

CANADIAN FORCES MANUAL OF DRILL AND CEREMONIAL

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CHAPTER 1 – INTRODUCTION

SECTION 1 - GENERAL

101. PURPOSE

This publication provides guidance and establishes uniformity for drill and ceremonial throughout the Canadian Forces.

102. AIM

1. The aim of drill and ceremonial is to contribute to the operational effectiveness of the Canadian Forces by:

a. ensuring that the Forces efficiently march and manoeuvre together as one in duty and routine; and

b. promoting discipline alertness, precision, pride, steadiness and the cohesion necessary for success.

2. Drill is the basis of all teamwork.

103. ORIGINS

1. At one time, drill and tactics were the same, much of the former being movements needed on the battlefield. Battle drills have existed since ancient times. The Romans are reputed to have used cadence marching for tactical formations. Although infantry supremacy and precise drills were eclipsed after the fall of the Roman Empire, and during the feudal era mounted knights ruled combat, infantry drills were resurrected in the 14th Century and slowly developed and improved thereafter. Separate drill procedures for cavalry, artillery, infantry and others (except for equipment drill) were replaced by all arms drill early in the 20th Century as the changed conditions of war gradually divorced tactics from barrack routine.

2. The foot and arms drill of the Royal Canadian Navy, Canadian Army and Royal Canadian Air Force were generally similar, being derived from the same tactical practices. When the three services were amalgamated in 1968, evolution continued by blending the drill detail back into one.

3. Drill is still used routinely to move troops in an orderly and efficient manner. It also forms the basis of the precise manoeuvres used in military displays and ceremonies.

104. TERMINOLOGY

1. In this manual, "shall", "will", "is" and "are" are to be construed as imperative, and "may" as permissive.

2. The term "officer" includes all personnel holding a commissioned rank. The term "non-commissioned member" denotes personnel from the rank of private up to and including chief warrant officer.

3. Throughout this manual, words importing masculine gender include the feminine one. Where appropriate, the female address "Ma'am" or "Miss" shall be used in place of the male address "Sir".

4. For ease of reference, this manual standardizes organizational terminology to include "battalion", "company", "platoon" and "section". Parade commanders shall actually use the correct term for the organization under their command; e.g., flight or troop in place of platoon.

105. GENERAL

1. The recruit and junior officer first observe unit organization and the chain of command on the parade square. Here, the officers, warrant officers (WOs) and non-commissioned officers (NCOs) all have their own duties and functions to perform.

2. Officers cannot delegate their parade duties to NCOs, nor should officers be drilled by noncommissioned members (NCMs), except in the case of the initial training of junior officers and refresher instruction under the actual supervision of the commanding officer or adjutant. Officers, WO's and NCOs ensure the respect due them by their parade appointments by maintaining a command presence and individual drill standard of the highest order.

3. The parade ground provides an excellent opportunity for WO's and NCOs to display initiative and gain command experience, provided they are permitted freedom of action. Superiors who undermine a subordinate's authority fail in their own exercise of command.

106. DRILL AND PROCEDURE

1. Drill. Drill is composed of standard postures, movements and evolutions completed in response to particular words of command; e.g., "ATTENTION" and "PRESENT ARMS". No deviations are allowed unless specifically mentioned in this manual to ensure that the Canadian Forces marches and manoeuvres as one.

2. Procedure. Procedures are the combinations of drill movements carried out for the ceremony or duty involved. Commanders may adjust procedures to suit parade circumstances and location, so long as the essential ingredients and customary sequence of traditional parades are recognized. Guidelines are provided in subsequent chapters as required.

3. Exhibitions and Displays. Special drill movements and sequences may be performed during displays such as tattoos or military pageants, often to memorized routines and without the normal

sequence of commands. Display routines are most effective and in the best interests of the Forces if there is little deviation from standard drill movements.

107. DRILL STANDARDS

1. The hallmarks of Canadian Forces drill are efficiency, precision and dignity. These qualities are developed through self-discipline and practice. They lead to unit pride and cohesion.
2. Exaggerated or modified drill movements and idiosyncrasies demonstrate inefficient and undisciplined training, and a failure of the unit to focus on the purpose and use of drill in a modern armed force.
3. Military troops which display constant competence in drill are recognized universally as highly trained, well-disciplined and professional. Drill that is well taught and executed develops individual pride, mental alertness, precision and esprit-de-corps which will assist the individual service member to carry out orders instinctively at all times.
4. Good drill, well rehearsed, closely supervised and precise, is an exercise in obedience and alertness. It sets the standard for the execution of any duty, both for the individual and the unit, and builds a sense of confidence between commander and subordinate that is essential to high morale.
5. The personal qualities developed on the parade ground must be maintained in all aspects of military life. Commanders must insist on the same high standards both on and off parade to instill these qualities strongly enough to endure the strain of military duty in peace or war. The systematic correction of minor errors strengthens these characteristics and improves both individual and unit standards.

108. SYMBOLS

The appointment symbols used in this manual are illustrated in Figure 1-1.

109. CONDUCT OF A DRILL LESSON

1. Preliminaries. Before commencing the lesson, the instructor shall:
 - 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.

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 the instructor calling 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 practising the complete movement.

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 teaching;

b. state the level of achievement; and

c. state the next lesson.

Note: The acronym commonly associated with this method of drill instruction is ROMP-DEER-RSS.

110. INSTRUCTION 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 shall 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 that the squad can see the position or movement. All demonstration 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 and use a vocabulary of short, concise words to impress on the squad that the movement must be performed smartly. For example, the words "crack", "drive", "seize" and "grasp" suggest the degree of smartness required. Profanity or personal sarcasm shall never be used.

6. Manhandling. 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 squad member's position.

7. 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 shall 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, with or without arms, at appropriate intervals to keep the squad alert, exercise the muscles, and, as a result, produce a high standard of drill.

8. 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.

9. Instructor 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.

111. 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 that 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 the 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, e.g., RIGHT IN - CLINE.

4. 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 commands should be two paces. The pause will be as consistent as possible.

5. 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.

6. The following are examples of correct words of command:

a. SQUAD, MOVE TO THE RIGHT IN THREES, RIGHT - TURN, BY THE LEFT, QUICK - MARCH;

b. PLATOON, GENERAL SALUTE, PRESENT - ARMS;

c. NO. 1 PLATOON, AT THE HALT, ON THE LEFT, FORM - PLATOON;

d. COMPANY, ON THE LEFT, INTO CLOSE COLUMN, FORM - PLATOONS; and

e. BATTALION, MOVE TO THE RIGHT IN COLUMN OF ROUTE "A" COMPANY LEADING, RIGHT - TURN.

