

INTRODUCTION

This manual has been produced to enable Officers, Senior Ratings and Ratings to learn, practice and teach the fine art of foot drill. Commanding Officers and Unit Officers are to refer to this manual as a matter of course, in the teaching of drill used within the Corps.

All drill movements contained within this manual, has been taken from the Royal Navy's BR 1834. This manual is the only reference to be used when teaching foot drill. All previously issued drill manuals are to be discarded and destroyed. This manual is effective upon receipt.

National Headquarters are the issuing authority. That authority, only issue changes and amendments with Instructions. This is an official Corps document and is to be produced for all unit inspections when required.

DRILL, COLOUR & CEREMONIAL MANAGER

CHAPTER 1

GUIDE TO INSTRUCTORS

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CHAPTER 1

SECTION 1 - GUIDE TO INSTRUCTORS

0101. General

This chapter has been arranged as a guide for drill Instructors and all who may be called upon to teach drill. All who teach drill, must know their subject. The instructional routines and formats outlined in this section are to be used as the standard method of instructing Parade Ground Drills. The method of teaching Parade Ground Drills is unique; it is a tried and tested system that has evolved over many years. The key to all good Ceremonial drill is uniformity, and is paramount in this particular discipline. All personnel should be taught to carry out drill to an exact standard and nothing short of perfection should be aimed for or accepted. It therefore follows that the instructor must be fully proficient in drill, confident in the method of teaching, and to have a critical and keen eye for detail. Drill is exacting and to teach it successfully an instructor must therefore possess the following qualities.

- a. **Patience.** Never lose your temper.
- b. **Enthusiasm.** You must inspire your squad with the will to learn.
- c. **Consistency.** Set yourself and the squad a standard and do not deviate from it.
- d. **Humanity.** Understand the squad's problems. Praise readily but do not become familiar, never humiliate or single out individual members of the squad for ridicule.
- e. **Personality.** As a drill instructor you must impress your squad with your personality and always control them fully.

Personnel under drill instruction imitate their instructors and it is by example that they will learn most. Therefore:

- f. When drilling a squad stand to attention.
- g. When moving, march correctly, as you would wish your squad to march.
- h. When demonstrating, do so accurately and ensure the drill movement is conducted with the correct piece of equipment i.e. wear the correct cap, beret, if demonstrating off caps.
- i. Do not swear.
- j. Always be smart in your personal appearance.
- k. Never over exaggerate a movement of drill.

0102. Method of Instruction

Instructors who do not know their subject thoroughly run the risk of loss of credibility as any ignorance becomes at once apparent to a squad leading to a general loss of interest and confidence. The following is an example of the correct procedure for an instructor to teach a detail and may be summarised under the four headings.

- Firstly **DEMONSTRATION**
- Secondly **EXPLANATION**
- Thirdly **IMITATION**
- Fourthly **PRACTICE**

0103 Preparation of the Squad to receive Instruction

The instructor should initially take up a position central to the squad and then prepare the squad or the instruction they are about to receive. They are first called to attention, dressed and numbered (see *Chap 2, para 0202, 0205, and 0206*). The instructor will then inform the squad of the detail that is about to be taught to them.

- `Squad, detail for To the Front salute’,
- `Squad, stand at Ease’,
- `Pay attention this way’,
- `Squad Stand Easy’,

The instructor orders the squad to `Pay attention this way' prior to standing them at 'easy' to ensure that their full attention is gained. Never let a squad remain at 'attention' or at ease for long periods during instruction otherwise concentration and the will to learn will be lost.

0104. Static details

- a. **Demonstration.** The instructor must first DEMONSTRATE the drill that is about to be taught to the squad. It is most important that the drill is carried out correctly and without error by the instructor.
- b.

ORDER	ACTION
‘At the order, to the front salute’	The instructor carries out the whole of the detail with the correct timing.

b. **Explanation.** Having demonstrated the whole detail to the squad the instructor must now EXPLAIN the detail in more depth. Teaching the detail in parts so that each part of the detail can be more clearly understood carries this out (by numbers). The instructor informing the squad by using the following phrase initiates this part of the drill;

‘This detail can be broken down and taught by numbers in the following manner’.

ORDER	ACTION
'At the order, by numbers to the front salute'	The instructor carries out the first part of the detail And explains that part only.
'Squad, Attention'.	The instructor calls the squad to Attention.
'Squad, by numbers to the front salute'.	The squad then executes the first part of the detail as just taught. The instructor correcting any drill errors as necessary.
'At the order 'Two'	The instructor carries out the second part of the detail and explains that part only.
'Squad, Two'.	The squad executes the second part of the detail. The instructor, correcting any drill errors as necessary.

c. **Imitation.** The squad, now IMITATE the instructor as the detail is carried out again. Without giving any orders the instructor only carries out the first part of the detail and then gives the order to the squad.

ORDER	ACTION
'Squad by numbers, to the front salute'.	The squad executes the first part of the detail. The instructor corrects any drill errors as necessary.

Without giving any orders the instructor only, carries out the second part of the detail and then gives the order to the squad.

ORDER	ACTION
'Squad Two'	The squad executes the second part of the detail. The instructor corrects any drill errors as necessary.

This IMITATION is continued until all parts of the detail are carried out to the instructor's satisfaction. When the instructor is confident that the squad have fully learnt the detail 'by numbers' the individual movements are then combined to form the complete unbroken drill movement. This is initiated by the instructor using the following phrase:

'To carry out this detail correctly, we combine the movements as taught by numbers dwelling a pause of two (or one) marching paces between each movement in the following manner'

ORDER	ACTION
'At the order, to the front Salute'.	The instructor demonstrates the whole detail in the correct time and calling the timing out aloud.
'I will call the timing,	The squad, carry out the whole detail as

Squad to the Front Salute’.	taught. The instructor calling the timing out aloud.
‘The squad will call the timing out aloud, Squad to the Front Salute’.	The squad, carry out the whole detail as taught, but this time the squad call the timing out aloud.
‘Calling the timing to yourselves, Squad to the Front Salute	The squad, carry out the whole detail in correct time, with no timing called.

d. **Practice.** The instructor continues to PRACTICE the squad in the detail they have just been taught by giving the correct order without any prefixes i.e.:

‘Squad, to the Front Salute’.

This is continued until the instructor is satisfied that the squad have combined the drill movements and timing correctly and have fully learnt the detail.

0105. Marching Details.

The instructor should, firstly, demonstrate the whole detail at the correct cadence, and then demonstrate the detail again but this time in slow time. Explaining the individual parts of the detail and on which foot the cautionary and executive orders are given. The instructor then carries out the detail in the correct time again, but on this occasion, calling out the timing. The squad is then, stepped off by the instructor and they carry out the drill detail as previously taught, but with the instructor calling out the timing. Finally, the instructor continues the detail with the squad until correct, and with no timing called.

0106. Power of Command, Military Bearing and Dress.

The three important and outstanding requirements for all Officers, Senior Ratings and Leading Hands who teach drill, are **Power of command, a good military bearing and impeccable dress.** The elements of power of command are taught on the parade ground, the three principles being these:

- a. That the order must be given so that it is clearly understood and so that it inspires confidence.
- b. That mistakes, must be immediately observed and so corrected that they will not occur again.
- c. That the bearing and dress of Officers and Ratings in command must be exemplary and that incorrect dress in the ranks be observed and corrected.

The manner in which an order is obeyed depends largely on the way it is given. All words of command must be clear and powerful since the way in which they are given affects the reaction which they inspire. Clear and determined words of command therefore are those most likely to be obeyed smartly and correctly. Instructors should place themselves where they can best be seen and heard, e.g. in front and to windward, and where they can see that their orders are obeyed. The position of the sun must also be taken into account, and should wherever possible be at the rear of the squad under instruction. Instructors who teach drill must themselves be dressed correctly and smartly.

0107 Words of Command

Every command consisting of one word must be preceded by a caution, which must be given slowly and distinctly. The last or executive part, which, in general should consist of only one word or syllable, must be given sharply and quickly, as 'Squad About - **TURN**', or 'Platoon – **HALT**'. A distinct pause must be made between the caution and the executive word of command, except when on the march when the pause should be regulated by the cadence of the pace as laid down in **Chapter 2, para 0219**

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CHAPTER 2

FOOT DRILL
SECTION 1 SQUAD DRILL IN SINGLE RANK

0201. Formation of a Squad.

A squad should normally be in a single rank for elementary drill instruction. Each member of the squad is allowed a space obtained by dressing, which should always be maintained. The right or left marker having first been placed, the remainder fall in, in either double or quick time in line with the marker, each at an arm's length interval from the person on their right (or left). On arriving in position each person takes up their dressing automatically (see para. 0205) and then stands at ease.

