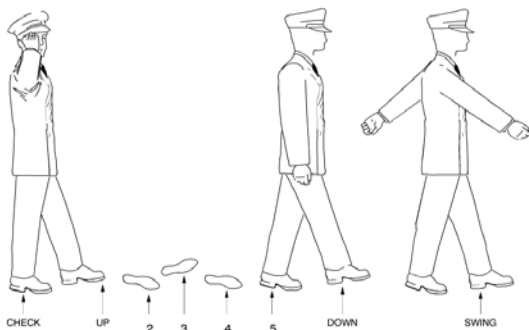


Figure 24 – Saluting on the March

Turning and Inclining To The Left (Right) on the March in Slow Time

1. Turns and inclines on the march are executed to change direction and formation.
2. On the command, LEFT TURN BY NUMBERS, SQUAD - ONE, given as the right foot is forward and on the ground, squad members shall complete a half pace with the left foot and freeze.
3. On the command, SQUAD - TWO, squad members shall:
 - a. bend the right knee so the upper leg is parallel to the ground;
 - b. using the momentum of the knee, force the shoulders 90 degrees to the left to face the new direction;

- c. simultaneously pivoting on the ball of the left foot 90 degrees to the left and straighten the right leg as in the position of attention;
- d. immediately shoot the left foot forward in a half pace with the toe just clear of the ground;
- e. keep the body and head held up; and
- f. keep the arms, body and head steady.

4. On the command, SQUAD - THREE, squad members shall complete the half pace with the left foot and continue marching.

5. On the command, LEFT - TURN, the three movements are combined into one continuous movement and maintain the cadence.

6. The timing is:

CHECK - PIVOT - LEFT - RIGHT - LEFT
 LEFT - RIGHT - LEFT - RIGHT - LEFT

7. On the command, LEFT IN - CLINE, the drill described for turning to the left is followed except that the turn is made through 45 degrees.

8. On the command, RIGHT TURN BY NUMBERS, SQUAD - ONE, given as the left foot is forward and on the ground, squad members shall complete a half pace with the right foot.

9. On the command, SQUAD - TWO, squad members shall:

- a. bend the left knee so the upper leg is parallel to the ground;
- b. using the momentum of the knee, force the shoulders 90 degrees to the right to face the new direction;
- c. simultaneously, pivoting on the ball of the right foot 90 degrees to the right, straighten the left leg and assume the position of attention;
- d. immediately shoot the right foot forward in a half pace with the toe just clear of the ground;
- e. keep the body and head held up; and
- f. keep the arms, body and head steady.

10. On the command, SQUAD - THREE, squad members shall complete the half pace with the right foot and continue marching.

11. On the command, RIGHT - TURN, the three movements are combined into one continuous movement and the cadence is maintained.

12. The timing is:

CHECK PIVOT RIGHT LEFT RIGHT
RIGHT LEFT RIGHT LEFT RIGHT

13. On the command, RIGHT IN - CLINE, the drill described in turning to the right is followed except that the turn is made through 45 degrees.

Turning and Inclining

To The Left (Right) on the March in Quick Time

1. Turning and inclining on the march in quick time is executed as described in the previous article, except that:

- a. On the command, SQUAD - TWO, the arms are brought to the sides as for the position of attention;
- b. On the command, SQUAD - THREE, the squad steps off in quick time swinging the arms. (Figure 25)

Turning About on the March in Slow Time

1. On the command, ABOUT TURN BY NUMBERS, SQUAD - ONE, given as the right foot is forward and on the ground, squad members shall:

- a. take a half pace with the left foot and place the foot flat on the ground;
- b. bring the right foot in to the left, in a straight-leg manner above the ground to the position of attention; and
- c. simultaneously, keep the arms to the side.

2. On the command, SQUAD - TWO, squad members shall:

- a. maintain the arms at the sides;
- b. pivot on the sole of the right foot to force the body through a turn of 90 degrees to the right;
- c. simultaneously, bend the left knee so that the thigh is parallel to the ground; and

- d. then lower the leg smartly to the ground to assume the position of attention.
3. On the command, SQUAD - THREE, squad members shall:
 - a. maintain the arms at the sides;
 - b. pivot on the sole of the left foot to force the body through a turn of 90 degrees to the right;
 - c. simultaneously, bend the right knee so that the thigh is parallel to the ground; and
 - d. then lower the leg smartly to the ground to assume the position of attention.
 4. On the command, SQUAD - FOUR, squad members shall step off in slow time with a half pace with the left foot in the new direction.
 5. On the command, ABOUT - TURN, the four movements are combined and the cadence is maintained.
 6. The timing is:

<u>Count:</u>	LEFT	IN	ONE	TWO	LEFT
Feet:	LEFT	RIGHT	LEFT	RIGHT	LEFT

Note: It is extremely Important that this count is observed and that the proper marching cadence is maintained.

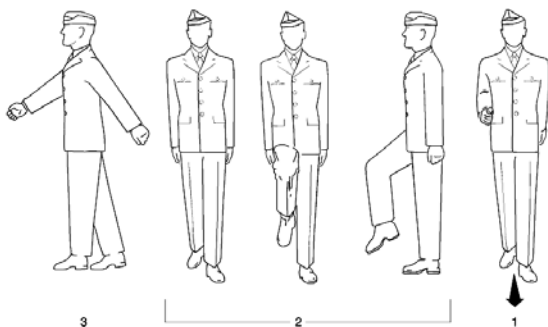


Figure 25 – Turns in Quick Time

Turning About on the March in Quick Time

1. Turning about in Quick Time is executed as described in the previous article (Figure 26) except that:

- a. On the command, SQUAD - ONE, the arms are brought to the sides as for the position of attention; and
- b. On the command, SQUAD - FOUR, step off in quick time with the left foot, swing the right arm forward and the left arm to the rear.

Note: When a blank file of one person exists in a squad which is in line, the blank file person shall commence to step short on the cautionary word of command, RETIRE (ADVANCE) and execute the about turn with the new leading rank on the executive word, TURN.

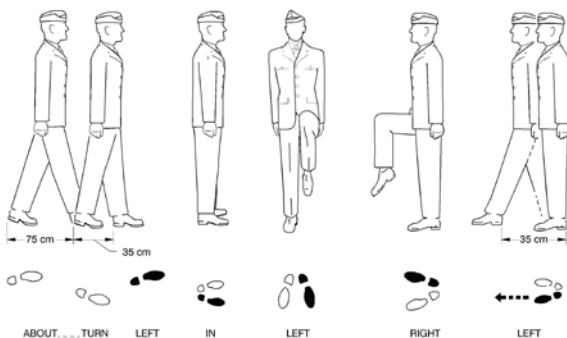


Figure 26 – About Turn in Quick Time

Changing into Quick Time from Slow Time

On the command, CHANGE TO QUICK TIME, QUICK - MARCH, given as the right foot is forward and on the ground, squad members shall step forward with the left foot in quick time, swinging the arms.

Changing into Double Time from Quick Time

On the command, CHANGE TO DOUBLE TIME, DOUBLE - MARCH, given as the right foot is forward and on the ground, squad members shall step forward with the left foot in double time with the arms in the position for marching in double time.

Changing into Quick Time from Double Time

On the command, CHANGE TO QUICK TIME, QUICK - MARCH, given as the right foot is forward and on the ground, squad members shall shorten the pace to the standard quick march length (75 cm) while completing four more paces in double time and then break into quick time.

Changing into Slow Time from Quick Time

1. On the command, CHANGE TO SLOW TIME, SLOW MARCH BY NUMBERS, SQUAD - ONE, given as the right foot is forward and on the ground, squad members shall complete a half pace with the left foot, with the right arm swung forward and the left arm to the rear.
2. On the command, SQUAD - TWO, squad members shall cut the arms as in the position of attention. The right foot is brought forward in double time, the right knee is bent and the right foot placed smartly beside the left. As the right foot strikes the ground, the left foot is shot forward in a half pace just above the ground with the toe pointing down as in slow time.
3. On the command, SQUAD - THREE, squad members shall complete the half pace with the left foot and carry on marching in slow time.
4. On the command, CHANGE TO SLOW TIME, SLOW MARCH, the three movements are combined. The timing is counted as LEFT, RIGHT, LEFT, in double time.

Changing Direction by Forming from the Halt

1. On the command, AT THE HALT, CHANGE DIRECTION RIGHT, RIGHT - FORM:

- a. the leading cadet on the directing flank turns right;
- b. the remainder of the front rank makes a right incline; and
- c. the centre and rear rank stand fast.

2. On the command, QUICK - MARCH:

- a. the leading cadet of the directing flank marches forward five paces and halts: and
- b. The remainder of the squad steps off, wheeling as necessary to take up their former position in line facing the new direction and halt.

3. On the command, **CHANGE DIRECTION RIGHT, RIGHT - FORM**:

- a. the leading cadet of the directing flank turns right;
- b. the remainder of the front rank make a right incline; and
- c. the centre and rear rank stand fast.

4. On the command, **QUICK - MARCH**:

- a. the leading cadet of the directing flank marches forward five paces and marks time; and
- b. the remainder of the squad step off wheeling as necessary, take up their position in line facing the new direction and mark time.

