

**BRCN 3058**



**ROYAL CANADIAN NAVY**

**MANUAL**

**OF**

**DRILL AND CEREMONIAL**



THE ROYAL CANADIAN NAVY

The 1st day of March, 1964.

This publication, which is designated Royal Canadian Navy Manual of Drill and Ceremonial – BRCN 3058, is approved for use in the Royal Canadian Navy.

2. Suggestions for improving the text or illustrations should be forwarded to the Naval Secretary through the usual channels.

A handwritten signature in cursive script, appearing to read "A. Salomon".

NAVAL SECRETARY

To all Flag Officers,  
Officers Commanding  
Her Majesty's Canadian  
Ships and Establishments  
and to all others concerned.



**RECORD OF CORRECTIONS**

IDENTIFICATION OF CORRECTION OR AMENDMENT LIST	DATE ENTERED	BY WHOM ENTERED (Signature; rank; name of Command)

# TABLE OF CONTENTS

PART	SUBJECT MATTER	PAGE
	Introduction	xxvii
	Definitions	xxix
	Key to Symbols Used in this Book	xxxii
	Words of Command, Length of Pace and Cadence	xxxiii
1	<b>SQUAD DRILL</b>	
	1-1 Formation of a Squad	1-1
	1-2 Position of Attention	1-1
	1-3 Standing at Ease	1-3
	1-4 Standing Easy	1-4
	1-5 Standing at Ease from Stand Easy	1-4
	1-6 Attention	1-5
	1-7 Dressing a Squad	1-5
	1-8 Numbering	1-6
	1-9 Right Turn	1-6
	1-10 Left Turn	1-7
	1-11 About Turn	1-8
	1-12 Right (or Left) Incline	1-8
	1-13 Saluting with the Hand	1-9
	1-14 Saluting Other than with the Hand	1-10
	1-15 When Salutes are to be Given	1-10
	1-16 When Salutes are not to be Made	1-12
	1-17 Methods of Saluting	1-12
	1-18 Salutes by Sentries	1-13
	1-19 Salutes by Organized Parties	1-13
	1-20 Female Officers of the Canadian Forces (QRCN Article 63.745)	1-14
	1-21 Off and On Caps	1-15
	1-22 Standing at Ease with Caps Off	1-15
	1-23 Standing Easy with Caps Off	1-16
	1-24 Marching: Length of Pace	1-16
	1-25 Time	1-17
	1-26 Position	1-17
	1-27 Marching in Quick Time	1-19
	1-28 Marching in Slow Time	1-19
	1-29 Marching Easy	1-20
	1-30 The Halt (From the Quick or Slow March)	1-20
	1-31 Stepping Out	1-20
	1-32 Stepping Short	1-21
	1-33 Marking Time	1-21
	1-34 The Halt (from Marking Time)	1-21
	1-35 Changing Step when on the March	1-21
	1-36 Marching in Double Time	1-22
	1-37 Stepping Forward and Backward	1-22
	1-38 Side Closing Paces	1-22

# TABLE OF CONTENTS

PART	SUBJECT MATTER	PAGE
<b>1 (Cont'd)</b>		
1-39	Turning when on the March	1-23
1-40	Marching in Squad	1-23
1-41	The Diagonal March	1-24
1-42	Changing Direction by Forming	1-25
1-43	Marching in Single File	1-25
1-44	Changing Direction in Single File	1-26
1-45	Marching in Single File and Forming Squad	1-27
1-46	Formation of a Squad in Three Ranks	1-28
1-47	Dressing	1-28
1-48	Numbering a Squad	1-29
1-49	Opening and Closing a Squad	1-29
1-50	Changing Ranks	1-29
1-51	Marching in Three Ranks	1-30
1-52	Diagonal March	1-30
1-53	Changing Direction in Line	1-31
1-54	Changing Direction in Threes	1-31
1-55	Forming Squad	1-31
1-56	Forming Single File from Threes	1-32
1-57	Forming Threes from Single File	1-33
1-58	Marching in Threes and Elementary Training in March Discipline	1-33
1-59	Movement in Threes	1-34
1-60	Obstacles	1-34
1-61	Forming Two Ranks from Threes	1-35
1-62	Opening to a Required Distance (in Two Ranks)	1-35
1-63	Closing on the Original Flank	1-35
1-64	Forming Threes from Three Ranks	1-35
1-65	Dismissing men, With or Without Arms	1-36
1-66	Individual Falling Out from a Squad in Three Ranks	1-36
1-67	Individual Falling In, in a Squad in Three Ranks	1-36
1-68	Reporting a Squad	1-37
<b>2</b>	<b>PLATOON DRILL</b>	
2-1	Object of Platoon Drill	2-1
2-2	General Rules	2-1
2-3	Proving a Platoon	2-2
2-4	Dressing a Platoon	2-3
2-5	Changing Ranks	2-4
2-6	Marching in Line	2-4
2-7	A Platoon, in Line, Forming to the Right (or Left)	2-5
2-8	A Platoon, in Line, Moving to a Flank in Threes	2-5
2-9	A Platoon, Moving to a Flank in Threes, Forming Platoon	2-5
2-10	Platoon in Column of Route	2-6
2-11	Marching in Sixes	2-6