0202. Position of Attention.

Heels together and in line. Feet turned out at an angle of about 45 degrees. Knees braced back. Body erect, shoulders level and square to the front. Arms braced straight down at the side, wrists straight, elbows pressed in to the side. Palms of the hands turned towards the thighs. Fingers form a relaxed clenched fist touching the thigh lightly above the second knuckle, thumbs straight and vertical resting on the forefinger and in line with the seam of the trousers or skirt. Neck erect. Head balanced evenly on the neck, and not poked forward, eyes looking straight to the front. The weight of the body should be balanced on both feet, and evenly distributed between the forepart of the feet and the heels. The breathing must not be restricted in any way and no part of the body should be either drawn in or pushed out. Exactness in this position is of great importance; personnel should not, therefore, be at attention more often or longer than is necessary.

0203. Standing at Ease.

ORDER	ACTION
'Stand at – Ease'	Keeping the legs straight, force the left foot

	300mm (12 inches) to the left so that the weight of the body rest equally on both feet. At the same time smartly clasp the hands behind the back and place the back of the right hand in the palm of the left, (fingers straight and together) grasping it lightly with the fingers and thumb and the arms braced to their full extent.
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Notes:

1. When personnel fall in for instruction, they are to stand at ease after taking up their dressing by the right.
2. The ‘Stand at Ease’ position is a relaxed position of Attention.
3. When one arm is occupied, as when carrying a raincoat, the other arm is to be kept to the side of the body.

ORDER	ACTION
‘Squad – Attention’	Come to the position described in para 0202 , forcing the left foot to the right.

0204. Standing Easy.

Personnel are permitted to move their limbs and body, but are not to talk or move their feet; so that on coming to attention there will be no loss of dressing. Personnel standing easy who receive a cautionary order, such as ‘Squad’; ‘Platoon’ will assume the position of stand at ease.

0205. Dressing the Squad.

Other than when on Parades where the dressing flank is decided by the formation of that Parade, the dressing flank should always be in the direction of movement of the squad so that blank files (if any) will be at the rear when stepping off.

ORDER	ACTION
‘Squad – By the Right (or Left) - Dress’	<p>Dressing with Intervals. Members of the squad, except the marker on the named flank, look towards their Right (or Left) with a smart turn of the head. Ensuring that the chin is kept up off the shoulder. At the same time personnel in the front rank extend their right (or left) arm horizontally, level with their own shoulder height, back of the hand uppermost and the hand forming a relaxed clenched fist. Every member of the squad, except the right (or left) hand marker dwells a pause of two marching paces and then takes up their dressing in line by moving with side closing paces left/right, until their knuckles are in the same vertical line as the shoulder of the person on their right (or left) and so</p>

	<p>that they are just able to see the lower part of the face of the person next, but one to them. Care must be taken to carry the body backward or forward with the feet, the shoulders being kept perfectly square in the original position, and that the arm is raised horizontally to their own shoulder height. When dressing is complete each member of the squad in rapid succession, from the directing flank turns their head smartly to the front and at the same time brings their arm to the side and resumes the position of Attention, as described in Para 0202. Dressing with intervals, each member of the squad occupies approximately 1 metre (40 inches).</p>
‘Squad – with Half Arm Intervals – by the Right (or Left) – Dress’	<p>Half Arm Intervals. When because of space restrictions it is required to carry out dressing with half arm intervals by the right/left dress. The same drill should be carried out as for full arm dressing except that each member of the squad dresses until the knuckles of their hand are in line with the centre of the back of the person on their right/left. Dressing with half arm intervals each member of the squad occupies approximately 750mm (30 inches).</p>
ORDER	ACTION
‘Squad Without Intervals – by the Right (or Left) – Dress’	<p>Without Intervals. Where it is desired to dress without intervals, the order is ‘Without intervals by the right (or left) dress’. At that order, members of the squad except the marker on the named flank, look to their right (or left), with a smart turn of the head ensuring that the chin is kept up off the shoulder. At the same time the squad closes in until they are approximately 50mm (2 inches) clear of the person on their right/left.</p>

Note. Distance between ranks, front to rear, is judged and arms are not raised.

0206. Numbering

ORDER	ACTION
‘Squad Number’	<p>The right-hand marker of the front rank calls ‘One’, the next person ‘Two’, and so on in rapid succession to the left. The numbers being called sharply and clearly. When in three ranks the centre and rear ranks do not call out their numbers, but</p>

	each centre and rear rank member of the squad notes the number of their respective front rank person.
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0207 Turning at the Halt

ORDER	ACTION
'By numbers, Right (or Left) – Turn'	Keeping both knees straight, arms to the side and the body erect, turn 90 degrees to the right on the right heel and left toe. Raising the left heel and right toe in doing so.
'Two'.	Bring the left heel smartly up to the right without stamping the foot on the ground.
'Right – Turn'.	Turn smartly as above, observing the two distinct movements.
'Left – Turn'.	As above on the left heel and right toe. Right heel brought up to left.

ORDER	ACTION
'By numbers about – Turn'.	Turn 180 degrees to the right by pivoting the body on the right heel and ball of the left foot, keeping the arms locked into the side of the body.
'Two'.	Bring the left foot into line with the right, assuming the correct position of attention.
'About – Turn'.	To carry out this movement in quick time, combine the movements as taught by numbers.

0208 The Salute - History.

A salute is in fact, the normal greeting between comrades in arms, and is an essential part of discipline. The salute with the hand, the presenting of arms and the salute with the sword, were methods by which the person paying a compliment could show the person to whom that compliment was being paid that no offence was meant. They are all gestures, symbolic of loyalty and trust. The naval hand salute is made with the palm of the hand inclined downwards, unlike the hand salute of the Royal Marines, the Army and the Royal Air Force who all salute with the palm of the hand facing forward. The reason for this is believed to originate from the days of sail, when sailors climbed the rigging of ships and the palms of their hands became covered in rope burns and tar from the rigging. Admirals of the day did not like their sailors showing dirty hands to them when saluting, so the hand was inclined downwards to hide the palm from view. The naval Salute of Nelson's time was a 'touch of the forelock'. Officers and men removed or touched their hats when in the presence of superiors. The present hand salute was introduced in 1890 and either hand could be used.

The salute using the left hand was given by gangway piping parties, who used to salute with the left hand at the same time as piping the side. Also the 1915 Seamanship manual Volume 1 states that "When

passing an officer the salute is to be made with the hand furthest from him”, this was to signify that the rating making the salute was not offering violence to the officer but merely paying him a compliment. The Service abolished saluting with the left hand in 1923 and today all hand salutes are made with the right hand only. Correct and smart saluting is an outward indication of courtesy, good manners and discipline, it is therefore very important that all should know when and how to salute. That the salute is properly and smartly given is a matter of training. A salute should always be given in a civil and not a service manner and failure to salute shows disrespect and a low standard of discipline.

0209 Saluting with the Hand.

ORDER	ACTION
‘By numbers, to the Front – Salute’	Raise the right hand smartly, by the shortest route, the palm of the hand being inclined slightly downwards, so that the eyes on glancing up can see the inside of the palm. The thumb and fingers being close together elbow in line with the shoulder, hand and forearm in line, fingers touching the rim of the cap over the right eye.
‘Two’.	Cut the right hand smartly to the side by the shortest route.
‘By Numbers, to the Right (or Left) – Salute’.	Salutes to the right/left are normally carried out while on the march. Raise the right hand as described above and turn head towards the person being saluted. When saluting to the right, the right elbow must be carried to the rear so that the hand does not obscure the eyes. When saluting to the left, the right elbow must be carried forward so that the hand can be brought to the correct position over the right eye.
‘Two’.	Cut the right hand smartly to the side; turn the head to the front.

Notes:

1. *Personnel wearing peaked or tricorne caps are to salute in the same manner as above, except that the fingers of the right hand touch the peak or the brim of the tricorne cap over the right eye.*
2. *When halted, the time for remaining at the salute is equivalent to 2 marching paces.*
3. *When making a salute on the march, the left arm continues to swing.*
4. *The right arm is swung to the rear as soon as the salute has been completed.*
5. *All salutes are completed when abreast the officer being saluted.*

6. *Marks of respect are to be given when approaching from any angle.*

7. *When on the march, the salute is to be made at least 3 paces before meeting the officer being saluted, if the later is halted. If the officer being saluted is also on the march the salute is to be made at least 6 paces before reaching the officer.*

0210 Saluting other than with the hand.

ORDER	ACTION
'Eyes- Right (or Left)'. 'Eyes – Front'.	As the left foot is stamped forcefully to the ground, turn the head and eyes smartly to the right (or left). As the left foot is stamped forcefully to the

	ground, turn head and eyes smartly to the front.
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***Note.** A marching body receiving the order 'Eyes – Right', 'Eyes – Left' or 'Eyes – Front' turn their heads and eyes in the direction ordered as the left foot is stamped forcefully to the ground, the executive order having been given on the right foot. The directing guide keeps head and eyes to the front and the person in charge salutes with the hand turning their head and eyes to the direction ordered. The disengaged arm continues to be swung.*

0211. When compliments are to be made.

- a) Ratings are to salute all officers, Male and Female and Chaplains; Officers are to salute those superior to them in rank. The personal hand salute is only to be made when the senior person is in uniform and wearing headgear. Without headgear and when civilian clothes are being worn a verbal salutation is to be given, e.g., "Good Morning/Evening Sir/Ma'am", by the junior person.
- b) Whenever the National Anthem or any foreign National Anthem is played.
- c) Saluting at Colours and Sunset. Officers and Ratings are to salute when in sight of the mast or ensign during the ceremony.
- d) At Colours and Sunset, parties fallen in are to be called to attention by the officer or rating in charge who alone is to salute.
- e) Officers and Ratings passing or being passed by the uncased National or Divisional Colour, or any uncased Standard or Colour of other organisations.
- f) Officers and Ratings are to salute when coming on board or leaving one of the NTC units Quarterdeck, or HM Ships when on Official visits.
- g) Inside buildings, when making reports, such as for formal inspections and reporting to a senior watch or Commanding officer. Salutes with the hand are only to be exchanged if both parties are wearing caps.
- h) Car door openers are to salute official guest as briefed for the occasion. On arrival the salute is given as the person steps out of the vehicle. On departure the salute is given as the vehicle is driven off with the guest. (Only one salute is to be given in each case).