5. On the command, **FOR - WARD**, or **SQUAD - HALT**, the squad acts as ordered.

6. Changing direction by forming to the left is executed as outlined above except that “right” reads “left”.

Changing Direction by Forming on the March

1. On the command, **AT THE HALT, CHANGE DIRECTION RIGHT, RIGHT - FORM**, given as the left foot is forward and on the ground:

- a. the leading cadet on the directing flank turns right, takes six paces forward and halts;
- b. simultaneously, the remainder of the front rank makes right incline and steps off to the new position in line with the right marker; and
- c. the centre and rear ranks wheel right to follow the leading cadet in each file. Each file, as it reaches its position on the left of the directing flank facing the new direction, shall halt together in succession from the right.

2. On the command, **CHANGE DIRECTION RIGHT, RIGHT - FORM**, given as the left foot is forward and on the ground:

- a. the leading cadet of the directing flank turns right, takes five paces forward and marks time;
- b. simultaneously, the remainder of the front rank make a right incline; and

- c. centre and rear ranks wheel right, following the leading cadet in each file. Each file as it reaches its position on the left of the directing flank facing the new direction, shall mark time in succession from the right.

3. On the command, FOR - WARD, or SQUAD - HALT, the squad acts as ordered.

4. Changing direction by forming to the left is executed as outlined above except that the initial command is given as the right foot is forward and on the ground and the movement is executed to the left.

Note: The number of paces moved forward in the new direction on a Form is governed by the direction in which the Form is to be made, whether the squad is on the march or at the halt and whether the squad is to halt or mark time. Five paces shall be taken except when the halt or mark time cannot be executed on that foot, when six paces shall be taken. The last pace forward will be taken with the left foot.

Forming a Squad in Line From The Halt

1. To change the formation of a squad marching in threes, to that of in line, while maintaining the squad's direction.

2. To form a squad on its right, from the halt to the halt, On the command, AT THE HALT, ON THE RIGHT, FORM - SQUAD:

- a. the front right-hand person stands fast; and
- b. the remainder of the squad make a right incline.

3. On the command, QUICK - MARCH:

- a. the front right-hand person marches forward five paces and halts; and
- b. the remainder of the squad steps off, wheeling into line and halting together in succession from left to right.

4. To form a squad on its right from the halt to the mark time, On the command, ON THE RIGHT, FORM - SQUAD:

- a. the front right-hand person stands fast; and
- b. the remainder of the squad makes a right incline.

5. On the command, QUICK MARCH:

- a. the front right-hand person marches forward six paces and commences marking time; and
 - b. the remainder of the squad steps off, wheeling into line and mark time together in succession from left to right.
6. On the command, FOR - WARD or SQUAD - HALT, the squad acts as ordered.
7. To form squad on the left, read “left” for “right”.

Forming a Squad in Line on The March

1. On the command, AT THE HALT, ON THE LEFT, FORM - SQUAD, given as the right foot is forward and on the ground:
 - a. the front left-hand cadet continues to move forward five paces and halts:
 - b. the remainder of the squad executes a left incline, wheels to its position to the left of the leading file, each file halting in succession from right to left.
2. On the command, ON THE LEFT, FORM - SQUAD, given as the right foot is forward and on the ground:
 - a. the front left-hand person continues to move forward six paces and marks time: and
 - b. the remainder of the squad executes a left incline, wheels to its position to the left of the leading file, each file beginning to mark time together, in succession from right to left.
3. On the command, FOR - WARD or SQUAD HALT, the squad acts as ordered.
4. To form squad on its right on the march for “right” read “left”

Squad in Threes Forming Single File from the Halt

On the command, SINGLE FILE FROM THE LEFT (RIGHT), QUICK - MARCH:

- a. the directing flank marches off in single file in quick time; and
- b. the remainder mark time. The leading person of the centre and non-directing flank execute a left (right) incline and head off in single file when the file on their left (right) is clear.

Squad in Threes Forming Single File on the March

On the command, SINGLE FILE FROM THE LEFT (RIGHT), REMAINDER MARK - TIME, given as the right foot is forward and on the ground:

- a. the directing flank continues marching forward;
- b. the remainder mark time; and
- c. the leading person of the centre and non-directing flank execute a left (right) incline and lead off in single file when the file on their left (right) is clear.

Squad in Single File Reforming Threes from the Halt

On the command, ON THE RIGHT (LEFT), REFORM THREES, REMAINDER QUICK - MARCH:

- a. the rank leading the single file stands fast; and
- b. the remainder step off, reform three ranks and halt.

Squad in Single File Reforming Threes on the March

1. On the command, ON THE RIGHT (LEFT), REFORM THREES, FRONT RANK MARK - TIME, given as the right foot is forward and on the ground:

- a. the leading rank marks time; and
- b. the remainder reform threes and mark time.

2. On the command, FOR - WARD, or SQUAD - HALT, the squad acts as ordered.

Squad in Line Forming Single File from the Halt

On the command, SINGLE FILE FROM THE RIGHT (LEFT), QUICK - MARCH:

- a. the file on the directing flank marches forward in single file in quick time; and
- b. the remainder mark time, lead off and wheel in single file following the file on their right (left).

Squad in Line Forming Single File on the March

On the command, SINGLE FILE FROM THE RIGHT (LEFT), REMAINDER MARK - TIME, given as the right foot is forward and on the ground:

- a. the file on the directing flank continues marching forward; and
- b. the remainder mark time and then lead off in single file, stepping off with the left foot, when the file on their right (left) is clear.

Squad in Single File Reforming Line from The Halt

On the command, ON THE LEFT (RIGHT), REFORM LINE, REMAINDER QUICK - MARCH:

- a. the leading file stands fast; and
- b. the remainder step off, reform line and halt.

Squad in Single File Reforming Line on the March

1. On the command, ON THE LEFT (RIGHT), REFORM LINE, REMAINDER MARK - TIME, given as the right foot is forward and on the ground:

- a. the leading file marks time; and
- b. the remainder reform line and mark time.

2. On the command, FOR - WARD or SQUAD - HALT, the squad acts as ordered.

Open Order on the March in Slow Time

1. On the command, OPEN - ORDER, given as the right foot is forward and on the ground, squad members shall act as follows:

- a. when in two ranks:
 - (1) the front rank continues marching forward; and
 - (2) the rear rank marks time for two paces and then steps off with the left foot; and
- b. when in three ranks:
 - (1) the front rank continues marching forward;
 - (2) the centre rank marks time for two paces; and
 - (3) the rear rank marks time for four paces.

Close Order on the March in Slow Time

1. On the command, CLOSE - ORDER, given as the right foot is forward and on the ground, squad members shall act as follows:

- a. when in two ranks:
 - (1) the front rank marks time for two paces and then steps off with the left foot; and
 - (2) the rear rank continues marching forward; and
- b. when in three ranks:
 - (1) the front rank marks time for four paces;
 - (2) the centre rank marks time for two paces; and
 - (3) the rear rank continues marching forward.

FLIGHT DRILL

Introduction

The aim of flight drill is to enable the flight, when it takes its place in the squadron, to carry out any sequence of drill movements which the Squadron Commander (Sqn Comd) orders.

Although the words of command and detail in the subsequent articles of this handbook specifically refer to movements executed in quick time, flight drill may also be executed in slow and double time. Movements detailed may also be executed using either flank as the directing flank except during a wheel, when dressing is taken from the inner flank.

Details for exercising a squad are applicable to flight drill.

Flight in Line

When a flight is formed up in line, the Flight Commander (Flt Comd) shall position themselves three paces in front and centre of the flight and the Flight Sergeant (Flt Sgt) three paces in the rear and centre of the flight.

Flight in Column of Threes

A flight in column of threes is in the same formation as when in line, but facing a flank.

Flight in Column of Route

Column of route is similar to column of threes, except that the Flt Comd is two paces in front of the centre single file of the flight and the Flt Sgt is two paces in rear of the centre single file of the flight. Column of route is the formation most commonly used to exercise a flight on the march. (Figure 27)

Dressing a Flight

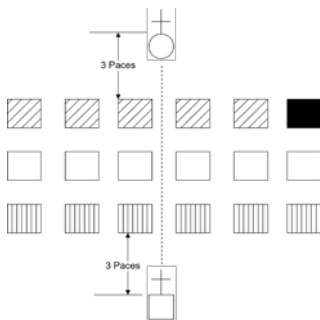
1. The flight may be ordered to dress by either the Flt Comd or the Flt Sgt.

2. When the Flt Comd wishes to dress the flight, they shall face the flight and orders, SHOULDER (ELBOW) DRESSING or RIGHT (LEFT) - DRESS:

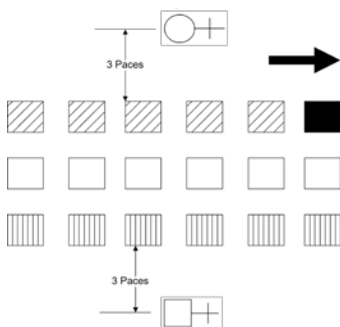
- a. the flight will act as ordered, as in (Dressing a Squad);
- b. the Flt Sgt steps off, wheels to the right and marches six paces to the right of the right flank, wheels to the left and halts, facing the front and in line with the front rank;
- c. the Flt Sgt then turns left and dresses the front rank. When the front rank is dressed, they order FRONT RANK - STEADY;
- d. the Flt Sgt then turns left and keeping their arms at the side, paces off the interval, halts, turns right and dresses the centre rank. They then order CENTRE RANK - STEADY;
- e. the Flt Sgt then turns left and keeping their arms at the side, again paces off the interval, halts, turns right and dresses the rear rank. They then order REAR RANK - STEADY;
- f. the Flt Comd then orders EYES - FRONT. The flight will act as ordered;
- g. the Flt Sgt steps off and by a series of wheels, marches to and halts in their original position in the rear of the flight.