# TABLE OF CONTENTS

PART	SUBJECT MATTER	PAGE
3	<b>GUIDES DIRECTING FLANK AND DRILL FOR MARKERS</b>	
	<b>Parade Ground Movements</b>	
	3-1 Table of Guides	3-1
	3-2 Directing Flank on the March	3-1
	3-3 Procedure on Changing Directing Flank	3-2
	3-4 Dressing at the Halt	3-2
	3-5 Ceremonial Drill	3-3
	<b>Drill for Markers</b>	
	3-6 Throwing Out Markers Preparatory to a Unit Falling In	3-3
	3-7 Covering the Markers	3-4
4	<b>COMPANY DRILL</b>	
	4-1 Object of Company Drill	4-1
	4-2 General Rules	4-1
	4-3 Organization of a Company	4-2
	4-4 Position of Company and Platoon Officers	4-3
	4-5 Inspecting and Telling Off a Company	4-3
	4-6 Dressing a Company in Close Column or Column	4-4
	4-7 A Company Advancing in Close Column or Column from a Similar Formation	4-6
	4-8 Turning About	4-6
	4-9 Column from Close Column, From the Halt to the Halt	4-6
	4-10 Close Column from Column, From the Halt to the Halt	4-8
	4-11 Advancing in Column from Close Column	4-9
	4-12 A Column on the March Forming Close Column at the Halt	4-9
	4-13 A Close Column or Column Moving to a Flank in Threes	4-10
	4-14 A Column Moving to a Flank in Threes, Forming Column of Threes Moving in the Same Direction	4-11
	4-15 Close Column Changing Direction	4-12
	4-16 A Column on the March Changing Direction	4-13
	4-17 A Column Advancing in Column of Threes	4-16
	4-18 A Column Advancing, Forming a Column of Threes in Succession	4-16
	4-19 A Close Column Advancing in Column of Threes	4-16
	4-20 A Company Moving in Column of Threes, Forming Column Moving in the Same Direction in Succession	4-16
	4-21 A Column Forming Column of Threes Moving to a Flank	4-18
	4-22 A Close Column Forming Column of Threes Moving to a Flank	4-19
	4-23 A Company Moving in Column of Threes Forming Column Moving in the Same Direction	4-20

## TABLE OF CONTENTS

PART	SUBJECT MATTER	PAGE
<b>4 (Cont'd)</b>		
4-24	A Company Moving in Column of Threes Forming Close Column at the Halt, Facing the Same Direction	4-21
4-25	A Company Moving in Column of Threes Forming Column Facing a Flank and Moving Forward	4-21
4-26	A Company Moving in Column of Threes Forming Close Column (or Column) at the Halt, Facing a Flank	4-22
4-27	Dressing a Company in Line	4-24
4-28	A Line Forming Close Column (or Column) Facing the Same Direction from the Halt to the Halt	4-25
4-29	Close Column Forming Line Facing the Same Direction, From the Halt to the Halt	4-27
4-30	A Company Advancing in Column Forming Line Facing the Same Direction, at the Halt	4-28
4-31	A Line Advancing in Column	4-28
4-32	A Close Column on the March Forming Line Facing a Flank	4-29
4-33	A Column Forming Line Facing a Flank	4-31
4-34	A Line Advancing Forming Column at the Halt Facing a Flank	4-32
4-35	A Line Advancing in Threes from the Right of Platoons	4-32
4-36	A Company Moving to a Flank in Threes Forming Line Advancing (or Retiring)	4-32
<b>5</b>	<b>BATTALION DRILL</b>	
5-1	Officers	5-1
5-2	General Instructions	5-1
5-3	Positions of Battalion, Company, and Platoon Officers	5-2
5-4	Battalion Close Column	5-4
5-5	Battalion Column	5-4
5-6	Dressing a Battalion in Battalion Close Column or Battalion Column	5-4
5-7	Battalion in Mass or Open Mass	5-5
5-8	Dressing a Battalion in Mass or Open Mass	5-6
5-9	Forming Mass from Battalion Close Column	5-6
5-10	Advancing or Retiring in Mass	5-8
5-11	Forming Battalion Close Column from Mass	5-9
5-12	Advancing or Retiring in Battalion Close Column	5-9
5-13	Battalion Advancing or Retiring in Column of Threes from Battalion Close Column	5-9
5-14	Column of Threes Forming Battalion Close Column in the Same Direction	5-11
5-15	Column of Threes Forming Mass in the Same Direction	5-13
5-16	Battalion in Mass Advancing or Retiring in Column of Threes	5-13
5-17	Column of Threes Forming Mass Facing a Flank	5-13

## TABLE OF CONTENTS

PART	SUBJECT MATTER	PAGE
<b>5 (Cont'd)</b>		
5-18	Column of Threes Forming Battalion Close Column Facing a Flank	5-16
5-19	Battalion Close Column Forming Mass Facing a Flank	5-16
5-20	Battalion in Mass at the Halt Forming Battalion Close Column at the Halt Facing a Flank	5-19
5-21	A Battalion in Line	5-20
5-22	A Battalion in Column or Close Column of Companies in Line	5-22
<b>6</b>	<b>RIFLE DRILL</b>	
6-1	General Instructions	6-1
6-2	The Order	6-3
6-3	Stand at Ease from the Order	6-4
6-4	Stand Easy from Stand at Ease	6-5
6-5	Stand at Ease from Stand Easy	6-5
6-6	Ground Arms	6-6
6-7	Take Up Arms	6-8
6-8	Short Trail from the Order	6-9
6-9	Shoulder Arms from the Order	6-10
6-10	Order Arms from the Shoulder	6-11
6-11	Present Arms from the Shoulder	6-13
6-12	Shoulder Arms from the Present	6-15
6-13	Fix Bayonets at the Order	6-17
6-14	Unfix Bayonets at the Order	6-19
6-15	Examine Arms from the Order	6-22
6-16	Ease Springs at the Examine	6-23
6-17	Order Arms from the Examine	6-24
6-18	Salute at the Shoulder	6-26
6-19	High Port from the Shoulder	6-26
6-20	Shoulder Arms from the High Port	6-27
6-21	The High Port from the Order	6-27
6-22	Order Arms from the High Port	6-28
6-23	Trail Arms from the Shoulder	6-30
6-24	Change Arms at the Shoulder	6-31
6-25	Change Arms at the Trail	6-33
6-26	Open Out Slings	6-34
 <b>Rifle Drill for Funerals</b>  		
6-27	General	6-35
6-28	Reverse Arms from the Present	6-36
6-29	Rest on Arms Reversed from the Reverse	6-37
6-30	Reverse Arms from Rest on Arms Reversed	6-39