7. Troops fall in on parade in line, with their front rank remaining the same until dismissed. The cautionary commands ADVANCE and RETIRE indicate a turn or movement in the direction of the front or rear rank. (See also articles 303 and 701.) Thus:

a. SQUAD RETIRE, RIGHT - TURN, for a squad halted or moving to the right in threes and required to turn to the right;

b. SQUAD ADVANCE, RIGHT - TURN, for a squad halted or moving to the left in threes and required to turn to the right;

c. SQUAD RETIRE, ABOUT - TURN, for a squad advancing and required to turn about; and

d. SQUAD, MOVE TO THE LEFT, LEFT-TURN, for a squad retiring and required to turn to the left.

8. SQUAD ADVANCE (RETIRE) is used whenever turning into line. After every turn the directing flank is given BY THE LEFT (RIGHT).

9. Light infantry (less Princess Patricia's Canadian Light Infantry, which drills as a line regiment) and rifle regiments, which maintain traditions of special agility and alertness on the battlefield, may use combined orders when addressing only their own troops or like units; e.g., SQUAD WILL TURN AND MOVE TO THE RIGHT IN THREES. AT THE SHOULDER, QUICK - MARCH. The squad will carry out each order in sequence.

112. STANDARD PAUSE

1. The standard pause between each drill movement is one beat at a cadence of forty movements to the minute, or three beats in quick time (1½ seconds).

2. In the early stages of training the squad shall call out the time when executing drill movements.

3. To warn the squad that the time is to be called out, the instructor will precede the command for the movement with the cautionary command CALLING OUT THE TIME. For 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 out "One";

b. after completing the first movement, calls "Two", "Three" while observing the standard pause; and

c. when executing the final movement, calls out "One"

4. After completing a movement on the march, a recruit squad shall call the step for three paces; e.g., on quick march, "Left-Right-Left".

113. MECHANICAL TRAINING AIDS

1. Drums. A drum may be used to sharpen the execution of foot drill and rifle exercises at the halt, to beat the time for troops 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 Stick. A pace stick is used by an instructor to measure distance, interval and the length of pace on the march. (See Chapter 6.)

114. INSPECTION

1. Inspections shall be carried out at the open order.

2. Ranks shall be dressed after completing the move the open order and before the inspection. They may also be dressed after moving to close order.

3. The inspecting officer or NCO 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 sub-units not under inspection at the time may be ordered to stand at ease.

6. During an inspection, an individual ordered to adjust clothing or equipment shall do so immediately, maintaining position within the ranks. 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 service member:

a. is properly equipped for the parade, with clothing 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, e.g., hair at correct length, shaved and washed.

115. FUNDAMENTALS OF FOOT DRILL

1. The individual who consistently maintains perfect balance on the completion of movements demonstrates:

a. quick reflexes;

b. steadiness;

c. physical control of the body;

d. mental alertness; and

e. mastery of the basic skills.

2. Constant checking during all phases of training must be stressed to ensure the individual's attention to proper bearing.

116. BASIC SKILLS

1. The four basic movements of foot drill are performed as follows:

a. "Bend the... knee." One leg is kept braced with the foot firm and flat on the ground by applying pressure to the toe and the ball of the foot. The opposite knee is bent to the front of the body so that the toes hang directly below at a natural angle. The foot is raised 15 cm (approximately 6 in.) clear of the ground in quick time and during movements at the halt; the thigh is raised parallel to the ground for all movements executed in slow time. (See also special provisions for foot drill on a floating vessel in article 1301).

b. "Straighten the... leg." The leg is straightened to the ground by forcing the toe down so that the impact is taken on the ball of the foot.

c. "Shoot the... foot forward." One leg is kept braced with the foot on the ground. The other foot is shot forward with the knee braced, ready to carry the weight of the body forward.

d. "Shifting the... weight." Body weight is shifted by transferring the weight onto the ball of the foot being straightened to the ground and the balance is maintained by placing the foot flat and firm.

2. The phrase "Place the foot flat on the ground" means place the foot naturally on the ground without slapping or exaggeration.

(117 TO 119 NOT ALLOCATED)

SECTION 2 - COMPLIMENTS

120. GENERAL

1. Compliments are formal marks of respect and courtesy, i.e., salutes.

2. The military salute is a traditional demonstration of trust and respect. Although the method of saluting varies with circumstances, the paying of compliments is a fundamental requirement that is indispensable to service discipline.

3. In general, military compliments are paid to the Sovereign; the Sovereign's representative in Canada, the Governor General; the Head of Government, the Prime Minister of Canada; Cabinet members for defence, the Minister and Associate Minister of National Defence; Lieutenant-Governor; commissioned officers; and consecrated colours. See also article 124.

4. Service individuals receiving a compliment shall acknowledge it.

5. Detailed instructions on the techniques of paying individual compliments are found elsewhere in this publication as follows:

a. at the halt - Chapter 2;

b. on the march - Chapter 3;

c. when bearing arms:

1. rifle - Chapter 4,

2. carbine - Chapter 5,

3. sword - Chapter 6; and

d. when carrying pace stick or cane - Chapter 6.

121. FORMED MILITARY GROUPS

1. Compliments on behalf of a formed military group are normally given by the person in charge of the group.

2. At the halt:

a. The person in charge will order the group to attention before saluting.

b. When the group is armed, it shall be brought to attention and then may be brought to the shoulder arms position before the person in charge gives the appropriate salute.

3. On the march:

a. The person in charge of a formed military unit shall personally salute when passing junior officers (Captains and Lieutenants) superior to himself in rank. When passing senior officers superior to himself in rank, the person in charge shall order EYES RIGHT/LEFT and salute with the hand while turning head and eyes in the required direction.

b. When bearing arms at the trail, the person in command shall shoulder arms before proceeding as detailed in sub-paragraph a. above.

122. INDIVIDUAL

1. Officers shall salute all officers of higher rank and shall return all compliments paid them. Senior officers receiving compliments from marching troops on a ceremonial parade shall hold the salute as each individual component passes directly by in review.

2. Non-commissioned members shall salute all commissioned officers.

3. Officers and non-commissioned members not part of a formed military group shall pay individual compliments to an approaching higher ranking officer (see also paragraph 4). The senior officer receiving the salute shall return the compliment, while military persons accompanying that officer give an eyes right/left in the same manner as saluting without headdress (paragraph 7) during the exchange of compliments or greetings.