3. When the Flt Sgt is in command of the flight and orders the right dress, the procedure above is followed, The command EYES - FRONT is ordered by the Flt Sgt after they return to their position in front of the flight.

Flight In Line



Flight in Column of Threes



Flight in Column of Route

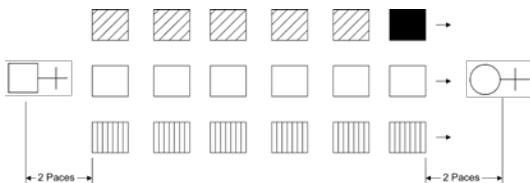


Figure 27 – Flight Formations

Ordering a Flight on Parade

1. Prior to falling in, the flight shall assemble in three ranks at the edge of the parade square and stand at ease.
2. On the command, **MARKER**, the marker shall:
 - a. come to attention;
 - b. observe the standard pause;
 - c. in quick time, march to a position three paces in front of and facing the Flt Sgt and halt; and
 - d. remain at attention.
3. The Flt Sgt then turns right and marches to a position which will place them 3 paces in front and centre of the location where the flight is to be formed up.
4. On the command, **FALL - IN**, the flight shall:
 - a. come to attention;
 - b. observe the standard pause;
 - c. march on to the parade square and halt at the left of and covering off the marker; and
 - d. remain at attention.
- 5 The Flt Sgt may then call the roll, size the flight, etc., as required.
6. If the flight has Supernumerary Officers, WOs and senior NCMs:
 - a. the senior NCMs will form up in a supernumerary rank, three paces behind the rear rank, evenly spaced across the flight frontage. They will then act on the orders of the Flt Sgt.
 - b. the Supernumerary Officers will be ordered to fall in by the Flt Comd after they have taken over, as outlined in squadron drill:

Falling in the Officers

The flight shall be handed over to the Flt Comd in the following manner:

- a. the Flt Sgt calls the flight to attention as the Flt Comd approaches;
- b. the Flt Comd halts two paces in front of the Flt Sgt, who salutes and when their salute has been acknowledged, reports the strength, condition of the flight;
- c. upon being ordered to fall in, the Flt Sgt salutes and after the salute has been acknowledged, turns right and proceeds by a series of wheels, marches around the right flank to take up their position in the rear of the flight.
- d. The Flt Comd marches forward two paces and takes up the Flt Sgt's former position.

Flight in Line Advancing and Retiring

1. On the command, FLIGHT ADVANCE BY THE RIGHT, QUICK – MARCH, the flight steps off in quick time and marches to the front and the Flt Comd and Flt Sgt retain their positions as for a flight in line, halted.
2. On the command, FLIGHT RETIRE, ABOUT - TURN, the flight about turns and the Flt Comd and Flt Sgt retain their positions. On the command, BY THE LEFT, QUICK - MARCH, the flight steps off in quick time.

Note: In line, the flight is advancing when the original front rank is leading and retiring when the original rear rank is leading.

SQUADRON DRILL

Introduction

The aim of the squadron drill is to teach flights within a squadron to drill together as a unit.

Although the words of command detail in subsequent articles of this chapter specifically refer to movements executed in quick time, squadron drill may also be executed in slow and double time. Movements detailed may also be executed using either flank as the directing flank except during a wheel, when dressing is taken from the inner flank.

Details for exercising a squad and flight contained in this handbook are applicable to squadron drill.

A squadron consists of two or more flights. It is commanded by a Squadron Commander (Sqn Comd), assisted by a Deputy Squadron Commander (Dep Sqn Comd) and Squadron Warrant Officer (SWO). Other officers and senior NCMs not directly involved with the flights shall be supernumeraries and form supernumerary ranks as directed by the Sqn Comd.

Note: Through out this section, for ease of description, “A” Squadron will consist of Numbers 1,2, and 3 Flights.

Squadron Formations.

1. The basic squadron formations are:

- a. squadron in line;
- b. squadron in column of threes;
- c. squadron in column of route;
- d. squadron in column of flights; and
- e. squadron in close column of flights.

2. **Squadron in Line.** When a squadron is formed up in line: (Figure 28)

- a. the flights are formed up on the same alignment with a seven-pace interval between flights;
- b. each flight is formed up as in flight in line;

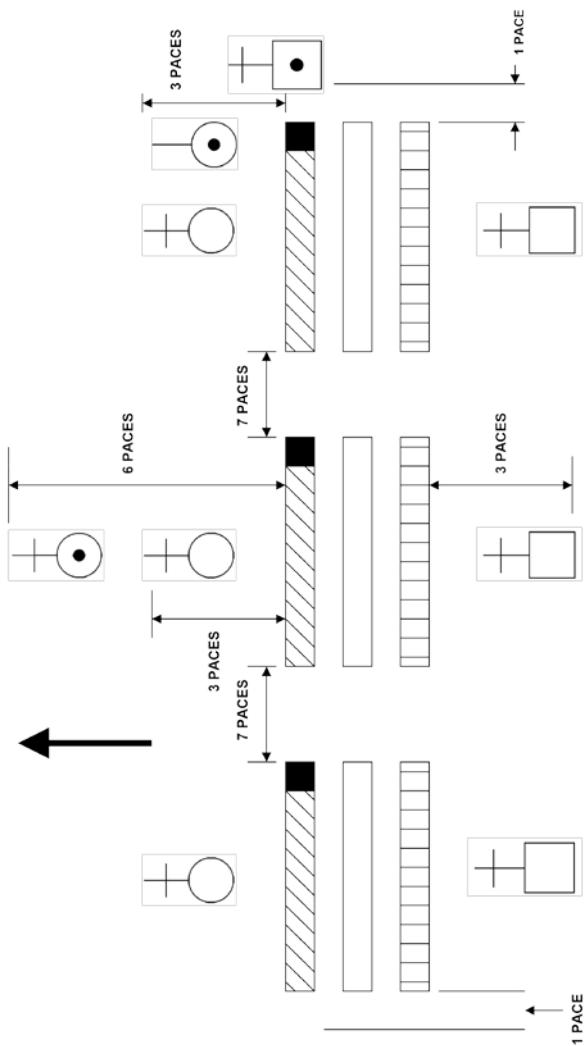


Figure 28 - Squadron In Line

- c. the Sqn Comd is in the centre of the squadron six paces in front of the front rank;
- d. the Dep Sqn Comd is in line with the Flt Comd and three paces in front of the second single file from the right flank of the squadron;
- e. the SWO is one pace to the right of the number one flight marker, in line with the front rank;
- f. any supernumerary officers are evenly distributed across the frontage of the flights, in line with the Flt Comd; and
- g. any supernumerary senior NCMs are evenly distributed across the rear of the flights, in line with the Flt Sgts.

3. **Squadron in Column of Threes.** A squadron formed up in column of threes is in the same formation as a squadron in line but turned to face a flank.

4. **Squadron in Column of Route.** When a squadron is formed up in column of route: (Figure 29)

- a. the flights are formed up in threes one behind the other with a seven-pace interval between flights;
- b. each flight is formed up as in Flight in Column of Route;
- c. the Sqn Comd is two paces in front of the leading Flt Comd (four paces in front of the centre file of the leading flight);
- d. the Dep Sqn Comd is two paces behind the rear WO (four paces in rear of the centre file of the rear flight);
- e. the SWO is one pace in front of the directing flank of the leading flight;
- f. if supernumerary officers are present, they are two paces in front of their respective flights, and the Sqn Comd and Flt Comds concerned are one pace further forward than their normal Column of Route positions in order to provide room; and
- g. if supernumerary senior NCM's are present, they are one pace in rear of their respective flights, while Flt Sgts concerned are one pace in rear of their normal Column of Route positions in order to provide room.

5. Squadron in Column of Flights. A squadron in column of flights is formed with each flight in line, one behind the other. If the flights are of unequal strength, the leading flight will be the strongest. The frontage of the leading flight, plus seven paces, is the distance between the flights, the minimum distance being 12 paces. In column of flights:

- a. each flight is formed up as for a flight in line;
- b. the Sqn Comd is at the centre and three paces in front of the leading Flt Comd (six paces in front of the front rank of the leading flight);
- c. the Dep Sqn Comd is three paces in rear of the rear Flt Sgt (six paces in rear of the rear rank of the rear flight);
- d. the SWO is one pace to the right and in line with the front rank of the leading flight;
- e. the WO is one pace to the right and in line with the front rank of the rear flight;
- f. any supernumerary officers are three paces in front of the flight with which they are parading, in line with and to the left of the Flt Comds;
- g. any supernumerary WOs and NCMs are three paces in rear of the flight with which they are parading, in line with the Flt Sgt.