# TABLE OF CONTENTS

PART	SUBJECT MATTER	PAGE
<b>6 (Cont'd)</b>		
	6-31 Present Arms from Rest on Arms Reversed	6-40
	6-32 Rest on Arms Reversed from the Present	6-41
	6-33 Shoulder Arms from Rest on Arms Reversed	6-42
	6-34 Reverse Trail Arms from Reverse Arms	6-43
	6-35 Reverse Arms from Reverse Trail Arms	6-44
<b>Ceremonial Firing</b>		
	6-36 Loading the Magazine	6-44
	6-37 Volleys with Blank Cartridges, Load – from the Shoulder	6-44
	6-38 Present	6-45
	6-39 Fire	6-46
	6-40 Reload	6-46
	6-41 Unload	6-47
	6-42 Order Arms from the Unload	6-48
<b>7</b>	<b>SWORD AND CUTLASS DRILL</b>	
	7-1 General Rules	7-1
	7-2 Position of Attention	7-2
	7-3 Position of Stand at Ease	7-2
	7-4 The Quick March	7-2
	7-5 The Short Trail	7-3
	7-6 The Halt	7-3
	7-7 When Halted	7-3
	7-8 On the March	7-4
	7-9 At the Double	7-4
	7-10 Guards of Honour	7-4
	7-11 Making a Report with Sword Drawn	7-4
	7-12 Drawing Swords	7-5
	7-13 Drawing Swords at the Order, Fix Bayonets	7-6
	7-14 The Position of the Carry	7-7
	7-15 Recover Swords	7-8
	7-16 Stand at Ease	7-8
	7-17 Slope Swords	7-9
	7-18 Stand Easy	7-9
	7-19 Returning Swords	7-10
	7-20 Returning Swords When Unfixing Bayonets	7-12
	7-21 At the Halt	7-13
	7-22 Short Report	7-14
	7-23 Long Report	7-14
	7-24 Senior Officer's Reply	7-14
	7-25 Saluting in Time with the Movements of the Rifle	7-15
	7-26 On the March	7-16

# TABLE OF CONTENTS

PART	SUBJECT MATTER	PAGE
<b>7 (Cont'd)</b>		
	7-27 Reverse Arms from the Present	7-17
	7-28 Quick March from the Slow March with Arms Reversed	7-17
	7-29 Slow March from the Quick March	7-17
	7-30 Resting on Arms Reversed from Reverse Arms	7-17
	7-31 Reverse Arms from Rest on Arms Reversed	7-18
	7-32 Shoulder Arms from Rest on Arms Reversed	7-18
	7-33 Rest on Arms Reversed from Present Arms	7-19
	7-34 Present Arms from Rest on Arms Reversed	7-19
	7-35 Cutlass Drill	7-19
	7-36 Position of Attention with Cutlass Sheathed	7-20
	7-37 Stand at Ease with Cutlass Sheathed	7-21
	7-38 Moving at the Quick or Double with Cutlass Sheathed	7-21
	7-39 Ceremonial	7-21
<b>8</b>	<b>FUNERALS</b>	
	8-1 General	8-1
	8-2 Composition of Funeral Parties	8-1
	8-3 Escort	8-3
	8-4 Mourners	8-3
	8-5 Pall Bearers	8-3
	8-6 Bearers	8-3
	8-7 Insignia Bearers	8-3
	8-8 Band	8-3
	8-9 Officer-in-Charge	8-3
	8-10 General Rules	8-4
	8-11 Equipment	8-6
	8-12 Forming the Procession	8-6
	8-13 Procession to Cemetery	8-8
	8-14 Procedure at Cemetery	8-9
	8-15 Army and RCAF Procedure	8-12
	8-16 Drill for a Funeral Gun Carriage	8-12
	8-17 Funerals at Sea	8-14
<b>9</b>	<b>ARMED AND UNARMED PARTIES, GUARDS AND SENTRIES</b>	
	9-1 Definitions	9-1
	9-2 Method of Addressing Parties of Seamen Ashore	9-1
	9-3 Armed and Unarmed Parties	9-2
	9-4 Inspection	9-2
	9-5 Officers' Swords	9-2
	9-6 Guard Turning Out	9-2
	9-7 Guard Falling In, and on the March	9-3



## TABLE OF CONTENTS

PART	SUBJECT MATTER	PAGE
<b>9 (Cont'd)</b>		
	9-8 Relieving a Guard	9-3
	9-9 Conduct of Ceremonial Sentries	9-3
	9-10 Orders for Ceremonial Sentries	9-4
	9-11 Marching Relief Sentries	9-4
	9-12 Relieving and Posting Sentries	9-4
	9-13 Marks of Distinction and Equivalent Ranks in the Services	9-5
	9-14 Provision of Guards of Honour: Responsibility within the Three Services	9-5
	9-15 Table of Salutes by Armed and Unarmed Parties, Guards and Sentries	9-6
<b>10</b>	<b>GUARDS OF HONOUR LINING THE STREET</b>	
	<b>Guards of Honour</b>	
	10-1 Formation of Guards of Honour	10-1
	10-2 Drawing Swords and Fixing Bayonets	10-1
	10-3 Guard of Honour on the March	10-1
	10-4 Compliments Paid by Guards of Honour	10-1
	10-5 Composition of Guards of Honour	10-2
	10-6 Petty Officer's Guard	10-2
	10-7 A Lieutenant's Guard	10-2
	10-8 Royal Guard	10-3
	10-9 Inspection of a Guard of Honour	10-3
	 <b>Lining the Streets</b>	
	10-10 General	10-4
	10-11 Taking Up Position	10-5
	10-12 Arrival of the Procession – Salutes	10-6
	10-13 Departure	10-6
	10-14 Sequence of Orders	10-6
	10-15 Drill for Lining the Streets	10-7
	10-16 Drill for Opening to Distance Ordered	10-7
	10-17 Closing on the Original Flank	10-8
<b>11</b>	<b>CEREMONIAL UNITS, TRAINING, EQUIPMENT AND DRESS</b>	
	11-1 General	11-1
	11-2 Choosing of Men	11-1
	11-3 Training	11-1
	11-4 The Rifle	11-2
	11-5 Dress and Equipment	11-3