4. When an officer approaches a group of non-commissioned members, the senior of the group or the person who recognizes the officer first, shall take command and call the group to attention: the senior or person in charge shall then alone salute. Junior members shall draw their senior's attention to approaching officers if the circumstances require and allow.

5. Individual compliments to a formed military group on the march and under the command of an officer shall be paid by halting, turning to face the group and saluting. The salute should be maintained until the entire group has passed.

6. While bearing arms, individuals shall pay compliments to officers by saluting at the shoulder arms position. Sentries shall pay compliments in accordance with article 1030.

7. When in uniform and not wearing headdress, compliments shall be paid by standing at attention. If on the march, arms shall be swung and the head turned to the left or right as required.

8. White nurses caps are considered marks of qualification rather than headdress. Nursing officers and medical associates wearing this cap shall pay compliments as if they had no headdress.

123. CIVILIAN DRESS

1. Appropriate compliments shall be paid when recognizing an officer dressed in civilian clothing.
2. When dressed in civilian clothes, all members shall stand at attention, and male members (less Sikhs) shall remove headwear, on any occasion when a salute would be correct in uniform and extreme winter weather conditions allow. On the march, the headwear is raised or removed, if applicable, and the head turned right or left. When headdress is not worn, it is correct to turn the head as required and offer a polite greeting.

124. SPECIAL CIRCUMSTANCES

1. Buildings. Salutes are not given indoors in either public or service buildings except on parades, ceremonial occasions, in areas so designated by base commanders, or when entering or leaving the office of an officer who should be paid compliments by virtue of his rank or appointment. Further:
 - 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.
 - b. It is not customary for those other than Sikhs working in a building to wear headdress when visiting another office in the same building. In this circumstance, compliments are paid by briefly coming to attention at the office door.
2. Cenotaphs. Officers and men shall salute individually, and formed military groups shall pay compliments when passing the National War Memorial and cenotaphs to military dead.
3. Colours. Individuals and formed military groups shall pay compliments to uncased colours, except when the colour is part of an escort to the deceased during a funeral (see subparagraph 5 a.).
 - a. Halted armed groups shall present arms.
 - b. Military groups marching past uncased colours shall give eyes right/left.
 - c. See also paragraph 12.
4. Religious Services and Buildings. Conventional marks of respect and courtesy shall be observed during religious services and in places of worship, depending on the customs of the religion involved. In particular, female members are not required to remove their headdress in a church, synagogue or other place of worship, male members of the Jewish faith may wear the yarmulke, and Sikhs are not required to remove headdress.
5. Funerals. The following compliments shall be paid at state, military and civilian funerals:
 - a. The remains of the deceased take seniority and alone receive compliments during a funeral.
 - b. Members shall wear headdress and pay respects by saluting when passing the casket at a vigil.

c. Formed military groups shall be halted and turned to face a passing funeral procession, and the officer or man in charge will salute the bier as it passes. Individual compliments shall be paid in a similar fashion.

d. Individuals and formed military groups bearing arms shall salute a passing funeral procession by presenting arms.

e. Salutes, as above, shall be accorded the casket during interments.

f. At the end of a Service funeral, the officiating chaplain will proceed to the foot of the grave to pay his respects. Service members should then proceed to the foot of the grave, in order of seniority, to pay individual respects by saluting. When numbers warrant, members may approach in small informal groups.

g. See also paragraph 8.

6. Guards and Sentries. Detailed instructions for paying compliments by guards and sentries are found in Chapter 10.

7. Courtesy Salutes:

a. Foreign officers shall be saluted in the same manner as Canadian officers unless the circumstances clearly dictate otherwise.

b. Service members may express their respect for individual civilians by using a salute as a formal means of greeting or farewell.

8. Memorial Services and Funerals. Compliments to the dead shall be paid during the sounding of the calls Last Post and Reveille when they are used in memorial services and funerals. Compliments will commence on the first note and terminate on the last of each call when sounded. Compliments shall be paid as follows:

a. All ranks who are not part of a formed military group shall salute.

b. Formed military groups will be brought to attention and all officers shall salute. A Royal or General Salute will be ordered if appropriate. If the group is armed, the troops shall present arms. In this latter case the salute shall be held for the silent interval between Last Post and Reveille.

c. On defence establishments, all vehicles in the vicinity shall be stopped and the occupants shall dismount and pay compliments.

9. Lecture Rooms.

a. When a visiting officer or dignitary senior to the instructor enters a lecture room, theatre, etc, the instructor or senior member present shall call the group to attention. All members of the class shall sit at attention, arms straight at the side, head and eyes to the front, and heels together.

b. Where it may be impracticable or hazardous to call the group to attention, 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.

10. Anthems. When the Royal Anthem, Vice Regal Anthem, National Anthem (see A-AD-200-000/AG-000) or the national anthem of a foreign country is played, all shall stand and:

a. All ranks who are not part of a formed military group shall salute. The salute shall commence with the playing of the first note of music and shall be cut away at the end of the last note.

b. Formed military groups shall be called to attention and all officers or the person in charge shall salute; formed military groups bearing arms shall present arms.

c. On defence establishments, all vehicles within hearing distance shall be stopped and the occupants shall dismount and pay compliments.

11. National Flag. When the National Flag is hoisted or lowered at defence establishments, all ranks within view shall face the flagpole or mast, stand at attention and pay compliments as follows:

a. All who are not part of a formed military group shall salute.

b. Unarmed military groups shall be halted facing the flagpole, and the officer or non-commissioned member in charge of the group shall salute.

c. Armed parties shall present arms.

d. Motor vehicles in view shall be stopped, and the occupants shall dismount and pay compliments.

12. Parades. Officers and men who are spectators at a parade shall:

a. Stand at the arrival and departure of a reviewing officer or dignitary. When troops on parade are armed, the signal to stand at the arrival shall be the parade commander's order to SHOULDER ARMS. At the departure all ranks will remain standing after the last Royal/General Salute until the reviewing officer or dignitary leaves the parade area.

b. Salute when uncased colours pass directly in front of them. Guns are the colours of formed artillery units and will be treated as such when they roll past in review on formal ceremonial parades.

c. Salute during the playing of National Anthems and Royal Salutes.

d. Stand at attention during the playing of the General Salute.

13. Personal Attendants. Officers in personal attendance on a dignitary shall not salute during a Royal or General Salute to that dignitary or when a National Anthem is played as a salute for that dignitary. Those in personal attendance are defined as aides, equerries and the like closely accompanying a dignitary at a reviewing stand, parade, etc.