6. Squadron in Close Column of Flights. A squadron formed in close column of flights maintains the same formation in all detail as for a squadron in column of flights, except that:

- a. the distance between flights may be reduced to suit the circumstances, but remains the same between each flight: and
- b. the minimum distance between flights is 12 paces.

Telling off a Squadron

1. When cadets are not parading regularly together, it may be necessary to organize and identify individual flights and squadrons.

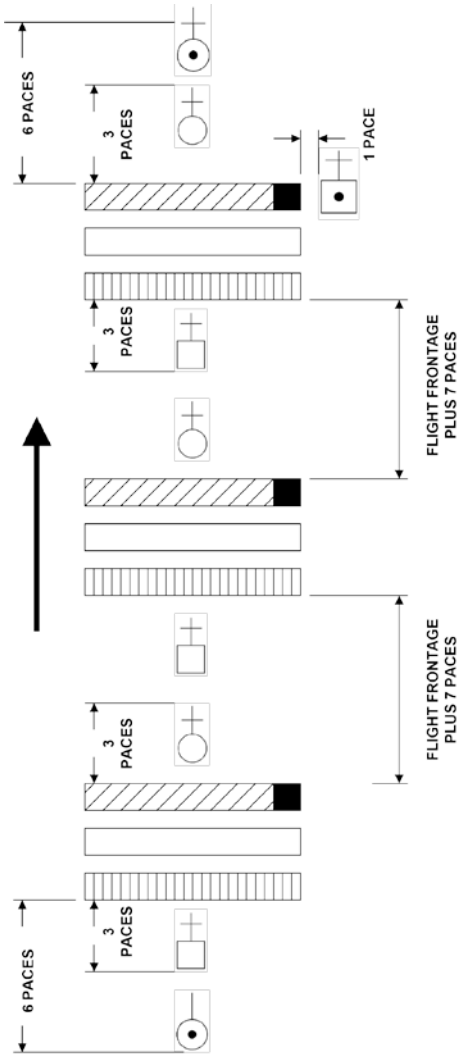


Figure 30 – Squadron in Column of Flights

2. On the SWO's command TELL OFF BY FLIGHTS, the Flt Sgts call out in succession:

- a. NUMBER ONE FLIGHT;
- b. NUMBER TWO; and
- c. NUMBER THREE FLIGHT.

3. The SWO then orders, ONE, TWO AND THREE FLIGHT WILL FORM "A" SQUADRON.

4. Only the first and last units use the word "FLIGHT". Thus this word indicates the start of telling off and that all have replied.

Dressing a Squadron in Line

1. At the completion of all squadron drill movements, when a squadron is halted in line, the squadron will be dressed.

2. On the command, RIGHT - DRESS, by the Sqn Comd:

- a. The officers about turn, turn their head and eyes to the left and dress on the second in command, then turn their head and eyes back to supervise the dressing of those under their command.
- b. The Flt Sgts and supernumerary WOs and NCMs turn their head and eyes to the right and dress on the NCM on the right flank, who looks straight to the front.
- c. The cadets in the ranks dress by the right; the right hand single file of the squadron look straight to their front, as in dressing for squad drill.
- d. The Flt Sgts of Numbers 2 and 3 flights shall pace off the proper interval between the flight on their right and their own flight and position their markers accordingly. Upon completion, they shall return to their normal positions in line and dress by their right.
- e. The SWO turns right and marches five paces to the right of the squadron, about turns and dresses each rank in succession in a similar manner to a Flt Sgt dressing a flight; and
- f. When the SWO orders, REAR RANK - STEADY, the Sqn Comd shall give the command, EYES - FRONT.

3. On the command, EYES - FRONT:

- a. officers about turn;
- b. the SWO returns to their original position; and
- c. the remainder of the Squadron act as ordered.

4. When the SWO is in charge of the squadron and orders right dress, the Flt Sgt of the right hand flight will act as detailed in dressing a flight and dress the squadron.

Dressing a Squadron in Column and Close Column of Flights

1. At the completion of all squadron drill movements, when a squadron has been halted in column or close column of flights, the squadron shall be dressed.

2. On the command, RIGHT - DRESS, by the Sqn Comd:

- a. All officers about turn and supervise the dressing, at the same time taking up their proper distance and dressing.
- b. the flights act as ordered.
- c. the Flt Sgts take up their positions six paces to the right of their front ranks as detailed in Dressing a Flight.
- d. the SWO marches forward to a position six paces in front of the right marker of the leading flight, halts, turns about and ensures that the right hand file of each flight is covered correctly and then orders RIGHT FLANK - STEADY.

3. On the command, RIGHT FLANK - STEADY, the Flt Sgts dress their flights normally. When the dressing has been completed, the Flt Sgts shall, in succession, order No. 1 FLIGHT - STEADY; No. 2- STEADY; No. 3 FLIGHT - STEADY.

4. On the command, No. 3 FLIGHT - STEADY, the Sqn Comd orders EYES - FRONT.

5. On the command, EYES - FRONT:

- a. officers about turn;
- b. the SWO returns to their original position;
- c. the Flt Sgts return to their normal positions; and
- d. the remainder of the squadron acts as ordered.

Forming up a Squadron

1. Prior to forming up the squadron, the Flt Sgts call the roll and inspect their flights. They then position their flights (sized, if so ordered) as directed by the SWO, normally at the edge of the parade square. They shall report their flight strengths to the SWO prior to the markers being called.

2. A squadron may be formed up in one of the following formations:

- a. line;
- b. column of flights; and
- c. close column of flights.

3. The squadron is normally formed up in the centre of the allotted parade square. Knowing the squadron's strength and frontage, the SWO selects the position to fall in the markers, by:

- a. dividing the frontage of the squadron's leading (and largest) flight by two and marching off an equal number of paces to the right flank from where the squadron will be centred, for column or close column of flights, and
- b. dividing the squadron's frontage, including intervals, in two and marching the appropriate number of paces to the right flank, for line.

4. The words of command and the action taken to form up a squadron are detailed on the next two pages (Figure 31).

5. The procedure for forming a squadron in line is the same as forming a squadron in column or close column of flights, with two exceptions to the list below (Figure 31):

- a. Item 1. The SWO marches to and halts in a position three paces in front of the position to be occupied by the marker of No. 1 flight.
- b. Item 8. After the SWO gives the command, MARKERS - STEADY, they will order MARKERS, LEFT' - TURN in order to place the markers in line, then by wheeling, position themselves six paces in front of and facing the centre of the squadron.

Item	Command	By	Action	Remarks
FALL-IN				
1			<u>For (Close) Column of Flights:</u> The SWO marches to and halts in a position three paces to the left of and facing the position to be occupied by the marker of No. 1 Flight.	The Flights are normally positioned at the edge of the parade square standing at ease. <u>For In Line:</u> The SWO marches to and halts in a position three paces in front of and facing the the position to be occupied by the marker of No. 1 Flight.
2	MARKERS	SWO	The flight markers came to attention and march onto the parade square. The marker of No. 1 Flight halts three paces in front of and facing the SWO. The remainder halt on the left of the No, I Flight marker and dress to the right at shoulder dressing.	
3	MARKERS – NUMBER	SWO	Markers number is succession from the right, e.g., ONE, TWO, etc	
4	NO. 1 RIGHT, REMAINDER LEFT-TURN	SWO	No. 1 Flight marker turns right, the remainder turn left	The SWO specifies the number of paces to be taken by Nos. 2 and 3 Flight markers after completion of the left turn
5	NO. 1 STAND FAST, REMAINDER QUICK-MARCH	SWO	No.1 Right marker stands fast, the remainder quick march their required distance and halt.	
6	NO. 1 STAND FAST REMAINDER, ABOUT – TURN	SWO	No. 1 Flight marker stands fast, the remainder about turn and cover off the No. 1 Flight marker	
7	MARKERS – STEADY	SWO	The markers stand fast.	If the Squadron is being formed up In Line, the SWO shall proceed as detailed in item 9. If in column or close column the SWO turns right, marches to and halts in a position six paces in front and centre of where the front flight will be and turns left, facing the future squadron position. The SWO then proceeds as detailed in Item 8.
8	MARKERS, LEFT – TURN	SWO	<u>This command is only for when the squadron is being formed up In Line.</u> The markers turn left.	This order places the markers in line. The SWO then, by wheeling, positions themself six paces in front of and facing the future centre of the Squadron.
9	SQUADRON FALL-IN	SWO	The Flt Sgts come to attention, about turn, facing their respective Flights together.	