## TABLE OF CONTENTS

PART	SUBJECT MATTER	PAGE
12	<b>PROCEDURE FOR USE ON BOARD SHIP</b>	
	12-1 Introduction	12-1
	12-2 Ceremonial Divisions	12-1
	12-3 Inspections	12-2
	12-4 Daily Divisions	12-2
	12-5 Evening Quarters	12-2
	12-6 Entering and Leaving Harbour	12-2
	12-7 March Past in Single File	12-3
	12-8 Manning Ship and Cheering Ship	12-3
	12-9 Guards	12-4
	12-10 Colours	12-5
	12-11 Guards of Honour and Ceremonial Reception Drill	12-5
	12-12 Guards Paraded for Ships Passing	12-6
13	<b>CEREMONIAL PARADES AND REVIEWS</b>	
	13-1 General Rules	13-1
	13-2 Distance Apart of Ranks of a Unit Paraded for Inspection	13-3
	13-3 Falling In Preparatory to Sizing, Proving, Dressing, etc.	13-4
	13-4 Sizing a Unit	13-4
	13-5 Proving a Unit	13-6
	13-6 Fixing and Unfixing Bayonets	13-6
	13-7 Dressing	13-6
	13-8 Company Ceremonial Procedure	13-7
	13-9 Company Inspected in Close Column and Marching Past in Column	13-9
	13-10 Advancing in Review Order	13-15
	13-11 Company Inspected in Line and Marching Past in Line	13-16
	13-12 Company Marching Past in Column of Route	13-18
	13-13 Company Formed for Inspection	13-19
	13-14 Company Marching Past	13-20
	13-15 Battalion: Ceremonial Procedure	13-20
	13-16 Battalion Inspected in Mass and Marching Past in Column	13-22
	13-17 Battalion Formed for Advancing in Review Order	13-27
	13-18 Battalion Formed for Inspection in Close Column of Companies in Line	13-29
	13-19 Battalion Inspected in Close Column of Companies in Line and Marching Past in Column of Companies in Line	13-29
	13-20 Battalion Marching Past in Column of Route	13-33
	13-21 Brigade and Divisions: Ceremonial Procedure	13-33
	13-22 Brigade and Divisional Ceremonial: General Notes	13-33
14	<b>PARADE TO CELEBRATE THE BIRTHDAY OF THE REIGNING SOVEREIGN WHEN THE SOVEREIGN IS NOT PRESENT</b>	
	14-1 Procedure	14-1

## TABLE OF CONTENTS

PART	SUBJECT MATTER	PAGE
14 (Cont'd)		
	14-2 Firing a Feu-De-Joie	14-2
15	<b>PARADE OF THE QUEEN'S COLOUR AND OF THE WHITE ENSIGN</b>	
	15-1 General	15-1
	15-2 To Drape the Colour	15-2
	<b>Colour Drill</b>	
	15-3 General Instructions	15-3
	15-4 Position of the Order	15-3
	15-5 Stand at Ease	15-4
	15-6 Stand Easy	15-5
	15-7 Stand at Ease from Stand Easy	15-5
	15-8 Order from Stand at Ease	15-5
	15-9 Carrying the Colour	15-5
	15-10 Order Colours	15-6
	15-11 Sloping the Colour	15-7
	15-12 Changing the Colour	15-9
	15-13 The Carry from the Slope	15-10
	15-14 Port from the Order	15-11
	15-15 The Order from the Port	15-12
	15-16 The Port from the Slope	15-12
	15-17 Slope from the Port	15-12
	15-18 Let Fly from the Carry	15-13
	15-19 Catching the Colour from Let Fly	15-13
	15-20 Dip from the Carry	15-14
	15-21 The Carry from the Dip	15-16
	15-22 Rules for Carrying the Colour on all Ceremonial Parades	15-17
	15-23 Position of the Colour	15-18
	15-24 Receiving the Queen's Colour	15-19
	15-25 Parading the Queen's Colour with a Guard of Honour	15-22
	15-26 Returning the Queen's Colour	15-25
	<b>White Ensign</b>	
	15-27 Occasions when Paraded	15-26
	15-28 Procedure	15-26
	15-29 Marks of Respect	15-27
16	<b>PRESENTATION AND CONSECRATION OF THE QUEEN'S COLOUR</b>	
	16-1 General	16-1

## TABLE OF CONTENTS

PART	SUBJECT MATTER	PAGE
<b>16 (Cont'd)</b>		
	16-2 Composition of Parade	16-1
	16-3 Formation of Parade	16-1
	16-4 Sequence of Events	16-2
	16-5 Wet Weather	16-11
<b>17</b>	<b>STICK DRILL</b>	
	17-1 The Stick	17-1
	17-2 Attention	17-2
	17-3 Stand at Ease	17-2
	17-4 Quick March	17-3
	17-5 At the Trail	17-4
	17-6 Halting in Quick Time	17-4
	17-7 Saluting at the Halt	17-4
	17-8 Reporting	17-6
	17-9 Saluting to a Flank on the March	17-6
	17-10 About Turn on the March	17-7
	17-11 Right and Left Turn on the March	17-7
	17-12 Doubling with the Stick	17-8
<b>18</b>	<b>THE SUNSET CEREMONY</b>	
	18-1 Historical Background	18-1
	18-2 Procedure	18-2
	18-3 Personnel	18-3
	18-4 Site	18-3
	18-5 The Ceremony (Phase One)	18-3
	18-6 The Tattoo (Phase Two)	18-7
	18-7 Retreat (Phase Three)	18-7
	18-8 Sub-Section Drill (Phase Four)	18-11
	18-9 Proving Rifles (Phase Five)	18-11
	18-10 The Evening Hymn (Phase Six)	18-12
	18-11 Sunset (Phase Seven)	18-12
	18-12 Moving Off (Phase Eight)	18-13
<b>19</b>	<b>CEREMONIAL SALUTING GUN DRILL</b>	
	19-1 Take Up Drag Ropes	19-1
	19-2 Ground Drag Ropes	19-1
	19-3 Quick March	19-1
	19-4 Wheeling	19-4
	19-5 Halt	19-4