When Compliments are not to be made.

- a) The cased National or Divisional colour or cased standard or colour of other organisations.
- b) Salutes are not exchanged in drill sheds.
- c) Salutes are not to be exchanged on board ship except when addressing or being addressed by a superior officer. (It is, however, customary for junior officers to salute their superiors on the first occasion of meeting each day).

d) When an officer is carrying his or her cap, usually at informal gatherings. No salutes are required to be given or returned.

Methods of Saluting.

a) Ratings when in uniform, carrying anything that prevents them saluting with the right hand are, if standing still, to stand to attention and face the superior as he or she passes; if walking, they are to turn their head and eyes smartly towards the superior before reaching him or her. The same procedure is to be used by ratings whose right hands are injured so as to prevent the normal drill being carried out.

b) When 2 or more officers together are saluted, the senior officer only is to return the salute. When 2 or more officers together pass, or are passed, by a superior officer, they are all to salute. A junior officer, when in company with a senior officer is only to salute officers senior to the latter.

c) When making a report to a superior officer, officers and ratings are to halt two paces in front of him or her, salute, wait for the salute to be returned, make the report, salute again, turn right or left and step off. (They should not turn their backs on their superior officer except when lack of space prevents them from doing otherwise). For short reports, the officer to whom the report is being made is to acknowledge the first salute only.

d) Should a Senior Rate or Rating be standing about, and an officer approaches, they are to stand at attention, face the officer and, if wearing head-dress, salute; if sitting when an officer approaches, they are to rise, stand to attention and, if wearing head-dress, salute.

e) An officer carrying a pace stick is to salute with the right hand, passing the pace stick into the left hand if necessary.

Salutes by Organised Parties.

(1) On the march, when commanded by an officer, the Officer is to give the order 'Eyes – Right' (or Left) and is to salute, when passing:

a) The uncased National or Divisional Colour of the Corps, or any other uncased standard or Colour of other organisations.

b) An officer senior to himself.

c) The coffin, when a funeral procession is passing.

Note. When saluted by officer's junior in rank, or ratings, the officer is to return the salute only. The order 'Eyes Right/Left' is not given.

(2) On the march when commanded by a rating, the rating in charge is to give the order 'Eyes – Right/Left' and is to salute when passing:

a) The uncased National or Divisional Colour of the Corps, or any uncased standard or Colour of other organisations.

- b) All Officers.
 - c) The coffin, when borne in a funeral procession.
- (3) At the halt when commanded by an officer or rating, the party is to be called to attention, turned to face the appropriate direction and the officer or rating in charge is to salute.

Note. Supernumeraries (2i/c's) are to salute at the order 'Eyes – Right/Left'.

Salutes and marks of Respect by Female officers and Ratings.

- a) Female Officers and Ratings of the Corps are required to pay, and be paid marks of respect in the same manner and on the same occasions as male officers and ratings with the following exception.

Female Officers and Ratings are not required to remove their caps indoors (Except where ordinary courtesy makes it desirable). During the playing of the National Anthem inside buildings, on occasions when Officers and ratings would remain uncovered.

0212 Removing and replacing Headgear – General.

- a) Although there are certain differences in the manner in which various types of headgear are removed from and replaced on the head, the following drills are to be compiled with for the removal and replacement of caps/berets when the orders 'On - caps' and 'Off - caps' are given.

- b) Female ratings do not remove headgear during Religious services and church parades when their male counterparts would be expected to do so. They are, however, to remove their headgear as a drill movement at defaulters, and for the reading of a punishment.

0213 Off – Caps.

- a) **Peaked Caps.**

ORDER	ACTION
'By numbers, Off – Caps'	The right hand moves swiftly and smartly across the body to seize the peak of the cap with the right hand, thumb underneath the peak fingers on top, elbow inline with the shoulder, hand and forearm in a straight line.
'Two'	Remove the cap from the head and resume the position of 'Attention' carrying the cap

	in the right hand across the front of the body by the shortest route, cap badge uppermost. The head does not move.
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b) Tricorn Caps.

ORDER	ACTION
'By numbers, Off – Caps'	The right hand moves swiftly and smartly across the body to seize the rim of the cap just below the cap badge with the thumb underneath and the fingers together and on top of the rim, elbow in line with the shoulder, hand and forearm in a straight line.
'Two'	Remove the cap from the head and resume the position of 'Attention' carrying the cap in the right hand across the front of the body by the shortest route, cap badge uppermost. The head does not move.

c) Caps.

ORDER	ACTION
'By numbers, Off – Caps'	The Right hand moves swiftly and smartly across the body to seize the top of the cap just above the left ear. The back of the hand is to be to the front, fingers together on top of the cap and pointing to the rear, thumb underneath the rim.
'Two'	Remove the cap from the head and resume the position of 'Attention' carrying the cap in the right hand across the front of the body by the shortest route. The ships name on the cap tally to the front. The head does not move.

d) Berets.

ORDER	ACTION
'By numbers, Off – Caps'.	The Right hand moves swiftly and smartly across the body to grasp the beret at the front with the palm of the hand covering the beret badge and the fingers and thumb gripping the front of the beret.
'Two'	Remove the beret from the head and resume the position of 'Attention' carrying the beret in the right hand across the front of the body by the shortest route. The head does not move.

0214 On caps.

a) Peaked Caps.

ORDER	ACTION
'By numbers, On – caps'.	The right hand moves swiftly and smartly across the body carrying the cap and replaces the cap on the head, elbow in line with the shoulder, hand and forearm in a straight line. The head does not move.
'Two'	Release the grip on the peak of the cap and cut the arm away across the front of the body by the shortest route, to resume the correct position of Attention.

b) Tricorn Caps.

ORDER	ACTION
'By numbers, On – Caps'	The right hand moves swiftly and smartly across the body carrying the cap and replaces the cap on the head, elbow in line with the shoulder, hand and forearm in a straight line. The head does not move.
'Two'	Release the grip on the rim of the cap and cut the right arm away across the front of the body by the shortest route, to resume the correct position of Attention.

c) Caps.

ORDER	ACTION
'By numbers On – Caps'	The right hand moves swiftly and smartly across the body carrying the cap and replaces the cap on the head, the name of the ship on the cap tally to the front, elbow in line with the shoulder, hand and forearm in a straight line. The head does not move.
'Two'	Release the grip on the rim of the cap and cut the right arm away across the front of the body by the shortest route, to resume the correct position of Attention.

d) Berets.

The design of berets is such that they cannot be easily replaced on the head using one hand and even when both hands are used sufficient time must be allowed to enable them to be fitted correctly. The replacement of berets is, therefore, to be carried out as follows and not as a drill movement as in the case of caps.

ORDER	ACTION
'By numbers, On – Caps'	Personnel wearing berets remain at Attention.
'Two'.	No action is taken.

Notes: -

1. *When the orders 'On caps' and 'Stand at Ease' have been given and after the order 'Stand – Easy'. Berets are replaced on the head as quickly as possible. Sufficient time must be allowed however, before any further order is given, to enable berets to be properly adjusted.*
2. *When removing or replacing headgear as a drill movement a pause of two marching paces are dwelt between the **first** and **second** movements.*

0215 Standing at Ease with headgear removed.

a) Peaked Caps.

ORDER	ACTION
'Stand at – Ease'	Carry the left foot away from the right 300mm (12 inches) and at the same time place the cap behind the back with the crown of the cap to the rear. The right hand retaining its grasp of the peak. At the same time grip the left centre of the peak with the left hand, thumb on top and the back of the hand against the body.

b) Tricorn Caps.

ORDER	ACTION
'Stand at – Ease'	Carry the left foot away from the right 300mm (12 inches) and at the same time place the cap behind the back with the crown of the cap to the rear. The right hand retaining its grasp of the rim. At the same time grip the left centre of the rim with the left hand, back of the hand against the body.

c) Caps.

ORDER	ACTION
'Stand at - Ease'	Carry the left foot away from the right 300mm (12 inches) and at the same time place the behind the back with the crown of the cap to the rear. The right hand retaining its grasp of the rim. At the same time the left hand is placed behind the back and holds the lower rim of the cap near the bow, with the back of the hand against the body.

d) Berets.