Item	Command	By	Action	Remarks
10	NO. 1 FLIGHT ATTEN – TION	No. 1 Flt Sgt	The Flight acts as ordered	Nos. 2 and 3 Flt Sgts order their Flights to attention in succession, following No. 1 Flight
11	NO. 1 FLIGHT (RIGHT – TURN); QUICK - MARCH	No. 1 Flt Sgt	The Flight acts as ordered and marches. (Turns at the halt and wheels may be ordered as required to move the Flight into position on its marker)	As above.
12	NO. 1 FLIGHT HALT	No. 1 Flt Sgt	The Flight halts on its marker.	As above. As the Flight fall in, the officers move to the parade square and begin to promenade normally on the flank.
12a	NO. 1 FLIGHT ADVANCE, LEFT – TURN	No. 1 Flt Sgt	<u>This command is only used as necessary when the Flight is in position on its marker but facing to the Right.</u> The flight acts as ordered.	As above. As the last Flt Sgt gives the command, LEFT TURN all Flt Sgts shall turn about and face the front together.
13	SQUADRON, OPEN ORDER – MARCH	SWO	The squadron acts as ordered.	
14	SQUADRON, RIGHT – DRESS	SWO	The squadron acts as ordered. No 1 Flt Sgt. moves, by a series of wheels, to position six paces to the right of the Sqn and in line with the front rank, halts, pauses (2-3), then turns right. Each other Flt Sgt. marches to the left flank of their Flight, about turns, and paces off the distance between the previous flight and their Flight, and then returns to a position three paces centered in front and facing the Flight.	No 1 Flt Sgt. then dresses the front rank, orders “FRONT RANK-STEADY”, turns left, steps off two-and-one-half paces, turns right and dresses the center rank and orders, “CENTRE RANK-STEADY”, then turns left and dresses the rear rank in the same manner. NOTE: Steps between the ranks are performed at Slow Time. Arms kept at side whilst pacing distance between ranks.
15	SQUADRON, EYES – FRONT	SWO	The squadron acts as ordered	No 1 Flt Sgt. returns to a position three paces in front of the flight, centered and facing front. All other Flt Sgts about turns.
16	REPORT YOUR – FLIGHTS	SWO	Flt Sgts report their flights in succession from No 1 flight; (i.e. “No 1 flight 40 cadets on parade sir”)	Flt Sgts when indicating their flights shall use the procedure for telling off Flights. Meanwhile, the officer position themselves ready to fall in. The Dep Sqn Comd shall position themselves two paces behind the SWO.
16a			The SWO turns about reports the Squadron to the Dep Sqn Comd. The Dep Sqn Comd orders the SWO to fall in. The SWO turns right and marches to their position on parade.	The Dep Sqn Comd takes two paces forward to assume the SWO’s former position and waits until the SWO has adopted their new position before giving any further commands.

Figure 31

Falling In the Officers

1. The officers may commence promenading after the flights have fallen in. They continue until the Dep Sqn Comd is ready to assume command of the squadron from the SWO.
2. The Flt Comds and supernumerary officers position themselves five paces in rear of and centred on the Dep Sqn Comd. Dressing is automatic and officers stand at ease in succession from the right.
3. After the Dep Sqn Comd has ordered the SWO to fall in and has moved to the SWO's former position, they will turn about and order the officers to fall in.
4. On the command, OFFICERS FALL - IN, by the Dep Sqn Comd, the officers come to attention, salute, turn left and march to their respective flights, approaching their Flt Sgts from the right flank front.
5. Each flight is handed over to its commander following the same procedure as for a flight parading independently. Once the Flt Sgts are in their new positions, the flights are stood at ease by their Flt Comds in succession from the front (right). On the executive word of command of the last Flt Comd ordering their flight to stand at ease, Flt Comds turn about and stand at ease together. The Dep Sqn Comd calls the squadron to attention, turns about, salutes and reports to the Sqn Comd. The Sqn Comd orders the Dep Sqn Comd to fall in. The Dep Sqn Comd marches to their position on parade.

Squadron Commander's Inspection

1. Inspections are carried out at the open order.
2. When Squadron Commanders (Sqn Comd) wish to inspect their squadrons, they do so one flight at a time, normally accompanied by the Flt Comd, the Dep Sqn Comd and the SWO. The Sqn Comd orders NUMBER ONE FLIGHT STAND FAST, REMAINDER STAND AT - EASE and then inspects the squadron, commencing with the flight ordered to stand fast.
3. As the Sqn Comd approaches the flight that has been ordered to stand fast, the Flt Comd turns right and moves to a position three paces in front of their flight marker, where they shall salute the Sqn Comd and report their flight. The remaining Flt Comds will observe the Sqn Comd and as they commence inspecting the rear rank of the preceding flight, they shall turn about to face their flight, order their

flight to attention, turn left and move to a position three paces in front of their respective flight markers, where they shall salute the Sqn Comd on their arrival and report their flights.

4. When the Sqn Comd inspects the squadron, the positions of the inspecting party are:

- a. the Sqn Comd marches along the rank that is being inspected;
- b. the Flt Comd is on the right of the Sqn Comd;
- c. the Dep Sqn Comd is behind the Sqn Comd; and
- d. the SWO is on the right of the Dep Sqn Comd, behind the Flt Comd.

5. When the Sqn Comd does not wish to inspect the squadron, they may order the Flt Comds to carry on with the inspection. Flt Comds then inspect their flights accompanied by the Flt Sgts.

6. When the inspection of a flight is completed, the Flt Comd shall return to the flight's centre front, order their flight to close order march and stand at ease, following which the Flt Comd will turn about to face the front, stand at ease and await further orders from the Sqn Comd.

7. When the inspection of the squadron is completed the Sqn Comd orders SQUADRON, ATTENTION, and then:

- a. exercises the squadron in drill or otherwise carries on with the purpose of the parade; or
- b. turns the squadron over to the Dep Sqn Comd;
- c. falls out the officers and turns the squadron over to the SWO; or
- d. falls out the Dep Sqn Comd, and the SWO and orders Flt Comds to carry on with flight duties.

Falling Out the Officers

1. Prior to giving the order for officers to fall out, the Sqn Comd positions himself so that officers may halt at the required distance in front of them, with sufficient space for the Flt Sgt to occupy the position vacated by the Flt Comd of the first flight, when in column, or the centre flight when in line.

2. The command, OFFICERS FALL OUT, is given by the Sqn Comd when the squadron is at attention.

3. The officers march by the most direct route and form up in a line, five paces in front of, centred on and facing the Sqn Comd, at arm's length interval (without raising the arm), the Dep Sqn Comd on the right. When they are all present and in line, the Dep Sqn Comd shall take a half pace forward. As their right foot completes the movement, all officers will observe a standard pause and salute. When ordered by the Sqn Comd to "DISMISS", the Dep Sqn Comd will step back one half pace. All officers will observe the standard pause, salute and march straight forward off the parade square.

4. On the command, OFFICERS FALL - OUT, the Flt Sgts march around the left flank of their flights and occupy the positions vacated by the Flt Comds.

5. When all Flt Sgts are in position and the officers have been dismissed, the Sqn Comd orders the squadron to stand at ease.

6. After the squadron has been stood at ease, the Sqn Comd will call the SWO forward. On arrival, the SWO shall salute, receive instructions and salute again. The Sqn Comd then turns and marches off the parade square. The SWO shall call the squadron to attention as the Sqn Comd departs. The SWO then carries on as instructed.

Squadron in (Close) Column of Flights Forming Column of Threes(Route)

1. On the command, SQUADRON, MOVE TO THE RIGHT IN COLUMN OF THREES(ROUTE), RIGHT - TURN:

- a. the squadron turns right; and
- b. the Dep Sqn Comd moves to their position for column of threes.

2. After the Dep Sqn Comd and warrant officer have taken up their new positions, the leading Flt Comd orders No. 1 FLIGHT, BY THE LEFT, QUICK - MARCH.

3. The Flt Comds of the second and third flights, in succession, order No. 2(3) FLIGHT, LEFT WHEEL, BY THE LEFT, QUICK - MARCH. This command is given in time to obtain the correct distance in column of threes(route). When reaching a position in line with the leading flight they order No. 2(3) FLIGHT, RIGHT WHEEL and upon the flight completing the wheel, order BY THE LEFT.

4. For a squadron on the march in (close) column of flights, the command shall be **IN SUCCESSION BY FLIGHTS, MOVE TO THE RIGHT IN COLUMN OF THREES**, after which:

- a. the leading Flt Comd orders No. 1 **FLIGHT, RIGHT - TURN**;
- b. the Flt Comds of the second and third flights order their flights to turn right when their flights arrive at the position formerly occupied by the leading flight when turning; and
- c. the Dep Sqn Comd moves directly to intercept the leading flight and move to their new position.

5. A squadron may move to the left in column of threes in a similar inner by exchanging the right and left directions noted above. A squadron may also be ordered to advance or retire in column of three from the right or left, flights wheeling as directed after turning.

6. A squadron may be ordered to move to the Right (Left) in **COLUMN OF ROUTE**. When at the halt the leading Flt Comd waits for all officers and NCMs to take up their positions before ordering No. 1(2) **FLIGHT, BY THE LEFT EIGHT), QUICK - MARCH**. It is unusual to order a squadron on the march to move to column of route: if the order is given. Officers and Flt Sgts will double to their new positions.

Squadron in Column of Threes(Route)

Forming Close Column of Flights at the Halt Facing a Flank

1. On the command, **SQUADRON AT THE HALT, FACING LEFT, FORM (CLOSE) COLUMN OF FLIGHTS**:

- a. The leading Flt Comd orders No. 1 **FLIGHT HALT**. Upon completion of the halt, the Flt Comd will, if necessary march to their position in line and face the flight.
- b. The SWO, after halting on the command of the Flt Comd, turns right and paces the distance required between No. 1 and No. 2 flight and halts.

2. The second Flt Comd orders No. 2 **FLIGHT, RIGHT - WHEEL**, ensuring there is sufficient clearance from the left flank of No. 1 flight. The third Flt Comd wheels their flight right on the same ground on which the second flight wheeled.