14. Reporting.

a. When reporting to an officer or dignitary the following procedure shall be observed:

1. march forward, halt two paces in front of the officer or dignitary;

2. salute, remain of attention, await acknowledgement;

3. deliver the message, receive instructions, etc, (see subparagraph b. below);

4. salute, await acknowledgement; and

5. turn right and march off.

b. At an investiture, or when receiving a decoration, take one pace forward to receive the award and one pace back following the presentation.

c. When a non-commissioned member reports to someone senior, other than an officer, the procedure outlined above shall be followed without the salute.

15. Vehicles.

a. Compliments shall be paid to passengers in staff cars bearing distinguishing flags or general officer car plates.

b. The senior passenger in a staff car and the passenger in the front seat of other vehicles shall salute.

c. Service personnel driving a vehicle, motorcycle or bicycle shall not salute.

d. Passengers riding in the rear of trucks shall pay compliments by sitting at attention.

16. Other Occasions. Compliments shall be paid on other occasions as notified from time to time in the appropriate regulations, orders and instructions.

125. MILITARY HONOURS AND GUN SALUTES

1. Further information on this subject is contained in A-PD-200-000/PT-100.

2. Gun salutes are normally paid independent of other honours, and need not accompany or be accompanied by other honours.

3. Gun salutes shall normally commence at an appropriate time so as to terminate with the receiving dignitary's arrival in location.

4. If the location is one in which troops have been drawn up for review or a guard of honour has been mounted, the point of arrival is normally the dais.

5. When gun salutes and arms drill salutes are connected in the same ceremonial event, the event commander can coordinate the two, as well as the musical salute, for best effect. When circumstances prevent adequate warning of the dignitary's approach, it may be most effective to render the gun and arms drill salutes together. On these occasions, the gun salute shall normally commence on the final movement of the present arms, and the arms salute shall be concluded in the normal manner and the parade continued regardless of the fact that the gun salute may still be underway.

6. Gun salutes shall not be fired so as to cause aural discomfort to the receiving dignitary.

126. COMMISSIONED WARSHIPS AND BOATS

1. Service personnel shall salute when:

a. boarding or leaving a commissioned warship; and

b. mounting the quarter deck.

2. Compliments in boats shall be paid as follows:

a. The officer in charge of a boat or the coxswain shall salute. One member of the boat's crew shall be detailed to salute if the design of the boat places the officer or coxswain in an inconspicuous position.

b. In service whalers under oars, compliments are paid by giving the order, OARS. One stroke after the order is given, the crew sit to attention with their oars horizontal and at right angles to the fore and aft line of the boat with blades feathered. In service boats under sail, the sheets are let fly. In service boats under power, engines are throttled down to idle and the propeller drive disengaged to take way off the boat.

c. When a boat is alongside a landing place or accommodation ladder, or is made fast, the boatkeepers shall sit to attention and the senior occupant shall salute. All passengers and crew who are not engaged in keeping the boat alongside shall:

1. in a decked-in power boat, stand at attention facing the officer or dignitary being saluted; and

2. in an open boat, sit at attention.

d. Salutes shall not be exchanged when boats carrying officers of equal rank pass each other.

e. All compliments paid by or in boats shall be discretionary having due regard to safe seaman-ship practices.

3. The Side shall be piped when the following personnel board HMC ships between the hours of colours and sunset:

a. the Sovereign;

b. member of the Royal Family of equivalent rank of Captain (N) or above when in naval uniform;

c. the Governor General of Canada and the Lieutenant-Governors of Provinces within their areas of responsibility;

d. Canadian and Commonwealth officers of the rank of Commodore or Brigadier-General and above when in uniform;

e. all officers in uniform holding an appointment in command of a formation or group of ships, or an officer in command of a single ship;

f. members of a court martial attending or leaving the court;

g. the officer of the guard when flying his pennant;

h. all naval officers of other than Commonwealth nations in uniform at all hours; and

i. a body when being brought aboard or sent out of ship, at all times.

4. The Side is normally piped for an officer entitled to it even though accompanying an officer holding a senior rank or appointment who is not so entitled.

(127 TO 199 NOT ALLOCATED)

CHAPTER 2 - SQUAD DRILL AT THE HALT WITHOUT ARMS

201. FORMATION OF A SQUAD

1. As soon as practicable after arrival at the recruit training establishment, 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 persons 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 individual approaching the instructor will halt three paces directly in front, and the remainder will cover him and/or fall in on his left at arm's length intervals in accordance with Figure 2-1.
3. The instructor shall decide what formation to use. As a guide, a squad of:
 - a. five or fewer form a single rank;
 - b. six to nine form up in two ranks; and
 - c. ten or more form up in three ranks.

202. POSITION OF ATTENTION

1. The position of attention is one of readiness for a word of command. Alert exactness in this position is important, and therefore personnel should not be kept at attention longer than necessary.
2. The position of attention is the position adopted by all when addressing a superior.
3. The position of attention is as follows (Figure 2-2):
 - a. heels together and in line;
 - b. feet turned out to form an angle of 30 degrees;
 - c. body balanced and 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 back of the hands outwards;
 - g. 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.

203. 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.

204. STAND AT EASE FROM ATTENTION

1. On the command, STAND AT EASE BY NUMBERS, SQUAD-ONE, squad members bend the left knee (Figure 2-3).

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 (approximately 10 in.) apart;

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 both feet.

3. On the command, STAND AT - EASE, the two segments of the movement are combined as one.

205. STAND EASY

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

2. On the command, STAND - EASY, squad members shall (Figure 2-4):

a. close the hands and bring the arms to the position of attention;

b. observe a standard pause; and

c. relax.

3. When standing easy, squad members may move all but their feet and adjust clothing and equipment, but they shall not smoke or talk.

206. STAND AT EASE FROM STAND EASY

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

207. 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 foot smartly on the ground, 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, ATTENTION, the two segments of the movements are combined as one.

208. CARRYING OF ARTICLES

1. If any one article is carried, such as 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.

2. Articles shall be carried in the manner illustrated in Figure 2-5.

3. In all positions at the halt, the free arm shall be maintained at the side as for the position of attention.

209. 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.

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

a. adherents of the Sikh religion; and

b. musicians when on parade with instruments.

3. On the command, REMOVE HEADDRESS BY NUMBERS SQUAD - ONE, squad members shall bring the right hand to the 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 (Figure 2-6).

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 body.

5. On the command, REMOVE - HEADDRESS, the two movements are combined. The standard pause shall be observed between the movements.