ORDER	ACTION
'Stand at - Ease'	Carry the left foot away from the right 300mm (12 inches) and at the same time place the beret behind the back with the top of the beret to the rear. The right hand retaining its grasp of the rim. At the same time the left hand is placed behind the back and holds the rim of the beret with the back of the hand against the body.

a) Peaked Caps.

ORDER	ACTION
'Stand – Easy'	Shift the position of the right hand so as to grip the peak of the cap between the thumb and forefinger, back of the hand against the body.

b) Tricorn Caps.

ORDER	ACTION
'Stand – Easy'	Shift the position of the right hand so as to grip the rim of the cap between the thumb and forefinger, back of the hand against the body.

c) Caps.

ORDER	ACTION
'Stand – Easy'	Shift the grip of the right hand to the lower rim of the cap near the bow with the back of the hand against the body. Thumbs should be able to feel the bow of the cap.

d) Berets.

ORDER	ACTION
'Stand – Easy'	Shift the grip of the right hand to the rim of the beret, back of the hand against the body.

At the cautionary order, 'Squad, Platoon' resume the 'Stand at Ease' position.

Notes:

1. *The fold is formed by wearing the beret adjusted towards the right ear.*
2. *Officers (and ratings wearing peaked caps) are, at the order 'Off – Caps', to grasp their caps at the right centre of the peak with the right hand.*

3. *Officers and ratings with berets remain at 'Attention' with berets in their right hands and do not replace berets on their heads until after 'Stand – Easy' has been ordered following 'On – caps'.*

0217 Marching – Length of Pace.

In slow and quick time the length of pace is 750mm (30 inches). In stepping out, it is 840mm (33 inches), in double time, 1 metre (40 inches), in stepping short, 530mm (21 inches) and the side closing pace 300mm (12 inches). When a member of a squad takes a side-closing pace to clear or cover another, as in falling out from the centre rank etc., the length of pace is to be requisite.

0218 Time/Cadence.

- a) In slow time, 65 paces to the minute. Where a gun carriage is used for funerals the pace is 75, and the remainder of parade conforms to this cadence.
- b) In quick time 116 paces to the minute.
- c) In double time 180 paces to the minute.
- d) Side closing paces 116 paces to the minute.

0219 Words of command on the March.

The following table shows when to give the words of command to personnel on the move:

The cautionary order should be given as the right foot comes to the ground. The executive order should be given the next time the right foot comes to the ground.

- a. 'About – Turn'.
- b. 'Right – Turn'.
- c. 'Right – In-cline'.
- d. 'Right – Form'.
- e. 'Slow – March' (From the quick)
- f. 'Quick – March' (From the slow)
- g. 'Double – March' (From the quick)
- h. 'Mark – Time'.

- i. 'For – Ward' (From the quick or double mark time)
- j. 'Quick – March' (From the double)
- k. 'Squad (Platoon, etc.) – Halt'.
- l. 'On the Right, form – Squad' (Platoon etc.)
- m. 'Step – Out'.
- n. 'Step – Short'.
- o. 'Change – Step'.

The cautionary order for the following should be given as the left foot comes to the ground. The executive order the next time the left foot comes to the ground.

- p. 'Left – Turn'.
- q. 'Left In – cline'.
- r. 'Left – Form'.
- s. 'On the left form – Squad' (Platoon etc.)

0220 Positioning on the March.

When marching, an officer or rating must maintain the head and body position as directed in **para 0202**. They must be well balanced on the legs. In slow time, the arms and hands must be kept steady by the sides. In quick time, the arms should be swung from as far in the rear of the body as possible without straining the shoulders, straight forward to a position in front of the body so that the partially clenched hand comes level in line with his or her own shoulder. Unless carrying an item in the left hand, when the left arm is then kept to the side and only the right arm is swung. Only personnel actually carrying items are to lock their left arms in, the remainder of the squad are to swing both arms which should remain straight and be swung from the shoulder, the wrist and elbow also being kept straight, without undue stiffness. The foot should be carried straight to the front, and, without being drawn back, placed firmly upon the ground, heel first, with knee straight, but so as not to jerk the body. Before the squad is to move off, the instructor should take care that each member of the squad is square to the front and in correct line with the remainder. The flank guide on the named flank must be taught to take a point straight to the front, by fixing their eyes upon some distant object and then marching directly towards it in a straight line. The same procedure is followed by the person on the named flank, when marching in other formations. (See **para 0234**)

0221 Marching in Quick Time.

ORDER	ACTION
'Quick – March'	The squad steps off together with an initial pace of 500mm (20 inches) with the left foot, until momentum is gained when a full marching pace of 750mm (30 inches) is then assumed.

0222 Marching in Slow Time.

ORDER	ACTION
'Slow – March'	The squad steps off together with an initial pace of 500mm (20 inches) with the left foot, until momentum is gained when a full slow marching pace of 750mm (30 inches) is the assumed, but in slow time with a cadence of 65 paces to the minute. Arms and hands must be kept steady at the side, toes pointing slightly downwards.

Notes:

1. *A squad advancing at the quick and receiving the order 'Slow – March' breaks directly into the slow on the next pace.*
2. *A squad advancing at the slow and receiving the order 'Quick – March' takes a further two paces at the slow and then breaks into the quick.*
3. *The cautionary order and the executive order in both cases are given on the right foot.*

0223 Marching in Double Time.

ORDER	ACTION
'Double – March'	The squad step off together, the left foot taking a full double march pace of 1 metre (40 inches) and double on the balls of the feet. The body is inclined slightly forward, but raised with head erect. The heels must not be raised towards the seat. The arms should swing easily from the shoulders, slightly across the body, the forearm making an angle of 90 degrees with the upper arm, the hand and fingers forming a relaxed clenched fist with the thumbs straight and resting on the forefingers.
'Squad – Halt'	The cautionary order and the executive order are given on two consecutive beats of the right foot and the halt is completed in three further double march paces. The right foot is brought up to the left without stamping after the third pace and at the same time the arms are dropped to the side of the body, assuming the position of 'Attention.

Notes:

1. *A squad advancing at the quick and receiving the order 'Double – March' immediately breaks into the double with the next left foot.*
2. *A squad advancing at the double and receiving the order 'Quick – March' checks the way of the body in the three paces after the order, the fourth pace being taken at the quick.*
3. *'Double mark time' as for double march, but without advancing, the feet being raised 150mm (6 inches) clear of the ground.*
4. *'Change step' (at the double). The cautionary order and the executive order are given on two consecutive beats of the right foot and two successive steps are taken by the left foot, without losing the cadence.*

0224 The Halt (From the Quick or Slow March)

ORDER	ACTION
'Squad – Halt'	The cautionary order and the executive order are given on two consecutive beats of the right foot, the next left foot completes its full marching pace, and the next right foot is then brought smartly in line with the left without stamping. The body should not sway forward or backwards once halted and the arms and hands must be kept steady at the side.

0225 Stepping Out.

ORDER	ACTION
'Step – Out'	The order is given as one complete executive order on the right foot. The pace is lengthened by 75mm (3 inches) as the left foot comes forward, with the body leaning forward a little. The cadence is not altered.

Note:

This step is used when a slight increase of pace, without an alteration of cadence, is required, at the order 'Quick – March' the usual pace is resumed.

0226 Stepping Short.

ORDER	ACTION
'Step – Short'	The order is given as one complete executive order on the right foot, after which the pace is shortened by 225mm (9 inches) as the left foot comes forward until the order 'Quick march' is given, when the usual pace is resumed.

0227 Marking Time.

ORDER	ACTION
'Mark – Time'	The cautionary order and the executive order are given on two consecutive beats of the right foot. The next left foot completes its full marching pace, after which the cadence is continued without advancing. Keeping the arms to the side of the body and raising the right and left knee alternately so that the top of the thigh is parallel with the ground, the lower leg perpendicular. The foot is kept at a natural angle.
'For – ward'	The order is given on two consecutive beats of the right foot. The left foot steps off commencing with an initial pace of 500mm (20 inches) until momentum is gained when a full marching pace of 750mm (30 inches) is then assumed. The direction of march and the pace at which the squad were originally moving is then resumed.

Note:

At the halt, the word of command to step off is 'Squad, Quick/Double – Mark Time'.

0228 The Halt (From marking Time).

ORDER	ACTION
'Squad – Halt'	The cautionary order and the executive order are given on two consecutive beats of the right foot. The next left foot completes a further mark time pace and the next right foot is brought down smartly alongside the left. Once halted the arms and hands must be kept steady at the side. The halt is completed in 2 mark time paces.

0229 Changing step on the March.

ORDER	ACTION
'Change – Step'	The cautionary order and the executive order are given on two consecutive beats of the right foot. The next left foot completes its full marching pace and the arms continue to swing. As the next right foot is brought forward, the instep of the right foot meets the heel of the left foot, and the arms are momentarily brought to the side of the body. Another shortened marching pace is taken with the left foot so that the cadence is not lost (2 successive paces being taken with the same foot) and the arms are swung as the left foot goes forward.