3. When the marker of the second flight is opposite the SWO, the Flt Comd orders No. 2 FLIGHT, LEFT - WHEEL. The Flight is halted one pace short of where the SWO is standing and the Flt Comd moves to their position in line if necessary and faces the flight.

4. After the second flight halts, the SWO paces the distance required between No. 2 and No. 3 Flight and halts. When the marker of No. 3 flight is opposite the SWO, the Flt Comd orders a LEFT - WHEEL and halts the flight one pace short of where the SWO is standing. The Flt Comd moves to their position in line if necessary and faces the flight, while the SWO moves to their position for close column of flights.

5. Once the SWO halts in their position for close column of flights, the Flt Comds in succession from the front shall order No. 1(2) (3) FLIGHT ADVANCE, LEFT - TURN. Upon the rear Flt Comd's executive word of command, all Flt Comds will turn about together.

Squadron in (Close) Column of Flights at the Halt Moving to a Flank in Threes

On the command, SQUADRON MOVE TO THE RIGHT IN (CLOSE) COLUMN OF FLIGHTS IN THREES, RIGHT - TURN; SQUADRON, QUICK - MARCH, the squadron turns right and steps off in quick time. The Sqn Comd then designates the directing flank.

Squadron In Close Column of Flights on the March Forming Line Facing a Flank (Figure 32)

- a. On the command, AT THE HALT, FACING LEFT, FORM - LINE, the rear Flt Comd orders No. 3 FLIGHT, LEFT - FORM. The remaining Flt Comds give the same order so as to reach their positions in line.
- b. If the cautionary command, AT THE HALT, Is not given, the squadron marks time until the order FOR - WARD or HALT is given.

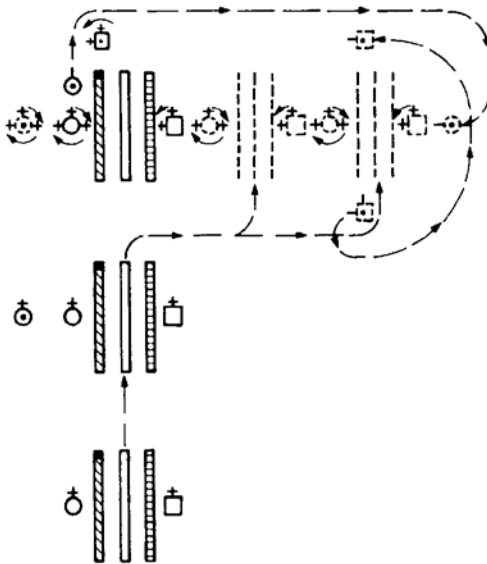


Figure 32 - Squadron in Column of Threes(Route)
Forming Close Column of Flights

Squadron in Column of Flights Forming Line Facing a Flank

1. At the Halt.

- a. On the command, FLIGHTS CHANGE DIRECTION LEFT, INTO LINE, LEFT - FORM; QUICK - MARCH, the flights act as in squad drill. The squadron marks time until the command FOR - WARD or HALT is given.
- b. On the command, FLIGHTS, AT THE HALT, CHANGE DIRECTION LEFT, INTO LINE, LEFT - FORM; QUICK - MARCH, the flights act as in squad drill, halting when the movement has been completed.

2. On the March.

- a. On the command, FLIGHTS, AT THE HALT, CHANGE DIRECTION LEFT, INTO LINE, LEFT - FORM, the flights act as in squad drill, halting when the movement has been completed.
- b. On the command, FLIGHTS CHANGE DIRECTION LEFT, INTO LINE, LEFT - FORM, the flights act as in squad drill. The squadron marks time until the command FOR - WARD or HALT is given.

Squadron in Close Column of Flights Halted, Forming Line Facing the Same Direction

On the command, ON THE LEFT FORM LINE, REMAINDER LEFT - TURN; QUICK - MARCH, the rear flights wheel right and then left to arrive at their positions in line. The Flt Comds halt and advance their flights.

WING DRILL

Introduction

The aim of the wing drill is to teach squadrons within a wing to drill together as a unit. Wing drill is commonly used in ceremonial parades at inter-squadron events and at Cadet Summer Training Centres (CSTCs).

A wing consists of two or more squadrons. It is commanded by a Wing Commander (WComd), assisted by a Deputy Wing Commander and Wing Warrant Officer (WWO).

Note: Through out this section, for ease of description, the Wing will consist of A, B & C Squadrons each consisting of Numbers 1,2, and 3 Flights.

Wing Formations

1. The basic wing formations are:

- a. wing in line;
- b. wing in column of threes;
- c. wing in column of route;
- d. wing in column of squadrons;
- e. wing in close column of squadron; and
- f. wing in mass.

2. **Wing In Line.** When a wing is formed up in line:

- a. the squadrons are formed up on the same alignment with a ten-pace interval between squadrons;
- b. each squadron is formed up as in flight in line;
- c. the WComd is in the centre of the wing 15 paces in front of the front rank;
- d. the Dep WComd is in line with the Sqn Comd and three paces in front of the Dep Sqn Comd of the leading squadron;
- e. the WWO is one pace to the right of the SWO of the leading Squadron;

3. **Wing in Column of Threes.** A wing formed up in column of threes is in the same formation as a wing in line but turned to face a flank.

4. **Wing in Column of Route.** When a wing is formed up in column of route:

- a. the squadrons are formed up in column of route with a ten-pace interval between squadrons;
- b. the WComd is four paces in front of the leading Sqn Comd (eight paces in front of the centre file of the leading flight);
- c. the Dep WComd is two paces behind the rear Dep Sqn Comd (six paces in rear of the centre file of the rear flight); and
- d. the WWO is five paces in front of the SWO of the leading squadron (6 paces in front of the directing flank of the leading flight).

5. **Wing in Column of Squadrons.** A wing in column of squadrons is formed with each squadron in line, one behind the other (Figure 31). If the squadrons are of unequal strength, the front squadron shall be the strongest. The distance between squadrons is the frontage of the strongest squadron plus 10 paces. In column of squadrons:

- a. the WComd is 15 paces in front of the front rank and at the centre of the leading squadron;
- b. the Dep WComd is six paces in front of the second single file from the left of the left flank flight of the front squadron of the wing; and
- c. the WWO is one pace to the right of the SWO of the leading squadron, in line with the front rank.

6. **Wing in Close Column of Squadrons.** A wing formed in close column of squadron maintains the same formation in all detail as for column of squadrons except that the distance between squadrons may be reduced to suit the circumstances, but remains the same between each squadron and the minimum distance between squadrons is 15 paces.

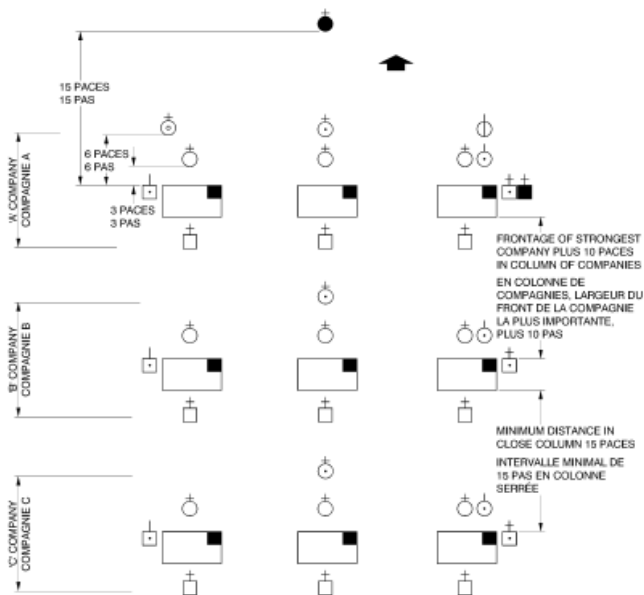


Figure 33 - Wing in Column (Close Column) of Companies

7. **Wing in Mass.** When a wing is in mass (Figure 32):

- the squadrons are formed in close column of flights on the same alignment;
- there is a 10-pace interval between squadrons;
- the WComd is in the centre of the wing, 15 paces in front of the front rank of the wing;
- the Dep WComd is six paces in front of the second single file from the left of the front flight of the left flank squadron; and
- the WWO is one pace to the right of the SWO of the leading squadron, in line with the front rank.

CEREMONIAL REVIEWS

General

Ceremonial reviews are parades held for occasions such as awards and presentations, changes of command, and cadet Annual Ceremonial Reviews.

Sequence

1. The sequence of a ceremonial review is the same no matter the size of the parade (flight, squadron, wing etc), and includes:
 - a. forming up of the parade;
 - b. the arrival of the reviewing officer;
 - b. the inspection by the reviewing officer;
 - c. the march past;
 - d. presentations; (if any)
 - e. the address by the reviewing officer;
 - f. the advance in review order;
 - g. the departure of the reviewing officer;
 - h. falling out of the officers; and
 - i. dismissal of the parade
2. A sample Parade Format of a Squadron Marching Past in Column of Route is included in Figure 36 as a continuation of Figure 31.