# TABLE OF CONTENTS

PART	SUBJECT MATTER	PAGE
19 (Cont'd)		
19-6	Open Order March	19-4
19-7	Unlimber	19-4
19-8	Load	19-5
19-9	Limber Up	19-6
19-10	Quick March	19-7

## LIST OF ILLUSTRATIONS

FIGURE	TITLE	PAGE
<b>PART 1 - SQUAD DRILL</b>		
1-1	Position of Attention	1-1
1-2	Position of Attention with Oilskin Carried	1-2
1-3	Standing at Ease	1-3
1-4	Turning	1-6
1-5	Turning About	1-7
1-6	Saluting with the Hand (Class I and Class II Uniforms)	1-8
1-7	Saluting Other Than with the Hand	1-10
1-8	Off Caps and On Caps (Class I and Class II Uniforms)	1-14
1-9	Standing at Ease with Caps Off	1-16
1-10	Standing Easy with Caps Off	1-17
1-11	Quick March	1-18
1-12	Slow March	1-19
1-13	The Diagonal March	1-24
1-14	Changing Direction by Forming	1-24
1-15	Changing Direction in Single File	1-26
1-16	Marching in Single File and Forming Squad	1-27
1-17	The Diagonal March	1-30
1-18	Changing Direction in Line - A Platoon in Line Forming to the Right	1-30
1-19	Forming Squad - A Platoon in Threes Forming Squad on the Left	1-31
1-20	Forming Single File from Threes	1-32
1-21	Forming Threes from Single File	1-33
<b>PART 2 - PLATOON DRILL</b>		
2-1	A Platoon in Line	2-4
2-2	A Platoon in Line Forming to the Right	2-4
2-3	A Platoon in Column of Threes Moving to a Flank	2-5
2-4	A Platoon Moving to a Flank in Threes Forming Platoon to the Left	2-5
2-5	A Platoon in Column of Route Moving to a Flank	2-6
<b>PART 4 - COMPANY DRILL</b>		
4-1(A)	A Company in Close Column	4-4
4-1(B)	A Company in Column	4-4
4-2	Forming Column from Close Column, from the Halt to the Halt	4-7
4-3	Forming Close Column from Column, from the Halt to the Halt	4-8
4-4	A Close Column or Column moving to a Flank in Threes	4-10
4-5	A Column Moving to a Flank in Threes Forming Column of Threes Moving in the Same Direction	4-11
4-6	A Close Column Changing Direction	4-12
4-7	A Column on the March Changing Direction	4-14

## LIST OF ILLUSTRATIONS

FIGURE	TITLE	PAGE
<b>PART 4 – COMPANY DRILL (Cont'd)</b>		
4-8	A Column Advancing in Column of Threes	4-15
4-9	A Company Moving in Column of Threes Forming Column Moving in the Same Direction, in Succession	4-17
4-10	A Column Forming Column of Threes Moving to a Flank	4-18
4-11	A Company Moving in Column of Threes Forming Column Moving in the Same Direction	4-20
4-12	A Company Moving in Column of Threes Forming Column Facing a Flank and Moving Forward	4-22
4-13	A Company Moving in Column of Threes Forming Close Column (or Column) at the Halt Facing a Flank	4-23
4-14	Dressing a Company in Line	4-24
4-15	A Line Forming Close Column (or Column) Facing the Same Direction, from the Halt to the Halt	4-26
4-16	A Close Column (or Column) Forming Line Facing the Same Direction, from the Halt to the Halt	4-27
4-17	A Line Advancing in Column	4-29
4-18	A Close Column on the March Forming Line Facing a Flank	4-30
4-19	A Line Advancing Forming Column at the Halt Facing a Flank	4-31
4-20	A Line Advancing in Column of Threes from the Right of Platoons	4-33
4-21	Column of Route	4-34
<b>PART 5 – BATTALION DRILL</b>		
5-1	A Battalion in Close Column	5-3
5-2	A Battalion in Column (“C” Company Being Formed 20 Paces in Rear of “B”)	5-3
5-3	Battalion in Mass or Open Mass	5-5
5-4	Forming Mass from Battalion Close Column	5-7
5-5	Forming Battalion Close Column from Mass	5-8
5-6	A Battalion Advancing or Retiring in Column of Threes from Battalion Close Column	5-10
5-7	A Column of Threes Forming Battalion Close Column in the Same Direction	5-11
5-8	A Column of Threes Forming Mass in the Same Direction	5-12
5-9	A Battalion in Mass Advancing or Retiring in Column of Threes	5-14
5-10	Column of Threes Forming Mass Facing a Flank (“C” Company Formed 20 Paces to the Left of “B”)	5-15
5-11	Column of Threes Forming Battalion Close Column Facing a Flank (“C” Company Formed 15 Paces in Rear of “B”)	5-17
5-12	Battalion Close Column Forming Mass Facing a Flank (“C” Company Formed 20 Paces to the Left of “B”)	5-18
5-13	Battalion in Mass at the Halt Forming Battalion Close Column at the Halt Facing a Flank (“C” Company Formed 15 Paces in Rear of “B”)	5-19