0230 Changing Step while marking Time.

ORDER	ACTION
'Change – Step'	The cautionary order and the executive order are given on two consecutive beats of the right foot. The next left foot completes a further two mark time paces thus making 2 successive beats with the same foot.

0231 Stepping Forward and back.

ORDER	ACTION
'...Paces forward (or step back) – March'	Each member of the squad steps forward or backwards the number of paces ordered, always commencing with the left foot. Length of pace to be 750mm (30 inches). The arms and hands are to be kept steady by the side when moving. The cadence is 116 to the minute. The maximum number of paces that may be ordered to be taken either forward or backwards at any one time is 4.

0232 The Side Closing Pace.

ORDER	ACTION
'.....Paces right (or left) close – march'	Each member of the squad carries their right (or left) foot 300mm (12 inches) directly to the right (or left) and then closes the left (or right) foot to it, thus completing

	<p>the pace; the next and subsequent paces are taken in the same manner. Shoulders are to be kept square and the legs straight, without bending at the knee, unless on rough or uneven ground; the direction of movement must be kept in a straight line to the flank. Members of a squad should not be moved using side closing pace more than six (6) paces. The cadence is 116 to the minute.</p>
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0233 Turning on the March.

ORDER	ACTION
<p>‘Right (Left) – Turn’</p>	<p>The execution of tuning on the march depends upon which foot the word of command is given. In turning to the right the order is given on two consecutive beats of the right foot, the cautionary word of command ‘Right’ is given as the right foot comes to the ground, and the executive order ‘Turn’ when the next right foot comes to the ground. The next pace (left foot) is taken in the original direction of march for the purpose of checking the way of the body and the arms continue to swing. The body is then turned 90 degrees in the direction ordered with a shortened pace on the right foot, at the same time the arms are momentarily locked to the side. A full marching pace is then taken with the left foot in the new direction. Arms are swung as the left foot goes forward. The same procedure is to be adopted when turning left except that all orders are given on the left foot.</p>

ORDER	ACTION
Right (Left) – In – cline’	The execution of inclining on the march again depends upon which foot the word of command is given. If inclining to the right, the order is given on two consecutive beats of the right foot, the cautionary words of command ‘Right-In’ are given as the right foot comes to the ground, and the executive order ‘Cline’ when the next right foot comes to the ground. The next pace (left foot) is taken in the original direction of march for the purpose of checking the way of the body, and the arms continue to swing. The body is turned 45 degrees in the direction ordered with a shortened pace on the right foot. A full marching pace is then taken with the left foot in the new direction. Arms continue to swing throughout the movement of inclining, and the body moves off in a diagonal direction of march without checking the cadence.
‘About – Turn’	In turning about, the cautionary and executive orders are given on two consecutive beats of the right foot. The next left pace is a full marching pace in the old direction of march to check the way of the body, and the arms continue to swing. Each member of the squad turns about 180 degrees to the right on their own ground in three mark time paces, the arms are locked into the side of the body. The next pace is a shortened pace of 500mm (20 inches) with the left foot in the new direction of march and the arms are then swung. Whilst turning about it is important to remain on the same ground and to keep the arms by the side.

0234 Marching as a Squad.

Before a squad is ordered to march, the directing flank or person must be indicated by the cautionary order ‘By the Right or (By the Left)’. Each member of the squad preserves their position in the general alignment by an occasional glance towards the directing flank or indicated person.

ORDER	ACTION
'By the Right (or left), Quick – March'	The person on the directing flank according to the cautionary order selects points to march on. The remainder of the squad march on that person.

0235 Changing Direction by Forming.

ORDER	ACTION
'At the Halt' 'Right/Left – Form'	The right-hand person makes a right/left turn in the direction ordered. The remainder of the front rank make a right/left incline. The centre and rear ranks do not move.
'Quick – March'	The right hand person takes 3 marching paces forward and marks time; the remainder step off at a quick march and mark time in succession when they come up into the new alignment, picking up their dressing on the right/left-hand person.
'For – Ward'	The squad moves forward in the new direction of march.

Notes.

1. *If the squad is on the move, the right/left hand person makes a full 90 degree turn in the required direction and takes three marching paces forward (These include the first steps in the new direction after the check pace) and marks time. The remainder incline to the right and mark time in succession as they come up into the new alignment.*
2. *Whether at the halt or on the march the caution 'Change direction Right or (left) should always be given first.*

0236 Marching in line (Single file).

- a) **From the halt.**

ORDER	ACTION
'Right or (Left) - Turn'	Members of the squad turn right (left) and must be instructed to cover each other exactly. The head of the person immediately in front of each member of the squad, when correctly covered should conceal the heads of all the others before him or her.
'Quick – March'	All members of the squad step off together, and continue to step a full pace without increasing or diminishing the distance between each other.

b) On the March. A squad advancing or retiring the order 'Right (Or left) - turn', turns in the required direction and marches in single file as above.

0237 Changing Direction in Single File (Wheeling).

ORDER	ACTION
'Right (Or Left) – Wheel'	The leading member of the squad moves round 90 degrees in the circumference of a circle having a radius of 1.25m (4 feet). The other members of the squad in succession follow directly behind without increasing or diminishing their distances from each other or altering the time. The pace, however, shortened a little with the inner foot.

Notes:

1. *If a squad is ordered to halt or mark time when the leading file only has wheeled into the new direction, the remainder should be instructed, using the command 'Cover Down', to cover off the member of the squad directly in front of them, moving to their places by the shortest route.*
2. *If the order 'For – Ward' is given before the wheel is completed, the squad leads on in the direction in which the leading member of the squad is facing.*

0238 Forming a Squad in Single File.

ORDER	ACTION
'On the Right (or left), form – Squad'	The order is given on the right (or left) foot depending on which side the squad is to form. The leading member of the squad takes a further three paces and marks time, the remainder make an in-cline in the direction ordered and form upon the leading member, marking time, and picking up their dressing by the right/left as they come up into the new alignment.
'By the Right (or Left) For – ward'	This order is given as soon as the squad is reformed, maintaining their dressing on the ordered flank.

Note; *If it is intended to halt at the place where the movement is commenced, the caution 'At the Halt' is given and the leading member of the squad halts instead of marking time. The remainder doing the same as they reach their positions. They then pick up their dressing on the directed flank individually.*

CHAPTER 2

SECTION 2 – SQUAD DRILL IN THREE RANKS

0239 Formation of a Squad in Three Ranks.

The right marker having been placed, members of the squad fall in at the quick march to form three ranks, with the tallest members of the squad on the flanks and the shortest in the centre. Distance between

ranks is 750mm (30 inches) with a full arm interval dressing by the right, between members of the squad. Members of the squad in the centre and rear ranks cover off those in front of them without raising their arms, all 3 members of the squad thus forming a file. When the squad consists of a number, which is not a multiple of 3, the person or persons second from the left form a blank (Or incomplete) file. If there are only 2 persons in the file, the centre rank is left blank. On initially falling in, each member picks up their dressing by the right unless otherwise ordered, and on completion stands at ease.

Notes:

1. *When necessary, in a confined space, a squad may fall in without intervals. Each member of the squad then places themselves so as to occupy a lateral space of 600mm (24 inches).*
2. *Should there be less than 10 members in the squad they are to form up in 2 ranks, the distance between the ranks being 2 paces, the second rank being termed the rear rank. On receiving the order 'Open order – March' they act as a rear rank and step back 2 paces. The front rank stands fast.*
3. *Should there be less than 6 members in the squad, they are to form up in single file.*

0240 Dressing.

ORDER	ACTION
'By the Right (or Left) - Dress'	Members of the squad pick up their dressing as taught in para 0205 , with the exception that personnel in the centre and rear ranks do not raise their arms, but must cover off the front rank. If a squad is fallen in without intervals, arms are not raised. The directing flank is normally to the right when marching as a squad.

Notes:

1. *If dressing is required to be carried out without intervals, the order must be preceded by the caution 'Without Intervals'.*

0241 Numbering the Squad.

ORDER	ACTION
'Squad - Number'	Members of the squad in the front rank number as taught in para 0206 . Each member of the squad in the centre and rear ranks listens to the number given by the front rank man or woman, and adopts this number.

0242 Opening and Closing a Squad.

ORDER	ACTION
‘Open order – March’	The front rank steps forward 2 paces; the rear rank steps back 2 paces. The centre rank does not move.
‘Close order – March’	The front rank steps back 2 paces; the rear rank steps forward 2 paces. The centre rank does not move.

0443 Changing ranks – Turning About.

When a squad turns about, the ranks are thereby changed, the former rear rank becomes the front rank, the former front rank, the rear rank.