Promenading

1. A promenade is a slow, formal walk, carried out by officers waiting on duty, but off parade, prior to being fallen in. It is a procedure, not a drill movement, and officers promenading appear relaxed but attentive.
2. Officers will promenade at the edge of the parade square near their troops singly or in groups of two or three and at a natural walking cadence, about 100 paces per minute. They shall informally watch parade activity, each group turning about together, in the direction of the cadets, at the approximate boundaries of their cadets' position on parade.
3. When parade activity has reached the point where the officers will soon be required, they shall take up positions on the edge of the parade square, at ease, and await the order to fall in.

Review Parade Square

1. The review parade square shall be marked by flags or markers as illustrated in Figure 35.
2. The inspection line is the line on which the front rank of the parade is formed for inspection. The march past line is the line along which the right flank of the parade marches during the march past. The advance line is the line at which the front rank of the parade halts on completion of the advance in review order.
3. The length of the inspection line (G-H) depends on the frontage of the troops being inspected. Its distance from the march past line will include the greatest frontage occupied by any subunit when marching past, plus the depth occupied by the band or massed bands while playing the units past. Except in unusual circumstances, minimum distance from the march past line shall be 30 paces.

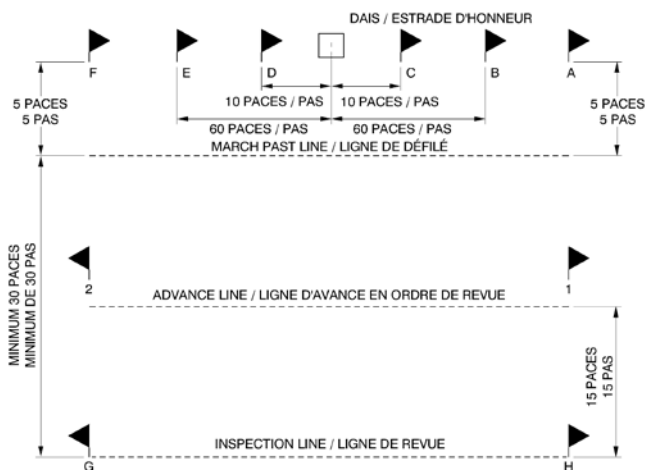


Figure 35 – Review Parade Square

4. The length of the saluting base (B-E) will not be less than 120 paces nor greater than 260 paces, the distance being dependent on local conditions. The march past begins at Point B and ends at Point E. The reviewing officer will be located at the centre of the saluting base. Ten paces on each side of them, along the saluting base, are Points C and D, at which the salute will begin and finish respectively. If a march past is to take place without opening and

closing order, i.e., in quick time only, Points B and E need not be marked (see paragraph 10), but Points A and F should still be located normally.

5. The march past line will be situated no less than five paces in front of the dais and the advance line is normally be situated 15 paces forward of the inspection line.

6. All points shall be marked by flags, pennants or marker personnel. Flags may also be set up to mark the spot on which the cadets are to form (Points 1 and 2) and the Inspection Line (Points G and H), or these locations may be marked by other means, e.g., chalk, whitewash, etc.

Reception of the Reviewing Officer

1. At the time ordered for the review, the parade shall be formed at the open order on the inspection line.

2. Guests should be seated before the parade marches onto the parade square or, for very senior dignitaries, accompany the reviewing officer. Under rare circumstances, a parade might receive two parties of dignitaries, paying appropriate compliments to the senior member of each.

3. When the reviewing officer has taken their position on the dais, the parade commander shall order the appropriate salute:

- a. General Salute for military officers and distinguished civilians; or
- b. Royal Salute for royal personages.

4. If a band is not available, the salute is completed with a standard pause between movements or upon the order ATTEN – TION.

5. The parade commander shall then report to the reviewing officer that the parade is ready for inspection. The parade commander may request that the remainder of the parade be stood at ease while the reviewing officer inspects the first sub-unit. If permission is given, the parade commander will turn about and give the appropriate order. The parade commander will then turn and accompany the reviewing officer on the inspection.

Inspection

1. The reviewing officer normally will inspect the parade by sub-units (squadrons on a wing parade, flights on a squadron parade) accompanied by each sub-unit commander. On a large parade, the reviewing officer may be accompanied by the parade commander, with the parade commander on the reviewing officer's right. In this event, the whole parade will remain at attention and inspections will be by rank across the complete frontage of the parade.

2. When the reviewing officer inspects the parade, the positions of the inspecting party are the:

- a. reviewing officer, nearest the rank being inspected;
- b. the sub-unit commander, on the right of the reviewing officer;
and
- c. the parade commander, behind the reviewing officer.

Notes: If there are two or more in the reviewing party, the parade commander moves over behind the sub-unit commander. If there are three or more people in the reviewing party, the deputy parade commander shall move behind the parade commander. Inspection Parties for cadet Annual Ceremonial Reviews, should consist of a representative from both the Canadian Armed Forces and the Air Cadet League of Canada.

3. The reviewing officer does not normally visit or inspect the band unless it is an integral part of the unit being reviewed.

4. On completion of the inspection and after the parade commander has accompanied the reviewing officer to the dais, the parade commander shall order the parade to attention and request permission to march past in review.

5. The parade may march past in column of route or in column or close column depending on the time and space available, the degree of training of the troops, and the formality of the occasion. The simplest march past is in column of route in quick time.

6. In column or close column, the march past may be in slow or quick time. On the most formal of occasions, the parade may march past twice, once in slow time in column or close column and once in quick time in column, close column or column of route.

Presentations And Addresses

If presentations or additional addresses are to be made, they shall follow the march past. Following any presentations and other addresses, the reviewing officer may address the parade.

Advance in Review Order

1. On the command ADVANCE IN REVIEW ORDER, BY THE CENTRE, QUICK – MARCH by the parade commander, the parade advances 15 paces and halts automatically, completing all forward movement on the last pace, and then bending the right knee and assuming the position of attention.
2. In exceptional circumstances, where space does not permit the minimum 30 paces between the march past and inspection lines, a lesser advance may be specifically ordered, e.g., ADVANCE IN REVIEW ORDER SEVEN PACES, BY THE CENTRE, QUICK – MARCH. The front rank will always halt no closer than 15 paces from the march past line. If less than seven paces can be taken, there shall be no advance.
3. The parade commander then orders another General or Royal Salute as applicable.

Departure Of The Reviewing Officer

1. On completion of the salute the reviewing officer shall depart.
2. The Parade Commander shall then fall-out the officers and hand over the parade to the senior NCM present (Flt Sgt, SWO or WWO as applicable)
3. The senior NCM present shall then make any other announcements as necessary and dismiss the parade.

Item	Command	By	Action	Remarks
FALLING IN THE OFFICERS				
17	OFFICERS FALL-IN	Dep Sqn Comd	The officers come to attention, left turn and by a series of wheels march to their Flt Sgt.	The flight is handed over to the Flt Comd. Flt Sgt. turns right and by a series of wheels, proceeds to a position centered and three paces to the rear of the flight. Flt Comd. Takes up position formerly occupied by the Flt Sgt.
17a	#1 FLIGHT STAND AT-EASE	#1 Flt Comd		Where there are more flights, each Flt Comd will stand their flight at ease. As the last Flt Comd. Gives the executive word of command, the Flt Comds shall turn about, pause (2-3) and stand at ease. The Dep Sqn Comd. Then turns about, paces and stands at ease.
18	SQUADRON ATTEN – TION	Dep Sqn Comd	The Dep Sqn Comd reports to the Squadron to its Commander. The Sqn Comd orders the Dep Sqn Comd to fall in. The Dep Sqn Comd salutes, turns right and by a succession of wheels marches to their position on parade.	The Sqn Comd steps forward 2 paces adopting the position formerly occupied by the Dep Sqn Comd. The Sqn Comd waits until the Dep Sqn Comd has adopted their new position before issuing any further orders.
19	SQUADRON STAND AT – EASE	Sqn Comd	The squadron acts as ordered	The Sqn Comd carries on by inspecting Flights, having the Flt Comds inspect their own Flights, or proceeding with training or ceremonial review.
ARRIVAL OF THE REVIEWING OFFICER				
20	SQUADRON ATTEN-TION	Sqn Comd	The Squadron acts as ordered	Given when RO enters parade area.
21	SQUADRON GENERAL SALUTE-SALUTE	Sqn Comd	Only the Sqn Comd, Dep Sqn Comd and Flt Comds salute.	(Music optional)
21a	SQUADRON ATTENTION	Sqn Comd	Ordered if no music played	At the end of the salute, Sqn Comd marches to the dais, halts, salutes RO and asks the RO would like to inspect the Sqn.
INSPECTION				
22	#1 FLIGHT STAND FAST REMAINDER STAND AT-EASE	Sqn Comd	All but #1 Flight act as ordered	Sqn Comd and RO proceed to right flank of #1 Flight. Sqn Comd walks to the right of the RO. Flt Comd. (Music is optional throughout the inspection)
24	#1 FLIGHT CLOSE ORDER-MARCH	#1 Flt Comd	#1 Flight acts as ordered.	Once the RO has completed the inspection of their flight, the Flt Comd moves back to their position in front and facing the flight and gives the command.
25	#1 FLIGHT STAND AT-EASE	#1 Flt Comd	#1 Flight acts as ordered.	The Flt Comd then turns about and stands at ease. Where there are more flights, each Flt Comd will give the Close Order March and the Stand At Ease for their flight