## LIST OF ILLUSTRATIONS

FIGURE	TITLE	PAGE
<b>PART 5 – BATTALION DRILL (Cont'd)</b>		
5-14	A Battalion in Line	5-20
5-15	A Battalion in Column or Close Column of Companies in Line	5-21
<b>PART 6 – RIFLE DRILL</b>		
6-1	Rifle 7.62 mm, FN (C1).	6-1
6-2	The Order	6-3
6-3	Stand at Ease from the Order	6-4
6-4	Stand Easy from Stand at Ease	6-5
6-5(A)	Ground Arms	6-6
6-5(B)	Ground Arms “Two”	6-7
6-6	Short Trail from the Order	6-8
6-7(A)	Shoulder Arms from the Order	6-9
6-7(B)	Shoulder Arms from the Order – “Two”	6-10
6-8(A)	Order Arms from the Shoulder	6-11
6-8(B)	Order Arms from the Shoulder – “Two”	6-12
6-8(C)	Order Arms from the Shoulder – “Three”	6-12
6-9(A)	Present Arms from the Shoulder	6-13
6-9(B)	Present Arms from the Shoulder – “Two”	6-14
6-9(C)	Present Arms from the Shoulder – “Three”	6-15
6-10(A)	Shoulder Arms from the Present	6-16
6-10(B)	Shoulder Arms from the Present – “Two”	6-16
6-11(A)	Fix Bayonets – “Fix”	6-17
6-11(B)	Fix Bayonets – “Bayonets”	6-18
6-11(C)	Fix Bayonets – “Attention”	6-18
6-12(A)	Unfix Bayonets – “Un-Fix”	6-19
6-12(B)	Unfix Bayonets – “Two”	6-19
6-12(C)	Unfix Bayonets – “Bayonets”	6-20
6-12(D)	Unfix Bayonets – “Two”	6-20
6-12(E)	Unfix Bayonets – “Attention”	6-21
6-12(F)	Unfix Bayonets – “Two”	6-21
6-13	Examine Arms from the Order	6-22
6-14(A)	Order Arms from the Examine	6-24
6-14(B)	Order Arms from the Examine – “Two”	6-24
6-15	Salute at the Shoulder	6-25
6-16	High Port from the Shoulder	6-26
6-17(A)	Order Arms from the High Port	6-28
6-17(B)	Order Arms from the High Port – “Two”	6-28
6-18(A)	Trail Arms from the Shoulder	6-29
6-18(B)	Trail Arms from the Shoulder – “Two”	6-29
6-18(C)	Trail Arms from the Shoulder – “Three”	6-30
6-18(D)	Trail Arms from the Shoulder – “Four”	6-30
6-19(A)	Change Arms at the Shoulder	6-31
6-19(B)	Change Arms at the Shoulder – “Two”	6-31



## LIST OF ILLUSTRATIONS

FIGURE	TITLE	PAGE
<b>PART 6 - RIFLE DRILL (Cont'd)</b>		
6-19(C)	Change Arms at the Shoulder - "Three"	6-32
6-19(D)	Change Arms at the Shoulder - "Four"	6-32
6-20(A)	Change Arms at the Trail	6-33
6-20(B)	Change Arms at the Trail - "Two"	6-33
6-20(C)	Change Arms at the Trail - "Three"	6-34
6-20(D)	Change Arms at the Trail - "Four"	6-34
6-21(A)	Reverse Arms from the Present	6-35
6-21(B)	Reverse Arms from the Present - "Two"	6-35
6-21(C)	Reverse Arms from the Present - "Three"	6-36
6-22(A)	Rest on Arms Reversed, from the Reverse	6-37
6-22(B)	Rest on Arms Reversed, from the Reverse - "Two"	6-37
6-22(C)	Rest on Arms Reversed, from the Reverse - "Three"	6-38
6-22(D)	Rest on Arms Reversed, from the Reverse - "Four"	6-38
6-23(A)	Reverse Arms from Rest on Arms Reversed	6-39
6-23(B)	Reverse Arms from Rest on Arms Reversed - "Two"	6-39
6-24(A)	Present Arms from Rest on Arms Reversed	6-40
6-24(B)	Present Arms from Rest on Arms Reversed - "Two"	6-40
6-24(C)	Present Arms from Rest on Arms Reversed - "Three"	6-40
6-25(A)	Rest on Arms Reversed from the Present	6-41
6-25(B)	Rest on Arms Reversed from the Present - "Two"	6-41
6-25(C)	Rest on Arms Reversed from the Present - "Three"	6-41
6-26(A)	Shoulder Arms from Rest on Arms Reversed	6-42
6-26(B)	Shoulder Arms from Rest on Arms Reversed - "Two"	6-42
6-26(C)	Shoulder Arms from Rest on Arms Reversed - "Three"	6-42
6-27	Reverse Trail Arms from Reverse Arms - "Two"	6-43
6-28	Volleys with Blank Cartridge - Load (From the Shoulder)	6-44
6-29	Volleys with Blank Cartridge (From the Shoulder) - "Present"	6-46
6-30(A)	Order Arms from the Unload	6-48
6-30(B)	Order Arms from the Unload - "Two"	6-48
<b>PART 7 - SWORD DRILL</b>		
7-1	Position of Attention	7-1
7-2	Position of Stand at Ease	7-2
7-3	The Quick March	7-2
7-4	The Short Trail	7-3
7-5(A)	Drawing Swords	7-5
7-5(B)	Drawing Swords - "Two"	7-5
7-5(C)	Drawing Swords - "Three"	7-6
7-6	Carry Swords	7-7
7-7	Recover Swords	7-8
7-8	Stand at Ease with Sword Drawn	7-9
7-9	Stand Easy with Sword Drawn	7-9
7-10(A)	Returning Swords	7-10