Notes:

1. **Blank file.** *Should there be only one person in a file, that person must maintain a position in the leading rank. They move up into place in the new leading rank directly the squad has turned about, when the squad is halted, and must step out to take their new place in the leading rank when the squad is turned about on the march. The exception is when it is required to fall back for a short distance only, with a view to turning again in the original direction. The command ‘About – Turn’ is then preceded by the caution ‘Squad will retire’. Any blank files remain in their original positions and do not take up position in the new front rank.*
2. *During squad drill in open order, blank files and guides do not alter their positions unless ranks are changed.*

0244 Marching in Three Ranks.

A squad in three ranks should be practised in the marches and variations of step as taught in single rank. Covering and distance – when marching in line the members of the centre and rear ranks must accurately preserve their covering and distances from the members of the squad immediately in front of them.

0245 Diagonal March.

ORDER	ACTION
‘Right (or Left) In – cline’	Centre and rear rank members of the squad preserve their positions relative to the front rank member of the squad, in order that they may cover correctly when they are again turned into line.

0246 Changing Direction in Threes.

ORDER	ACTION
‘Right (or Left) – Wheel’	The inner member of the squad of the leading file wheels round 90 degrees in the circumference of a circle having a radius of 1.25m (4 feet), stepping short to enable the other members of the squad to keep in line. When the quarter circle is completed the file leads on in the new direction. The

	other files follow in succession in the footsteps of the leading file without increasing or diminishing their distance from each other or altering the time.
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Notes:

1. *If a squad is ordered to halt or mark time when the leading file only has wheeled into the new direction, the remainder should be instructed, using the command 'Cover Down', to cover off the member of the squad directly in front of them. Moving to their places by the shortest route.*
2. *If the order 'For – ward' is given before the wheel is completed, the squad leads on in the direction in which the leading member of the squad is facing.*

0247 Form Squad.

a) **On the March.**

ORDER	ACTION
'On the Right (or left),Form – Squad'	The cautionary order 'Form' and the executive order 'Squad' are given on two consecutive beats of either right or left foot, dependant on which direction the squad is to form. If the formation is to the left, the left-hand person of the leading section of threes (file), takes 3 paces forward and marks time. The remainder, make a left in-cline on that person, marking time as they come into alignment. If the formation is to the right, the right-hand person of the leading section of threes (file), takes 3 paces forward and marks time. The remainder, make a right in-cline on that person, marking time as they come to alignment.
'By the Right (left), For – Ward'	The order 'For-ward' is given over two consecutive beats of the right foot and the squad moves on in line in the direction, which it was originally marching.

Notes;

1. *After forming squad on the right, the left flank should normally be ordered as the directing flank.*
2. *If it is desired to halt on completion of the movement, the command is 'At the halt, on the Right (or left), form – Squad'. The right (or left) hand person of the leading file takes 3 paces forward and halts, the*

remainder halting as they come on to the new alignment, and automatically picking up their dressing at full arm intervals.

b) At the Halt.

If the squad is halted before commencing the movement, at the order ‘On the Right (or left), form – Squad’ the right (or left) hand person (the pivot) of the leading section of threes (file) stands fast, and the remainder make an in-cline in the direction ordered. At the order ‘Quick – March’ the pivot takes 3 paces forward and marks time, the remainder step off and mark time on arrival in the new alignment.

c) From the Halt to the Halt.

The drill carried out is the same as for ‘At the Halt’ with the exception that all members of the squad instead of ‘Marking time’ on arrival at the new alignment, halt, pick up the dressing from the right and assume the position of ‘Attention’.

0248 Forming Single File from Threes.

ORDER	ACTION
‘Advance In single file from the right(or left), front rank Quick- March’	The rank indicated steps off.
‘Centre rank, Quick – March’	The remaining ranks are ordered to step off in time, to follow in the rear of the rank in front.
‘Rear / Front rank, Quick – March’	

Note;

If the squad is marching in threes, the command is ‘Advance in single file from the Right (or left)’ when the rank indicated leads on, the remainder marking time until the order ‘For-Ward’ is given.

0249 Forming Threes from Single File.

ORDER	ACTION
‘On the right (or the left), Form – Threes’	The leading rank marks time, the other two ranks move as necessary to the right (or left) into position on the right (or left) of the leading rank, marking time on arrival.
‘For – Ward’	The squad moves forward in threes.

Note;

If it is desired to halt on completion of the movement the command is ‘At the halt, on the Right (or left), form – Threes’. The leading rank halts, the other two wheeling and halting as they reach their original places.

0250 March Discipline.

Column of route is the normal marching formation of platoons or squads when they are on the road. The greatest attention should be paid to training the platoon or squad to keep the prescribed distance from, and to cover exactly, the person in front. Order, comfort and the reduction of fatigue depend on the maintenance

of exact distance by each section of threes. Exact covering and dressing when moving in threes is to be kept, unless orders to the contrary are issued.

DEFINITIONS

Squad size. Formations of squads, for marching drill.

- a) 6 or less. □ □ □ □ □ □
- b) 7 to 10 □ □ □ □ □
 □ □ □ □ □
- c) 11 + □ □ □ □ □
 □ □ □ □ □
 □ □ □ □ □

PARADE FORMATIONS.

The Following are to be used as a guide, to aid units in parade formation.

1. Single unit formation.

- ⊕ Drum Major.
- ◆ ◆ ◆ ◆ B
- ◆ ◆ ◆ ◆ A
- ◆ ◆ ◆ ◆ N
- ◆ ◆ ◆ ◆ D
- ∅ □ Colour party (If applicable)
- © Commanding Officer
- ♠ ♠ ♠ ♠
- ♠ ♠ ♠ ♠
- ♠ ♠ ♠ ♠ Ships Company
- ♠ ♠ ♠ ♠ (Junior Rates)
- ♠ ♠ ♠
- ♠ ♠ ♠ ♠
- ® ® ® ® Petty Officers/Registered Instructors
- ◆ ◆ ◆ ◆ Divisional Officers
- ⊗ First Lieutenant

Note; for units with out a band, and who may parade as a single unit or with a unit with a band, the formation is as from the divisional colour.

2. Founders day service band, leading national Colour Party.

⊕
◆ ◆ ◆ ◆
◆ ◆ ◆ ◆
◆ ◆ ◆ ◆
◆ ◆ ◆ ◆

Drum major.

B

A

N

D

□ ⊕ □
⊗

National Colour Party

□ ∅ □

Divisional Colour Party.

©

Commanding Officer

♠ ♠ ♠ ♠
♠ ♠ ♠ ♠
♠ ♠ ♠ ♠
♠ ♠ ♠ ♠
♠ ♠ ♠ ♠

Ships Company
(Junior Rates)

® ® ® ®

Chief/Petty Officers & RI's.

◆ ◆ ◆ ◆

Divisional Officers.

⊗

First Lieutenant.

Alignment	A straight line on which a body of personnel is formed, or is to form.
Attention	The executive word of command for bringing personnel to Attention in the Corps.
Blank file	A file in which there is no centre or rear person, or no centre person due to the inequality of numbers within a body of personnel. This file is second from the left both in three and in ranks of two.
Column of route	A column of threes with not more than three personnel abreast in any part of the column, including officers and 2 I/c. The officer in charge at the head, and 2 I/c at the rear. The normal formation for marching on the road.
Contingent	A large body of personnel formed for Ceremonial purposes.
Contingent Commander	The officer in overall command of a Corps Contingent.
Covering	The act of placing oneself directly in the rear of another body.
Depth	The space occupied by a body of personnel from front to rear.
Distance	The space between individual bodies from front to rear.
Directing flank	The flank by which a body of personnel takes its dressing.
Divisions	A Corps parade, or collective term for platoons on parade.
Dressing	The act of aligning oneself with and covering others within a body of personnel.
File	Either two or three personnel in different ranks that are covering each other or a body of personnel in two ranks, facing a flank.
Flank	Either side of a body of personnel as opposed to its front or rear.
Guides	Those officers or ratings by whom the remainder of the personnel in their unit march and dress.
Incline	The movement by which an equal amount of ground is gained to the front and flank simultaneously.
Interval	The space between adjacent flanks of units or between individual personnel.
Line	Ratings formed on the same alignment.
Markers	Officers or ratings that are placed so as to indicate the position which a unit will occupy on falling in.

Parade	A military term for a ceremonial inspection / review.
Platoon	An alternative term to 'unit' which denotes a number of personnel formed to act as one body.
Rank	A line of personnel, side by side.
Squad	A small body of personnel formed for drill.
Supernumeraries	Personnel not fallen-in in a unit or platoon, but who form an additional rank.
Unit	A term which denotes a number of personnel organised to act as one body.
Unit advancing	A unit is advancing when moving in the direction that the front rank is facing, or would face if it were in line.
Unit retiring	A unit is retiring when moving in such a direction that the rear rank is leading, or would be leading if it were in line.
Wheeling	A movement by which a body of personnel change their direction of advance.
Dismiss	The order for a platoon / squad to end the instruction / detail and to proceed / carry on with other instruction or to dismiss the unit at the end of a deck-night. Dismiss is used in the following context. 'Squad / Ships company, turning Right – Dismiss'. (Dismiss = squad no longer in your command)
Fall-out	As for Dismiss, but given during an instruction or order, whereby the squad will continue with instruction or class work. Used in the following context. 'When fallen-out, prepare to stow all gear, Duty Watch turning Right – Fall-out'. (Fall-out = squad still under your command)

CEREMONIAL PROTOCOL.