6. When a unit is carrying arms, all action is carried out with the left hand when REMOVE - HEAD-DRESS is ordered.

7. Religious tenets, including those which are sexually based, shall be respected in a place of worship. See also A-AD-265-000/AG-001, CF Dress Instructions.

210. 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 as detailed in article 204.

211. 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, See Figure 2-7.

212. REPLACE HEADDRESS

1. On the command, REPLACE HEADDRESS BY NUMBERS, SQUAD -- ONE, squad members shall replace the headdress with the right hand.
2. On the command, SQUAD - TWO, resume the position of attention by cutting the right arm to the right side.
3. On the command, REPLACE - HEADDRESS, the two movements are combined. The standard pause shall be observed between movements.
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 (article 417), thus freeing both hands, after a standard pause, to complete the activity. Once the headdress has been adjusted, the arms are held by the side and the command ATTENTION shall be given and actioned in three movements as for unfixed bayonets (article 417).
5. Officers carrying swords shall be ordered to return swords prior to removing headdress and shall draw swords upon the executive command ATTENTION following the command REPLACE HEADDRESS, observing a standard pause between movements.

213. SALUTING, AT THE HALT, WITHOUT ARMS

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. bend the right elbow and open the palm of the right hand; and
 - b. force the right hand by its shortest route to the peak of the cap (Figure 2-8) 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 peak of the cap,
 4. the hand, wrist and forearm are in a straight line,
 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 are 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:

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, and simultaneously the head and eyes are turned smartly to the front.

7. On the command, TO THE RIGHT (LEFT) - SALUTE, the two movements 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 2.5 cm (1 inch) above and in line with the outer tip of the right eyebrow.

214. 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.

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 turns 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 as illustrated in Figure 2-9.

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 are combined. The standard pause shall be observed between the movements.

5. On the command, RIGHT IN - CLINE, the drill as described for a right turn is followed, but the turn is only made through 45 degrees.

6. On the command, LEFT - TURN, the drill as described for 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 2-10).

215. 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(S) 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 on side pace (25 cm, approximately 10 in.) 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(S) LEFT CLOSE MARCH BY NUMBERS, SQUAD - ONE, the drill as outlined above in paragraphs 2 and 3 is followed except that the details of moving the feet and the direction are reversed.
5. On the command, ONE PACE(S) 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 - one-two, pause, one-two, pause, one-two.

216. CALLING THE ROLL

1. On the command, ATTEN - TION/ANSWER TO YOUR NAME/STAND AT - EASE, each squad member shall come to attention as his name is called and answer in one of the following ways:
 - a. "Sir" if the person calling the roll is an officer, chief warrant officer or master warrant officer;
 - b. "Warrant" when the roll is called by a warrant officer;
 - c. "Sergant", "Master Corporal" or "Corporal" or equivalent when the roll is called by a member holding these ranks; or
 - d. "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 his 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 his name.

217. NUMBERING

1. Numbering is used to:

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

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

3. Each individual in the centre and rear rank takes the number of the front rank individual 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 squad member so designated repeats his number and the numbering drill continues. If the command AS YOU WERE, SQUAD - NUMBER is ordered, the squad will renumber from the beginning.

218. PROVING

1. Proving is used to identify the flank man 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 members 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 members who proved adopt the position of attention.

219. 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 in);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, squadmembers 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(S) FORWARD - MARCH, the movements are combined, observing the timing noted in paragraph 9.
6. On the command, ONE PACE(S) 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 - MARCH, the two movements are combined, observing the timing noted in paragraph 9.
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 STEP BACK (FORWARD) - MARCH, the movement shall be carried out as detailed above, except that the left foot shall be brought in to the right to assume the position of attention.

220. DRESSING A SQUAD

1. On the command, RIGHT DRESS BY NUMBERS, SQUAD - ONE:
 - a. the right-hand individual 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 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. See Figure 2-11.

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;
- b. fingers closed, pointed down and extended forward;
- c. thumbs to the rear;
- d. elbow straight to the side; and
- e. the point of the elbow touching the individual 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.

12. When bearing arms, dressing is completed by raising the left arm rather than the right arm.

13. Arms are not required to be raised by trained service personnel.

221. 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 (Figure 2-12);

- 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 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 ranks steps back three half paces (Figure 2-13).

222. CLOSE ORDER - MARCH

On the command, CLOSE ORDER - MARCH, the squad shall reverse the movements in article 221.

223. 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 ground and stand at ease. When the squad is formed up, the instructor may detail one person to act as marker, and the marker 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 this duty. The instructor shall then proceed onto the parade ground and halt three paces in front of where he wishes 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 ground, and halt on the left of and covering off the marker; and
- d. remain at attention.

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

224. 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.

225. FALLING OUT OF RANKS

1. The squad shall 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 his rank and then proceed in the required direction (Figure 2-14).

226. FALLING INDIVIDUALS IN

On the command, FALL - IN the individual ordered marches to the left rank of the squad and returns to his position by marching in rear of his rank, wheeling into his original position and halting. The individual shall pick up his dressing and either remain at attention or stand at ease as required (Figure 2-15).

227. 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 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 (Figure 2-16):

- 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; and

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 his new position, he shall halt at arm's - length interval, observe the standard pause, turn left and remain at attention.

228. 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 march at attention and arrange themselves according to height in two ranks, with tallest on the right, shortest on the left, and dress shoulder to shoulder.

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 person 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 member closes up towards his new position he shall follow the procedure as detailed in subparagraphs a, b, and c.

e. When each member arrives in his new position, he shall halt at arm's-length interval, observe the standard pause, turn left and remain at attention.

229. 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, and 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 shall 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.

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 (Figure 2-17) 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.

d. When each person arrives in his new position, he shall halt, at arm's-length interval, observe the standard pause, turn left and remain at attention.

230. 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.

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 an even numbered frontage. In this case, the left-hand person of the centre rank acts according to the standard rule.

231. REFORMING THREE RANKS FROM TWO

1. Prior to reforming three ranks, the squad shall be in 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.

232. 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.

3. The number of ranks formed shall not normally be greater than the number of files.

(233 TO 299 NOT ALLOCATED)

CHAPTER 3 - SQUAD DRILL ON THE MARCH WITHOUT ARMS

301. FUNDAMENTALS

1. The Canadian Forces march and manoeuvre on foot in quick, slow and double time at the cadences and pace lengths noted in article 302.
2. The quick march can be maintained for long periods of time and is the standard for routine duty.
3. The slow march is derived from the normal cadence used by former soldiers, who had to manoeuvre over uneven battlefields, and from formal parade steps. The slow march is now used only on ceremonial occasions and its style has evolved slightly to emphasize dignity and stateliness.
4. Double time is used to move troops rapidly from one point to another.