## LIST OF ILLUSTRATIONS

FIGURE	TITLE	PAGE
<b>PART 7 – SWORD DRILL (Cont'd)</b>		
7-10(B)	Returning Swords – “Two”	7-11
7-10(C)	Returning Swords – “Three”	7-11
7-10(D)	Returning Swords – “Four”	7-12
7-11(A)	Saluting with the Sword, at the Halt	7-13
7-11(B)	Saluting with the Sword, at the Halt – “Two”	7-13
7-12(A)	Carry Swords from the Salute, at the Halt	7-14
7-12(B)	Carry Swords from the Salute, at the Halt – “Two”	7-14
7-13(A)	Saluting on the March	7-15
7-13(B)	Saluting on the March – “Two”	7-15
7-14(A)	Reverse Arms from the Present	7-16
7-14(B)	Reverse Arms from the Present – “Two”	7-16
7-15	Resting on Arms Reversed from the Reverse	7-18
7-16	Position of Attention with Cutlass Sheathed	7-20
7-17	Stand at Ease with Cutlass Sheathed	7-20
7-18	Moving at the Quick with Cutlass Sheathed	7-21
<b>PART 8 – FUNERALS</b>		
8-1	Gun Carriage Crew and Order of March	8-1
8-2	Device for Securing Regalia to Funeral Casket	8-5
8-3	Forming the Procession: Funeral Party Moving Off to the Right	8-6
<b>PART 10 – ARMED AND UNARMED PARTIES AND SENTRIES</b>		
10-1	Inspection of a Guard of Honour	10-3
<b>PART 13 – CEREMONIAL PARADES AND REVIEW</b>		
13-1	Marking Out the Ground in Readiness for a March Past. Unit Formed for Inspection	13-2
13-2	Platoon Formed for Inspection	13-3
13-3(A)	Company Formed for Inspection in Column (Inspecting Officer Approaching from the Right)	13-8
13-3(B)	Company Formed for Inspection in Close Column (Inspecting Officer Approaching from the Right)	13-8
13-4(A)	Company Marching Past in Column	13-9
13-4(B)	Company Marching Past in Close Column	13-13
13-5	Advancing in Review Order	13-14
13-6(A)	Company Formed for Inspection in Line	13-15
13-6(B)	Company Marching Past in Line	13-16
13-7	Company Marching Past in Column of Route	13-19

## LIST OF ILLUSTRATIONS

FIGURE	TITLE	PAGE
<b>PART 13 – CEREMONIAL PARADES AND REVIEW (Cont'd)</b>		
13-8(A)	Battalion Formed for Inspection	13-21
13-8(B)	Battalion Marching Past in Column	13-22
13-8(C)	Battalion Marching Past in Close Column after Marching Past in Column	13-26
13-9	Battalion Formed for Advancing in Review Order	13-28
13-10(A)	Battalion in Close Column of Companies in Line	13-29
13-10(B)	Battalion Marching Past in Column of Companies in Line	13-31
13-10(C)	Battalion Marching Past in Close Column of Companies in Line after Marching Past in Column of Companies in Line	13-32
13-11	Battalion Marching Past in Column of Route	13-34
13-12	Battalion Formed for Inspection in Line	13-34
<b>PART 15 – PARADE OF THE QUEEN'S COLOUR AND THE WHITE ENSIGN</b>		
15-1	Details of the Colour Pike and Belt	15-2
15-2	Position of the "Order"	15-3
15-3	Stand at Ease	15-4
15-4(A)	Colour at the "Order"	15-6
15-4(B)	Carry Colours by Numbers	15-6
15-4(C)	Carry Colours by Numbers – "Two"	15-6
15-5(A)	Order Colours by Numbers	15-7
15-5(B)	Order Colours by Numbers – "Two"	15-7
15-5(C)	Order Colours by Numbers – "Three"	15-7
15-6(A)	Slope Colours by Numbers	15-8
15-6(B)	Slope Colours by Numbers – "Two"	15-8
15-6(C)	Slope Colours by Numbers – "Three"	15-8
15-6(D)	Carrying the Queen's Colour when Cased	15-8
15-7(A)	Changing Colour by Numbers	15-9
15-7(B)	Changing Colour by Numbers – "Two"	15-9
15-7(C)	Changing Colour by Numbers – "Three"	15-9
15-8(A)	Colours at the Slope	15-10
15-8(B)	Carry Colours from the Slope	15-10
15-8(C)	Carry Colours from the Slope – "Two"	15-10
15-9	Port Colours from the Order	15-11
15-10(A)	Colours at the Port	15-12
15-10(B)	Order Colours from the Port	15-12
15-10(C)	Order Colours from the Port – "Two"	15-12
15-11	Let Fly Colours from the Carry	15-13
15-12	Catching the Colours from Let Fly	15-13
15-13(A)	Dip Colours from the Carry	15-14
15-13(B)	Dip Colours from the Carry – "Two"	15-14
15-14(A)	Saluting on the March	15-15
15-14(B)	Dipping Colours on the March	15-15
15-14(C)	Dipping Colours on the March – "Two"	15-15

## LIST OF ILLUSTRATIONS

FIGURE	TITLE	PAGE
<b>PART 15 – PARADE OF THE QUEEN'S COLOUR AND THE WHITE ENSIGN (Cont'd)</b>		
15-15(A)	Carry Colours from the Dip	15-17
15-15(B)	Carry Colours from the Dip – “Two”	15-17
15-15(C)	Carry Colours from the Dip – “Three”	15-17
15-16	Colour Party Formation	15-18
15-17	Parading the Colour: Positions of the Guard of Honour	15-20
15-18	Parading the Colour: Guard of Honour in Close Order	15-24
15-19	Parading the Colour: Guard of Honour Moving to a Flank in Threes	15-24
<b>PART 16 – PARADING THE QUEEN'S COLOUR</b>		
16-1	Parade of the Colour: Formation of Parade for Reporting	16-3
16-2	Parade of the Colour: Formation of Parade for Consecration Service	16-5
16-3	Positions for Presentation of the Colour	16-8
16-4	Parade of the Colour: The March Past	16-9
<b>PART 17 – STICK DRILL</b>		
17-1	Details of the Stick	17-1
17-2	Position of Attention	17-2
17-3	Position of Stand at Ease	17-2
17-4(A)	Quick March	17-3
17-4(B)	Quick March – “Two”	17-3
17-4(C)	Quick March – “Three”	17-3
17-5	Stick at the Trail	17-4
17-6(A)	Halting in Quick Time	17-5
17-6(B)	Halting in Quick Time – “Two”	17-5
17-6(C)	Halting in Quick Time – “Three”	17-5
17-7	Saluting while Halted	17-5
17-8(A)	Saluting on the March, to a Flank	17-6
17-8(B)	Saluting on the March, to a Flank – “Two”	17-6
17-8(C)	Saluting on the March, to a Flank – “Three”	17-6
17-9	About Turn on the March	17-7
17-10	Doubling with the Stick	17-8
<b>PART 18 – SUNSET CEREMONY</b>		
18-1	Phase One	18-4
18-2	Phase Two: Drum Corps Commencing Tattoo	18-5
18-3	Phase Two: Trumpeters Taking Up Position at Conclusion of Tattoo	18-6