PROCEDURES FOR GANGWAY RECEPTION.

1. DUTIES OF THE QUARTERMASTER (QM) & BOATSWAINS MATE (BM).

The Quarterdeck or Gangway should be manned by two competent ratings. Ratings who have a sound knowledge of the ships routine and familiar with all Officers and staff on their unit. Both ratings are to be dressed uniformly, and in accordance with the commanding officers dress orders. Both should be competent at piping.

2. **The gangway staff are responsible for:**

- a. Keeping the ships log up to date at all times.
- b. Ensuring watch / station cards are issued / collected.
- c. *Ensuring own unit Officers and Senior Ratings sign the log.*
- d. All visitors to ship are identified, (Corps personnel should always carry ID cards), and log signed.
- e. Visiting Officers if not in Uniform should be saluted once identity is known.

- f. The duty Officer is to be informed by the Bo'suns Mate of all visitors to the deck. They are to be escorted to Officer they wish to see or destination. (Not applicable on Ceremonial Inspections).
- g. Gangway area is kept clean and tidy, personnel not involved with gangway duties to be kept clear.
- h. Make all relevant pipes at correct times, or as required by duty officer.
- i. Be knowledgeable in their actions in the event of emergencies.

3. OFFICERS ENTITLED TO PIPES.

“THE SIDE”

- a. The Inspecting Officer, at formal Inspections.
- b. All VIP's as directed by Commanding Officer.
- c. All Officers above 1st Officer, but not those who form part of an inspection team in company with (a) above.
- d. All Unit Commanding Officers. (This includes Officers below the rank of 1st Officer who is performing the duties of Commanding Officers).

“THE STILL”

- e. *Second Officer and below (If not (d) above).*

Note: On Ceremonial Inspections the Officer of Inspectorate is to receive full ceremonial courtesies, the remainder of the inspection team are to be allowed to enter informally, (No Pipe).

4. RECEPTION OF THE COMMODORE, VIP's OR INSPECTING OFFICER.

The normal Gangway Staff should be supplemented by a further two (2) as a designated piping party and one (1) rating to act as car door opener/sentry. Officers in attendance are; Commanding Officer, First Lieutenant and Officer of the day.

- a. For formal Inspections, the Divisional Colour is to be paraded adjacent to the Gangway with qualified Colour Officer, and Escorts. (If Colour held).
- b. The gangway staff and car door opener/sentry should be dressed in full regulation NTC uniform.

b. ARRIVAL.

The routine for the sentry is as follows:

As the car approaches the sentry will bring him/herself to Attention and report vocally, “STAFF / VIP's CAR APPROACHING SIR/MA'AM”. When the car halts, the sentry will wait until informed that the dignitary/VIP is ready, then opens the door and salutes when the door is fully open. When the dignitary/VIP is clear of the vehicle, the sentry will return to the original position of Attention, completing the salute, and close the door. The sentry will remain at Attention until the piping of the side is complete. Only then may the sentry stand-at-ease.

Note: The car door is NOT opened for the Officer conducting formal Inspections, but should be posted to indicate parking space.

c. **DEPARTURE.**

As the dignitary/VIP's are piped "OFF" the ship, the sentry will bring him/herself to Attention and escort them to the vehicle, open the car door and salute. Once the VIP/dignitary is in the car the sentry will return to the original position of Attention, completing the salute, steps back from the vehicle and remains at Attention. **This procedure will only apply if safe to do so.**

5. **PROCEDURE FOR SHIPS COMPANY, OOD AND COMMANDING OFFICER, WHEN RECEIVING VIP's.**

- a. On being alerted by the sentry that a "STAFF / VIP's " car is approaching, the Officer of the Day (OOD) will call the ships company to Attention and order piping party "PIPES READY".
- b. As the VIP's step on or cross the Quarterdeck, the Officer of the Day will order "PIPE THE SIDE", on the first note of the side being piped the Commanding Officer, QM and BM only salute. (The QM and BM do not salute before asking to see the Inspecting Officers Identification, but on completion of Identities being checked. Other dignitaries/VIP's Identification is not required).
- c. Once the VIP / Dignitary has acknowledged the Salute given, on the order of "PIPES DOWN" given by the OOD, the gangway party including the piping party return to the position of Attention. (Paragraph a, b, & c are repeated if more than one VIP/Dignitary/ Commanding Officer are arriving).
- d. The Commanding Officer then steps forward to receive the VIP / Dignitary and asks them to sign the log. Once the log has been signed, the QM may ask to see some form of identification (Corps Officer). QM and BM must be ready to answer any questions asked.
- e. After the formalities of signing the log, the Commanding Officer will escort the VIP/Dignitary to meet the Ships Officers, Senior Ratings and Committee. As this commences the OOD will order the remainder of the Ships Company to "STAND AT EASE".
- f. As the VIP / Dignitary nears the end of an inspection or meeting of personnel, the next Squad are brought to Attention by the Squad Commander in readiness to receive the VIP/Dignitary for inspection of his/her squad.

6. **PROCEDURE FOR SHIPS COMPANY, OOD AND COMMANDING OFFICER FOR DEPARTING VIP's.**

- a. The VIP's / Dignitary, may at their discretion depart before the ceremony of Sunset. However, during the ships official formal inspection, the Inspecting Officer will witness the ceremonial for Sunset. (See paragraph 7, Flag Ceremonial, Colours and Sunset).
- b. As the VIP's approach the gangway to depart, the OOD will call the Ships Company to "ATTENTION", and order "PIPES READY".
- c. As the VIP's leave the ship, the OOD will order "PIPE THE SIDE", on the first note of the side being piped, the Commanding Officer, QM, BM and OOD only Salute.
- d. Once the VIP's have left the gangway area and ship, the OOD will order "PIPES DOWN". The gangway staff and piping party return to the position of Attention. After a short pause, the OOD will stand the Ships Company "AT EASE". Paragraphs b, c, & d, are repeated if more than one VIP/Dignitary or Commanding Officers are departing.
- e. The Commanding Officer will escort all VIP's to their vehicle.

	Duty piper.	
‘March on, the Colour Party’, ‘Ship’s Company, Facing Aft, left and right – turn’	OOD	This order may vary from unit to unit, but Ship’s Company must turn to face the Ensign Staff
‘Colour Party, left/right turn’. ‘Quick March’.	I/C Of Colour Party Duty piper.	I/C of Colour Party, marches the Colour party into position, this order again varies from unit to unit; you may have the Colour party closed up and in position when the Ship’s Company fall in.
‘Pipe the Still’.	OOD	Duty Piper, pipes the Still, at the end of the Still all Officers, Squad leaders or i/c’s Salute. The Ensign is hoisted.
‘Pipe the Carry on’.	OOD	Orders the ‘Carry on’ when the Ensign is at the masthead. After the last note of the ‘Carry on’, all Officers, Squad Leaders or i/c’s return to the position of Attention, completing the Salute.
‘Ship’s Company, Facing inboard, left and right turn’.	OOD	This order counteracts the order to face the Ensign Staff, and again varies from unit to unit.
	I/C Colour Party	Falls in the Colour Party and marches back to their original positions. (If applicable).
‘Ship’s Company, Stand-at-Ease’.	OOD	Ship’s Company stood at ease and revert to Squad Leaders Command, and continue with ships standing procedures/orders.

SUNSET.

ORDER	BY	ACTION
		Ship’s Company fell in by watches and reported to OOD.
‘Ship’s Company, Attention’.	OOD	OOD reports that the ship’s Company is mustered and request permission to carry on for Sunset to the Commanding or Senior Officer present.
		Commanding or Senior Officer grants permission to carry on for Sunset. (See note1).
‘Ship’s Company, Off – Caps, Stand – at – Ease, Stand – Easy’.	OOD	Ship’s Company OFF CAPS, stood at ease and stood easy. OOD will lead the ship’s Company into the Corps prayer. (See note 2).
‘Ship’s Company, Attention, On-Caps, Stand-at-Ease.	OOD	When giving these orders on completion of prayers, remember to leave a short pause between each order to enable to carry out the drill movements.

Stand-Easy, Square off caps’. ‘Ship’s Company, Atten-tion.		
Two minutes to Sunset Sir/Ma’am.	I/C Colour Party Duty piper.	The General call is sounded, and the I/C Colour party verbally reports ‘Two minutes to Sunset’.
‘Ship’s Company, Facing Aft, left and right – turn’.	OOD	This order may vary from unit to unit, but ship’s Company must turn to face the Ensign Staff.
‘Sunset Party, Left/right turn, Quick- March’.	I/C Of Colour Party Duty piper.	I/C marches the Sunset party into position, this order again varies from unit to unit; you may have the Sunset party closed up and in position when the Ship’s Company fall in.
‘Say the Code of Honour’.	OOD	When Sunset party are in position, OOD will lead all, into the ‘CODE of HONOUR’.
‘Pipe the Still’.	OOD	Duty Piper, pipes the ‘Still’
	BUGLER	On the first note of ‘Sunset’ all Officers, Senior Ratings, Watch Leaders Salute. The Ensign is lowered in time with the Sunset tune. (See note 3)
‘Pipe the Carry On’.	OOD	Orders the Carry On to be piped on completion of Sunset being played and when Ensign is fully lowered. . Duty Piper pipes the ‘Carry On’.
‘Ship’s Company, Facing inboard, left and right turn’.	OOD	This order counteracts the order to face the Ensign Staff, and again varies from unit to unit.
	I/C Colour Party	Falls in the Sunset Party and marches them back to their original positions. (If applicable).
‘Ship’s Company, Stand – at – Ease’.	OOD	Ship’s Company stood at ease, and revert to watch leaders command, and continue with ship’s standing procedures/orders. (See note 4).
‘Ships Company, Atten-tion, Stand-fast Duty Watch, Turning Aft, Dismiss.	OOD	On completion of events in note 4, ship’s Company are dismissed.