302. PACE LENGTH AND CADENCES

1. 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 time and slow time - 55 cm (21 inches);
 - d. double time - 1 m (40 inches);
 - e. half pace in quick time (used for marching forward and back three paces or less, see article 219) - 35 cm (15 inches); and
 - f. side pace - 25 cm (10 inches).
2. When marching the cadence is:
 - a. in quick time, 120 paces per minute;
 - b. in slow time, 60 paces per minute; and
 - c. in double time, 180 paces per minute.
3. During recruit training, the cadence in quick time may be increased to 140 paces per minute to encourage agility and alertness.
4. All units shall practice and be prepared to march and manoeuvre with other elements of the Canadian Forces at the standard cadences. However, two other traditional quick march cadences may be ordered by parade commanders of units parading alone or with others sharing these customs:
 - a. for Scottish and other units parading with a pipe band, 110 paces per minute: and
 - b. for light infantry (less Princess Patricia's Canadian Light Infantry, which drills as a line regiment) and rifle regiments, which have traditions of maintaining special agility and alertness on the battlefield, 140 paces per minute.

303. WORDS OF COMMAND

1. Except for certain commands used in sentry drill, all commands to commence marching are given when personnel are at the position of attention.

2. On the march, executive commands are given as the foot, specified in the following list, is forward and on the ground, unless otherwise directed:

left foot:

- HALT (except when marching in slow time, when the movement will be given "on the right foot")
- STEP OUT or STEP SHORT- RIGHT TURN, RIGHT INCLINE, RIGHT FORM, or ON THE RIGHT FORM SQUAD- SALUTE (on the march)- FORWARD- EYES RIGHT (FRONT)-
Commands for arms movements on the march

right foot:

- LEFT TURN, LEFT INCLINE, LEFT FORM, or ON THE LEFT FORM SQUAD- CHANGE STEP-
FORM SINGLE FILE (on the march)- REFORM SINGLE FILE (on the march)- CHANGE TO
QUICK (SLOW OR DOUBLE) TIME
- MARK TIME (when marching)
- ABOUT TURN

3. As illustrated in Figure 3-1, unless the directing flank is changed for a special movement, it is always:

- a. when advancing in line, the right flank;
- b. when retiring in line, the left flank; and
- c. when in threes, the original front rank, eg, when moving to the right flank, the dressing is by the left; when moving to the left flank, the dressing is by the right.

[Figure 3-1 (en français)]

304. MARCHING AND HALTING IN QUICK TIME

1. On the command, QUICK MARCH BY NUMBERS, SQUAD - ONE, squad members shall:

- a. shoot the left foot forward one half pace, toe up;
- b. strike the heel on the ground first and keep the toe pointed directly forward; and
- c. 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 subsequent paces of standard length;
- b. bring the legs forward successively in a straight line;
- c. 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
- d. maintain dressing by the directing flank.

3. During basic training, recruits shall be directed to swing arms breast-pocket high in order to build agility. Commanding officers may continue this direction at their discretion.
4. On the command, QUICK - MARCH, the two movements are combined (Figure 3-2).
5. 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 naturally, using the heel as a brake; and
 - b. swing the left arm forward and the right arm to the rear.
6. On the command, SQUAD - TWO, squad members shall:
 - a. take a half pace with the left foot, placing it flat on the ground; and
 - b. swing the right arm forward and the left to the rear.
7. 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.
8. On the command, SQUAD - HALT, the three movements are combined in quick time. The timing is called as one, one-two (Figure 3-3).
9. The command, QUICK - MARCH, shall always be given to ensure that troops step off in time with a band or another body of troops which is already on the march. It is given on successive right feet of the group which is already moving, ie, QUICK on the right foot of the marching troops and MARCH on the next right foot.
10. The quick march is performed in a brisk and forceful manner. It may be desirable when marching long distances out of the general public eye to permit the troops to relax. If so, the commander may order MARCH AT EASE. The cadence and pace length remain unchanged, but the troops may otherwise relax. The command to return to normal marching style is MARCH AT ATTENTION. Commanders shall not permit troops to march at ease in public parades, ceremonies or when entering or leaving barracks.

305. 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 of 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 (Figure 3-4).

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.

306. MARCHING AND HALTING IN SLOW TIME

1. The slow march develops balance and good carriage and is traditionally part of Canadian Forces ceremonial.

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. Then, without hesitation, complete a gliding half pace, with the ball of the left foot coming to the ground first. All subsequent paces are of standard length and accomplished in the same manner as above. There is no hesitation between the shooting and gliding motions.

c. The leg is forward is straightened as much as possible (Figure 3-5).

3. 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.

4. On the command, SQUAD HALT BY NUMBERS, SQUAD - ONE, given as the right foot is forward and on the ground, squad members shall take a further half pace with the left foot in slow time.

5. 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.

6. On the command, SQUAD - HALT, the two movements are combined. The timing is counted as one-two. (Figure 3-6)

7. The slow march is tiring over long distances and is therefore only used during the most important parts of ceremonies. During some funerals the circumstances may require marching in slow time for long distances without the normal change to quick time (see article 1110). The commander may then order FUNERAL PACE. Cadence, pace and body posture remain unchanged, but the troops may change the formal gliding motion of the feet to a more relaxed walking motion. Care must be taken to keep ankles relaxed and avoid pointing toes up. Formal foot motion is resumed on the command ATTENTION.

307. 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 about 10 cm (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 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 about 20 cm (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.

308. 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 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 at a natural angle;
 - b. place the toe on the ground before the heel as the leg is lowered;
 - c. continue to mark time until the command FOR - WARD or HALT is ordered; and
 - d. avoid stamping the feet.
4. On the command, MARK - TIME, the two movements are combined (Figure 3-7).
5. The timing is:

Count :	LEFT - IN -	LEFT - RIGHT -	LEFTStep	:	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 same 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.

309. MARKING TIME, FORWARD AND HALT IN QUICK TIME

1. Marking time in quick time is carried out at the same cadence as for marching.

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

- a. take a half pace with the left foot, placing the foot flat on the ground naturally;
- b. bring the right foot into the left in a straight-leg manner, not scraping the ground;
- c. simultaneously, cut the arms to the sides and assume the position of attention; and
- d. maintain the same cadence.

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

- a. bend the left knee;
- b. place the toe on the ground before the heel as the leg is lowered: and
- c. continue to mark time until the command FORWARD or HALT is given.