Item	Command	By	Action	Remarks
MARCH PAST				
27	SQUADRON, MOVE TO THE RIGHT IN COLUMN OF ROUTE, RIGHT - TURN	Sqn Comd	Sqn Comd turns left. All others turn right.	Squadron appointees by a series of wheels move to their column of route positions
28	SQUADRON BY THE LEFT QUICK-MARCH	Sqn Comd	Squadron steps off in quick time.	
29	BY THE RIGHT	Sqn Comd		
30	SQUADRON IN SUCCESSION BY FLIGHTS EYES-RIGHT	Sqn Comd		
31	#1 FLIGHT EYES-RIGHT	#1 Flt Comd		The Sqn Comd salutes with NO.1 Flight. The Dep Sqn Comd salutes with the last flight. Where there are more flights each Flt Comd will give the Eyes Right for their flight.
32	SQUADRON IN SUCCESSION BY FLIGHTS EYES-FRONT	Sqn Comd		
33	#1 FLIGHT EYES-FRONT	#1 Flt Comd		Where there are more flights each Flt Comd will give the Eyes Front for their flight.
35	SQUADRON HALT	Sqn Comd		Given as center of Sqn is opposite Sqn Comd
36	SQUADRON ADVANCE, LEFT-TURN	Sqn Comd		All turn. Pause 2-3. Officers and Flt Sgt's by a series of wheels, move to their in line positions
37	SQUADRON OPEN ORDER-MARCH	Sqn Comd		All will move
38	SQUADRON RIGHT-DRESS	Sqn Comd		SWO moves to a position 6 paces to right of and facing marker of front rank
39	FRONT RANK-STEADY	SWO		SWO dresses front rank only.
40	SQUADRON EYES-FRONT	Sqn Comd		SWO returns to position. Sqn Comd (when SWO is back in position) does an about turn, marches to dias and request permission to carry on with the awards and presentations. Then turns right and by a series of wheels returns to a position 6 paces in front of and facing the center of the Squadron

Item	Command	By	Action	Remarks
PRESENTATIONS & AWARDS				
41	SQUADRON STAND AT-EASE	Sqn Comd		Sqn Comd about turns and stands at ease. During awards and presentations, when clapping cadets are not to come to attention to clap.
ADVANCE & DEPARTURE OF THE REVIEWING OFFICER				
42	SQUADRON ATTENTION	Sqn Comd		Given at the end of awards and presentations and the RO mounts the dias.
43	SQUADRON ADVANCE IN REVIEW ORDER BY THE CENTER QUICK-MARCH	Sqn Comd	All advance 7/13 paces, halting on the 9th/15th pace OR as directed	
44	SQUADRON GENERAL SALUTE-SALUTE	Sqn Comd	Officer parade positions salute only	RO departs.
44a	SQUADRON ATTENTION	Sqn Comd		Given only if no music is played
FALLING OUT THE OFFICERS				
45	OFFICERS FALL-OUT	Sqn Comd		Officers come to attention, march to a position 3 paces in front of Sqn Comd with Dep Sqn Comd on right flank. When all are assembled, Dep Sqn Comd takes 1-35 cm paces forward, pause and all salute
46	OFFICERS DIS-MISS	Sqn Comd		Dep Sqn Comd takes 1-35 cm pace to the rear, pause, all salute, pause, attention, pause, right turn, pause and march off
47	SQUADRON STAND AT-EASE	Sqn Comd		Given after departure of officers
48	SQUADRON WARRANT OFFICER	Sqn Comd	SWO answers "SIR" or "MA'AM" and by a series of wheels, takes up position 2 paces in front of Sqn Comd.	Sqn Comd hands over Sqn to SWO and departs. SWO takes 2 paces forward, waits until Sqn Comd is off parade square, then about turns
DISMISSAL				
49	SQUADRON ATTENTION	SWO		
50	SQUADRON CLOSE ORDER-MARCH	SWO	All moving including SWO & Flt Sgts	
51	SQUADRON DIS-MISS	SWO		SWO dismisses the squadron

Figure 36 – Sample Parade Format
Squadron Marching Past in Column of Route

COMPLIMENTS

General

Compliments are formal marks of respect and courtesy. The commonly used method of paying compliments is the salute.

Formed Military Groups

1. Compliments on behalf of a formed unit are normally given by the cadet in charge of the unit or sub-unit. When at the halt, before saluting, the person in charge will order the group to attention.
2. When on the march, the cadet in charge of a formed group shall personally salute when passing junior officers. When passing senior officers, the command, EYES - RIGHT/LEFT, shall be given to the group and the cadet shall salute in the required direction.

RANKS/SITUATIONS ACTION TAKEN	
Officers	Salute all officers of higher rank.
Cadets	Salute all commissioned officers except officer cadets.
Two or more officers together	The superior returns salutes and ALL salute superior officers
Officers accompanied by cadets	The superior officer returns salutes. ALL salute officers of higher rank.
Officer approaches formed group of cadets	Senior or cadet first recognizing officer will call group to attention and salute.
Cadet passes formed unit under command of an officer	Cadet shall halt, turn to face unit and maintain a salute until the entire unit has passed.
Civilian Dress	Proper compliments shall be paid to ALL commissioned officers recognized in civilian dress. When cadet in civilian dress passes an officer, they shall turn head and eyes to the required direction; at the halt, cadets shall stand at attention when an officer passes.

Special Circumstances

1. **Buildings.** Salutes are not given indoors except on parades or ceremonial occasions, in areas so designated by Base Commanders or Commanding Officers. However:
 - a. it is correct to turn the head and offer a polite greeting when meeting an officer in the common area of a public or service building; and
 - b. it is correct to pay compliments at an office door of an officer and briefly coming to attention. It is irrelevant if one has a headdress on, or not.
 2. **Cenotaphs.** Compliments shall be paid, both individually and in groups, when passing the National War Memorial and Cenotaphs.
 3. **Colour Parties.** Compliments shall be paid, both individually and in groups, to colour parties bearing uncased colours, after halting and facing the flag/colour party.
 4. **Funerals.** Formed military groups shall be halted and turned to face the bier or casket and the cadet in charge shall salute. Individual compliments shall be paid in a similar manner.
- Note:** At the termination of a service funeral, officers and cadets may proceed to the foot of the grave, in order of seniority, to pay individual respects by saluting.
5. **Courtesy Salutes.** Cadets may express their respect to individual civilians by using a salute as a formal means of greeting or farewell.
 6. **Last Post and Reveille.** Appropriate compliments must be paid by both individuals and groups commencing on the first note and terminating on the last note.
 7. **Lecture Rooms.** When an officer or visiting dignitary enters a lecture room, theatre, etc., the instructor or senior member present shall call the group to attention by giving the command, ROOM. ALL members shall sit to attention, arms straight down the sides, head and eyes to the front. Whenever these instructions are impractical or hazardous to safety the order, STAND FAST will be given. Members of the group shall suspend all possible action without causing physical danger to themselves or damage to equipment until the order, CARRY ON, is given.

8. **National Anthems.** Appropriate compliments shall be paid by both individuals and groups at the playing of God Save the Queen, O Canada, or the National Anthem of a Foreign Country.

9. **Parades.** Compliments shall be paid by individuals or by formed groups present during playing of The Royal Salute and The General salute at a parade.

10. **Foreign Officers.** Foreign officers shall be saluted in the same manner as Canadian Armed Forces officers and commissioned officers of the Royal Canadian Mounted Police, unless the circumstances clearly dictate otherwise.

11. **National Flag.** At the raising or lowering of the national flag at Defence establishments, compliments shall be paid by individuals and formed groups by facing the flagstaff, standing at attention and saluting if in uniform.

12. **Vehicles.** Compliments shall be paid to passengers in staff cars bearing distinguishing flags or general officer car plates. Individuals driving a vehicle, motorcycle or bicycle shall not salute nor return a salute.

13. **Royalty.** Compliments shall be paid to Members of the Royal Family, Foreign Sovereigns and Members of Reigning Foreign Families; Presidents; Chiefs of State of Commonwealth and foreign countries; the Governor General of Canada and Lieutenant-Governors of Provinces.

14. **Applauding.** When applauding, while on parade, there is no requirement to change positions. (i.e come to attention)

Reporting to an Officer

1. When reporting to an officer, the following procedure shall be observed:

- a. march forward, halt two paces in front of the officer or dignitary;
- b. salute, remain at attention, await acknowledgement;
- c. deliver the message, receive instructions;
- d. salute, await acknowledgement; and
- e. turn right and march off.

2. When two or more are reporting to an officer or dignitary, the following procedure shall be observed:

- a. each individual will march forward, with the first person halting two paces in front of the officer or dignitary;
- b. others fall-in to the left of the first person at elbow dressing;
- c. when the last person arrives, a standard pause is observed;
- d. the first person shall take a single pace forward;
- e. all salute, remain at attention, await acknowledgement;
- f. deliver the message, receive instructions;
- g. the first person shall take a single pace to the rear;
- h. all salute, await acknowledgment; and
- i. turn right and march off.

3. If receiving an award, individuals will take a pace forward, accepting the award with the left hand and shaking hands with the right hand below the left hand. Where there are more than one person reporting, the first person shall not take an additional pace forward to receive an award.

Note: When a cadet reports to a senior other than an officer, the procedures will be followed but the salutes are omitted

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