Notes:

1. Permission should be obtained from Inspecting Officer (formal inspections) or VIP when present on the unit’s deck. This request is made by the Commanding Officer on completion of the OOD making their report.

2. It is Etiquette to ask the ship’s Padre to lead you into prayers when present on the unit’s deck. This may be at your Inspection, Awards/presentation evening.

3. *The playing of Sunset is optional, but units with bands are encouraged to use this valuable tool available to them.*

4. *Unit's have their own set routines and may at this point give any notices appertaining to units programme at this juncture in their standing routine. This may also be the occasion when the Inspecting Officer or VIP would say a few words regarding his/her visit.*

CHAPTER 3 CONTEST DRILL ROUTINE

The following Drill Routine is to be used for the Nautical Training Corps Drill contest by all squads. This routine incorporates all the specified movements that have been required by squads to perform in previous contest. The aim of using a script is to ensure all the required movements are performed. This will then allow judges and adjudicators to score on how the squad performs, and not what they might perform. To this end the score sheet will follow the routine and judges will be able to mark on what they witness as the routine progresses. The orders are **NOT** written as they are to be given, as the squad commander will be judged on how they give and deliver their words of command. It is imperative that squad commanders and instructors consult the drill manual and practice the delivery of giving words of command to a marching squad.

TIMING

The squad will have a maximum time of 6 minutes to complete the routine; time penalties will be awarded against squads for exceeding the time limit.

SQUAD SIZE.

Formations of squads are to be in accordance with Annex 'A' page A of the drill manual.

SQUAD COMMANDER.

The squad Commander will remain static and at Attention during the performance.

THE ROUTINE.

When instructed, the squad commander will march their squad in single file to a position in front of and facing the VIP/SENIOR OFFICER, tallest on the right, shortest on the left, completing the formation of a single rank, then stand the squad at ease. They may (If time permits) dress off without intervals, and then stand at ease.

The announcer shall ask the adjudicators, ' Adjudicators are you ready?' on receiving their affirmative reply.

The announcer shall ask 'T.S. is your squad ready?'

The squad commander will call their squad to Attention, March to the Senior Officer present and salute, requesting permission to commence their performance.

When the Senior Officer gives permission to 'Carry On' the squad commander will salute, and return to their squad. As timings start from the second salute the performance may commence when a respectful distance is reached after taking leave from the Senior Officer.

- NOTE: 1. The orders are to be given in the correct manner and terminology by the squad commander.**
2. The following script is compulsory for all squads to perform.

**ORDERS & ACTIONS
(STATIC DRILL)**

ORDERS OF COMMAND	ACTIONS BY SQUAD
BY THE RIGHT DRESS.	SQUAD WILL DRESS OFF AT ONE ARMS LENGTH, WHEN ALL MOVEMENT HAS CEASED, THE FIRST RATING WILL BRING THEIR ARM SMARTLY TO THE SIDE. FOLLOWED IN SUCCESSION BY THE REMAINDER OF THE SQUAD.
NUMBER THE SQUAD	SQUAD WILL NUMBER THEMSELVES FROM THE RIGHT.
ODD NUMBERS ONE PACE FORWARD	ODD NUMBERS IN THE RANK WILL TAKE A PACE / STEP FORWARD
SQUAD WILL FORM 3/2's, LEFT AND RIGHT TURN. (See squad size, formations)	THE MARKER (No1) REMAINS STILL, THE REMAINDER OF THE FRONT RANK TURN RIGHT, THE REAR RANK TURN LEFT.
FORMING 3/2's QUICK MARCH. (See squad size, formations)	REAR RANK OF THE SQUAD FOLLOWS THE FRONT RANK TO FORM 3/2 RANKS ON THE MARKER.
HALT THE SQUAD.	SQUAD HALTS.
TURN THE SQUAD LEFT.	SQUAD TURNS LEFT.
BY THE RIGHT DRESS.	SQUAD WILL DRESS OFF AT ONE ARMS LENGTH, WHEN ALL MOVEMENT HAS CEASED, THE FIRST RATING WILL BRING THEIR ARM SMARTLY TO THE SIDE. FOLLOWED IN SUCCESSION BY THE REMAINDER OF THE SQUAD.
STAND AT EASE.	SQUAD STANDS AT EASE.
STAND EASY.	SQUAD STANDS EASY.
ATTENTION	SQUAD COMES TO ATTENTION
OPEN ORDER, (ONE PACE)	FRONT RANK STEPS FORWARD, REAR RANK STEPS BACK. (see note1)
SALUTE (TO THE FRONT)	SQUAD SALUTES.
ABOUT TURN.	SQUAD ABOUT TURNS.
LEFT TURN	SQUAD TURNS LEFT.
ABOUT TURN	SQUAD ABOUT TURNS.
RIGHT TURN.	SQUAD RIGHT TURNS.
WITHOUT INTERVALS RIGHT DRESS.	SQUAD DRESSES WITHOUT INTERVALS.
EYES FRONT.	SQUAD EYES FRONT.

ORDERS OF COMMAND	ACTIONS BY SQUAD
CLOSE ORDER	FRONT RANK STEPS ONE PACE BACK, REAR RANK STEPS FORWARD ONE PACE.(see note 1)
RIGHT DRESS.	SQUAD WILL DRESS OFF AT ONE ARMS LENGTH.
EYES FRONT	SQUAD WILL EYES FRONT,

**ORDERS & ACTIONS
(MOVEMENTS ON THE MARCH)**

ORDERS OF COMMAND	ACTIONS BY SQUAD
RIGHT TURN.	SQUAD TURNS RIGHT.
QUICK MARCH.	SQUAD STEPS OFF IN QUICK TIME.
RIGHT WHEEL.	SQUAD WHEELS RIGHT.
CHANGE STEP.	SQUAD CHANGES STEP ON THE MARCH.
ABOUT TURN.	SQUAD ABOUT TURNS.
LEFT TURN.	SQUAD TURNS LEFT. (IN LINE)
SLOW MARCH.	SQUAD BREAKS INTO SLOW TIME.
QUICK MARCH.	SQUAD BREAKS BACK INTO QUICK TIME.
LEFT TURN.	SQUAD TURNS LEFT.(IN 3's / 2's)
MARK TIME.	SQUAD MARKS TIME.
CHANGE STEP.	SQUAD CHANGES STEP.
QUICK MARCH / FORWARD.	SQUAD STEPS OFF IN QUICK TIME.
LEFT WHEEL.	SQUAD WHEELS LEFT.
HALT.	SQUAD HALTS FROM QUICK TIME.
SLOW MARCH.	SQUAD STEPS OFF IN SLOW TIME.
HALT.	SQUAD HALTS FROM SLOW TIME.
QUICK MARCH.	SQUAD STEPS OFF IN QUICK TIME.
ABOUT TURN.	SQUAD ABOUT TURNS.
RIGHT TURN.	SQUAD TURNS RIGHT. (IN LINE)
RIGHT TURN.	SQUAD TURNS RIGHT. (IN 3's / 2's)
EYES LEFT.	ALL THE SQUAD WITH EXCEPTION OF THE FRONT RANK LEFT HAND MARKER, EYES LEFT.
EYES FRONT.	SQUAD EYES FRONT.
ABOUT TURN.	SQUAD ABOUT TURN.
HALT.	SQUAD HALTS. (IN FRONT OF SENIOR OFFICER)
RIGHT TURN.	SQUAD TURNS RIGHT. (IN LINE)
BY THE RIGHT DRESS.	SQUAD WILL DRESS OFF AT ONE ARMS LENGTH, WHEN ALL MOVEMENT HAS CEASED; THE FIRST RATING WILL BRING THEIR ARM SMARTLY TO THE SIDE.

	FOLLOWED IN SUCCESSION BY THE REMAINDER OF THE SQUAD.
SQUAD COMMANDER TURNS AND SALUTES. END OF PERFORMANCE.	

Note: 1. Squads with only 2 ranks when given the order to open order, the REAR rank only will take one step to the rear. Squads with 3 ranks when given the order to open order, the FRONT will take a step forward, and REAR rank a step to the rear. The reverse when given the order to close order.

DRILL ROUTINE DIAGRAM