4. On the command, MARK - TIME, the two movements are combined (Figure 3-8).

5. The timing is:

Count : LEFT - IN - LEFT - RIGHT - LEFTStep : left right
 left right left

6. 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.

7. 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.

8. The timing for the halt is counted one, one-two.
9. To mark time from the halt the command shall be, QUICK MARK - TIME.

310. 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 m (4 feet), changing direction by 90 degrees (Figure 3-9).
2. The inner flank shall step short and the outside flank shall step out, without altering the cadence, to enable the file to wheel in line.
3. Dressing is maintained by the inside flank while wheeling. The head will be kept to the front.
4. 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 order, BY THE RIGHT (LEFT), normally maintaining the directing flank noted in article 303.
5. The remaining files shall follow the lead file, wheeling at exactly the same point.
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 this 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.

311. 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 member 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 glide 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. In quick 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. swing the right arm forward;
- c. swing the left arm to the rear;
- d. force the weight forward on the left foot: and
- e. raise the right heel off the ground.

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

- a. cut the arms to the side as in the position of attention:
 - b. bring the right foot forward in double time by bending the right knee;
 - c. straighten the right leg in double time and place the right foot smartly beside the left;
- and
- d. as the right foot strikes the ground, shoot the left foot forward in a half pace, landing on the heel with the toe up.

7. On the command, SQUAD - THREE, squad members shall

- a. swing the right arm forward;
- b. swing the left arm to the rear; and
- c. continue marching in quick time.

8. On the command, CHANGE STEP, the three movements are combined. The timing is counted, as Left, Right, Left in double time, thus maintaining quick mark cadence (Figure 3-10).

312. 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.

313. FORMING HOLLOW SQUARE

1. The squad shall be in line in three ranks prior to forming hollow square.

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 individuals 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. (Figure 3-11)
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.

314. SALUTING ON THE MARCH WITHOUT ARMS

1. The movements of the salute to the front and to a flank shall be executed as described in article 213.
2. When a service member salutes on the march he shall commence the salute five paces before reaching an officer, look directly into the officer's eyes by turning his head in the required direction on the commencement of the salute, and complete the salute one pace beyond him. This permits the officer to return the salute before the member has passed.
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 the next pace with the left foot;
 - b. cut the left arm to the side; and
 - c. cut 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 as appropriate.
5. On the command, SQUAD - THREE, squad members shall complete four paces in quick time, ending with the left foot forward.
6. On the command, SQUAD - FOUR, squad members shall:
 - a. complete a 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. (Figure 3-12)
9. The timing for the salute is counted as follows:

Count	:	CHECK -	UP -	TWO -	THREE -	FOUR -	FIVE -	DOWN -
		SWING	Step	:	right	left	right	left
					right	left	right	left

10. 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 in accordance with paragraph 9.

315. PAYING UNIT COMPLIMENTS WITH A SQUAD ON THE MARCH

1. On the command, EYES - RIGHT (LEFT), given as the left foot is forward and on the ground:
 - a. squad members shall complete the next 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. squad members shall continue swinging arms;
 - c. the leading 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. (Figure 3-13)
2. On the command, EYES - FRONT, given as the left foot is forward and on the ground:
 - a. squad members shall complete the next 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 his arms to his sides and commences to swing his arms on the following pace with the left foot.

316. 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. See Figure 3-14.
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, while simultaneously pivoting on the ball of the left foot 90 degrees to the left;
 - c. 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 the cadence is maintained.

6. The timing is:

Count : CHECK - PIVOT - LEFT - RIGHT - LEFTStep :
 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. end 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, while simultaneously pivoting on the ball of the right foot 90 degrees to the right;
- c. straighten the left leg as in 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:

Count : CHECK - PIVOT - LEFT - RIGHT - LEFTStep :
 left right left right left

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.

317. TURNING AND INCLINING TO THE LEFT (RIGHT) ON THE MARCH IN QUICK TIME

1. Turns and inclines on the march are executed to change direction and formation. See Figure 3-15.

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 with the right arm swung forward and the left to the rear.

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

- a. cut the arms to the side as in the position of attention;

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

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

6. The timing is:

Count	:	CHECK -	PIVOT -	LEFT -	RIGHT -	LEFTStep	:
		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, swing the left arm forward and the right to the rear.

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

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

Count : CHECK - PIVOT - LEFT - RIGHT - LEFTStep :
left right left right left

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.

318. 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 (Figure 3-16), squad members shall:

- a. take a half pace with the left foot placing the foot flat on the ground naturally;
- b. bring the right foot in to the left, in straight-leg manner without scraping the ground, to the position of attention;
- c. maintain the same cadence; and
- d. 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:

Count : LEFT - IN - ONE - TWO - LEFTStep : left right left
right left

319. TURNING ABOUT ON THE MARCH IN QUICK TIME

1. On the command, ABOUT TURN BY NUMBERS, SQUAD - ONE, given as the right foot is forward and on the ground (Figure 3-17), squad members shall:

- a. take a half pace with the left foot, placing the foot flat on the ground naturally;
- b. bring the right foot in to the left, in a straight-leg manner above the ground, to the position of attention:
- c. simultaneously, cut the right arm down and the left in from the rear as the left foot comes in; and
- d. maintain the cadence.

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; 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; 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 quick 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:

Count : LEFT - IN - ONE - TWO - LEFT Step : left right left
right left

7. When a blank file of one person exists in a squad which is in line, the 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.

320. CHANGING TO QUICK TIME FROM SLOW TIME

On the command, CHANGE TO QUICK TIME, - 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 right arm forward and the left arm to the rear.

321. CHANGING TO 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 and with the arms in the position for marching in double time.

322. CHANGING TO 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 while completing four more paces in double time and then break into quick time.

323. CHANGING TO 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 to the sides 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.

324. CHANGING DIRECTION BY FORMING FROM THE HALT

1. A form changes the direction faced by a squad in line, while maintaining its formation. See Figure 3-18.

2. To change direction by forming from the halt to the halt, on the command AT THE HALT, CHANGE DIRECTION RIGHT, RIGHT - FORM:

- a. the leading person 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.

3. On the command. QUICK - MARCH:

- a. the leading person of the directing flank marches forward five paces and halts; and
- b. the remainder of the squad steps off, wheeling as necessary to regain their original position to the left of the directing flank, with each successive file halting in succession from right to left, facing the new direction.

4. To change direction by forming, from the halt to the mark time, on the command, CHANGE DIRECTION RIGHT, RIGHT - FORM:

- a. the leading person of 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.
5. On the command, QUICK - MARCH:
- a. the leading person of the directing flank marches forward five paces and begins marking time; and
 - b. the remainder of the squad steps off, wheeling as necessary to regain their original position to the left of the directing flank, with each successive file marking time, in succession from right to left, facing the new direction.
6. On the command, FOR - WARD or SQUAD - HALT, the squad acts as ordered.
7. Changing direction by forming to the left is executed as outlined above, except for "right" read "left".

325. 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 person on the directing flank turns right, takes six paces forward and halts;
 - b. simultaneously, the remainder of the front rank makes a right incline and steps off toward the new position in line with the right marker; and
 - c. the centre and rear ranks wheel right to follow the leading individual 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 person of the directing flank turns right, takes five paces forward and marks time;
 - b. simultaneously, the remainder of the front rank makes a right incline and marches toward its new position: and
 - c. the centre and rear ranks wheel right, following the leading individual in each file. Each file, as it reaches its position on the left of the directing flank facing the new direction, shall mark time together 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.
5. 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.

326. FORMING SQUAD IN LINE FROM THE HALT

1. The drill for forming a squad changes the formation of a squad marching in threes (etc) to that of line, while maintaining the squad's direction. See Figure 3-19.

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 makes 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 as necessary, each file taking up its new position to the right of the leading file, facing the same direction 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 as necessary, each file taking up its new position to the right of the leading file, facing the same direction and marking 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, for "right" read "left".

327. FORMING 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 person 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 together 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".

328. SQUAD IN THREES FORMING SINGLE FILE FROM THE HALT

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

a. the directing flank marches off in single file in quick time (Figure 3-20); and

b. the remainder mark time. 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.

329. SQUAD IN THREES FORMING SINGLE FILE ON THE MARCH

1. 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.

330. SQUAD IN SINGLE FILE REFORMING THREES FROM THE HALT

1. 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

331. 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.

332. SQUAD IN LINE FORMING SINGLE FILE FROM THE HALT

1. 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 (Figure 3-21);
and

b. the remainder mark time, lead off and wheel in single file following the file on their right (left).

333. SQUAD IN LINE FORMING SINGLE FILE ON THE MARCH

1. 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.

334. SQUAD IN SINGLE FILE REFORMING LINE FROM THE HALT

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

a. the leading file stands fast (Figure 3-22); and

b. the remainder step off, reform line and halt.

335. 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.

336. 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.

337. 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:
and

1. the front rank marks time for two paces and then steps off with the left foot,

2. the rear rank continues marching forward; and

b. when in three ranks:

1. the front rank mark time for four paces,

2. the centre rank mark time for two paces, and

3. the rear rank continues marching forward.

(338 TO 399 NOT ALLOCATED)

GLOSSARY

Air Group/Brigade

A military formation consisting of two or more wings/battalions and supporting formations.

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

Positions of command within units and sub-units; e.g. company commander, platoon warrant officer.

Alignment

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

Battalion

A military formation consisting of two or more companies.

Battery

An artillery formation approximately the size of a company.

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.

Close Order

The normal distance (two pace in two ranks, one pace in three ranks) between ranks in line.

Colours

When used alone, or unless otherwise specified, Standards, Guidons, Queen's, and Command/College/Regimental colours, and Air Squadron Standards.

The English term "colours" is also used within Maritime Command to indicate the time (normally 0800 hours) when the National Flag and ships' ensigns are raised.

Column

Sub-units one behind the other on parallel and successive alignments, at such a distance from one another that, when formed at an angle of 90 degrees to either flank, they will be brought into line with a seven-pace interval between platoons and a ten-pace interval between companies.

Column, Close

A column with distance reduced to suit requirements, with a minimum distance of 12 paces between platoons and 15 paces between companies.

Column of Route

A unit turned to the right or left out of line, no more than three servicemen abreast, flank file leading and with officers and supernumeraries positioned to lead or follow the formation.

Column of Threes

A unit in threes turned to the right or left out of line, flank file leading, with officers and supernumeraries in their normal positions as in line, but turned to face the flank.

Company

A military formation consisting of two or more platoons.

Covering

The act of aligning one person or group directly in rear of another.

Depth

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

Distance

The space between servicemen or bodies of servicemen from front to rear.

Division

Two or more brigades/air groups.

A sub-unit of a ship's company.

A sub-unit of a guard of honour or of another guard.

Dressing

The act of taking up correct alignment and covering.

File, Moving to a Flank in

A unit in two ranks moving to a flank.

File, Single

Servicemen, one behind the other on a frontage of one person.

File, Blank

The blank file is the second single file from the left: when in three ranks, this single file is without a centre or a centre and rear rank person; and when in two ranks, this single file is without a rear rank person.

Flank

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

Flank, Directing

The flank by which units march or dress.

Flank, Inner

The directing flank serving as a pivot when a body of servicemen changes direction.

Flank, Outer

The flank opposite the inner or directing flank.

Flight

A military formation approximately the size of a platoon.

Form

The method of changing direction but not formation.

Form Squad

The method of changing formation but not direction.

Front

The direction in which servicemen are facing or moving.

Frontage

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

Guides, Right or Left

Individuals on the right and left 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 servicemen 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 individuals or bodies of servicemen on the same alignment.

Line

Bodies of servicemen formed up on the same alignment.

Marker

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

Open Order

A standard increased distance (two and one-half paces) between ranks in line.

Pace

The length of a standard stride measured from heel to heel.

Platoon

A basic military formation of approximately 30 servicemen, normally formed in three ranks, having one right marker, a Platoon Commander, and a Platoon Warrant Officer.

Rank

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

Rank, Front

The rank which is leading when a unit is advancing.

Rank, Leading

The rank in front whether retiring or advancing.

Rank, Rear

The rank which is in the rear when the unit is advancing.

Retiring

A unit is retiring when it is moving in the direction opposite that which the front rank would face in line.

Ship's Company

The officers and crew of a ship.

Standard Pause

The pause between movements of drill. The standard pause for drill at the halt is based on one beat of a cadence of 40 beats to the minute. The standard pause for drill on the march is the period of time required to take two paces.

Squad

A military formation of platoon or less size which is adopted to teach drill movements.

Squadron

A military formation approximately the size of a company.

Sub-unit

One of the component bodies forming a unit; ie, a platoon is a sub-unit of a company.

Supernumeraries

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

Troop

A military formation approximately the size of a platoon.

Wheel

A movement by which a body of servicemen facing a flank changes direction.

Wing

A military formation approximately the size of a battalion.