## LIST OF ILLUSTRATIONS

FIGURE	TITLE	PAGE
<b>PART 18 – SUNSET CEREMONY (Cont'd)</b>		
18-4	Phase Three: Retreat – Stepping Off after Sounding of First Post	18-8
18-5	Phase Three: March Past	18-9
18-6	Phase Four: Sub-Section Drill (Commencement and Final Position)	18-10
<b>PART 19 – CEREMONIAL SALUTING GUN DRILL</b>		
19-1	Gun Carriage Crew in the Order of March	19-2
19-2	Positions at the "Open Order"	19-3
19-3	Load Fire Position	19-5

## LIST OF TABLES

TABLE	TITLE	PAGE
8-1	Strength of Funeral Parties	8-2

## INTRODUCTION

(1) This manual is to be followed on all occasions when drill and ceremonial are carried out by RCN personnel, and the laid-down procedures shall not be departed from without the approval of Naval Headquarters. Lack of uniformity in drill greatly increases the difficulties of training.

(2) The objects of the drill are: to make officers and men well-disciplined and smart; to develop the power of command in officers, petty officers and leading seamen; and to enable formations of men to be handled with order and expedition.

(3) Discipline may be defined as that high sense of duty, mental alertness, and self-control which alone enables men to work or fight together in cheerful comradeship and with confidence in their leaders; which makes them self-reliant, and ready to obey orders instantly, accurately, and without question. The attainment of good discipline calls for a high development of personal qualities, particularly of self-control and co-operation. Basic training and the day-to-day routine of service life are designed to develop these qualities so that their practice becomes habitual and will persist under the strain of war routine, in the excitement of battle, and in the boredom of periods of inaction.

(4) Discipline, however, must on no account be rigid to the exclusion of initiative or common sense; rather, it should be a flexible but infallible means of exploiting these qualities to the greatest advantage, by substituting order and direction for uncertainty and confusion.

(5) Parade drills have been found by experience to form a sound basis for the development of a well-disciplined man. Insistence on immediate obedience, smart personal appearance, physical fitness, and mental alertness, develops self-confidence and serves to instil a sense of pride both in the man and in the unit. No method has been found by any service in any country that will swiftly instil discipline into large numbers of men as parade drills do, though many ways have been tried. These drills also demonstrate organization and leadership. By decentralization of command from the parade commander to the unit commanders they provide opportunities for all to develop and exercise their powers of leadership and to study the reaction of others to their example.

(6) Instructors must know their subject thoroughly; any ignorance at once becomes apparent to a class, and leads to loss of interest and confidence. Parade and Rifle drill is best taught in four steps:

- Demonstration
- Explanation
- Imitation
- Practice

The instructor first *demonstrates* the action to be taught. His own performance must therefore be accurate, smart, and complete, and must arouse in his class a desire to do the actions as well as he does. He must repeat the demonstration as often as necessary for the class to grasp all the details of his action. Meanwhile, he *explains* to the class what he is doing, and how, and why. His explanation must be well and carefully prepared. It must be brief and logical, and must show clearly the purpose of each detail. Moreover, it must be simple and interesting, and audible to the whole class without shouting.

(7) The next stage is *imitation*: each member of the class attempts to carry out the new action himself. It is here that the instructor has the best chance of correcting mistakes and removing difficulties. This third stage is perhaps the most important of all, for a man will ultimately learn not by watching the instructor's demonstration, nor by hearing his explanation, but by himself trying to put the instructor's teaching into practice. When a difficult movement is being taught, members of the class should first be required to imitate the instructor in their own time, and later to act in concert. Finally, they should each be *practised* in the movement until they are not only personally proficient, but also capable of carrying out the movement in quick time, accurately, and in unison.

(8) While the wording of the Manual may be concise and accurate, instructors should nevertheless cultivate the gift of being able to describe motions and practices in their own words. The instructor who tries to teach by reciting the details of the Manual will never meet with the success of one who uses his own words.

(9) The chief requirement for all officers, petty officers, and leading seamen is power of command. The elements are taught on the parade ground:

- An order must be given so that it is clearly understood, and so that it inspires confidence.
- Mistakes must be observed immediately, and so corrected that they will not occur again.
- The bearing and dress of officers and men in command must be exemplary, and incorrect dress in the ranks must be observed and corrected.

(10) The manner in which an order is obeyed depends largely on the way it is given. Clear and determined words of command are those most likely to be obeyed smartly and correctly. Unit commanders and instructors are, if possible, to place themselves where they can best be seen and heard, e.g., in front and to windward of the unit or class, and where they can see that their orders are obeyed. The position of the sun must also be taken into account.

(11) 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 right in-cline*", or "*Company-halt*". A distinct pause must be made between the caution and the executive word of command. On the march, the pause must be regulated by the cadence of the pace, as specified in the relevant drills.



## DEFINITIONS

- ALIGNMENT:** Any straight line on which a body of men is formed, or is to form.
- BATTALION:** Headquarters and two or more companies.
- BRIGADE:** Headquarters and two or more battalions.
- CLOSE COLUMN:** A column with distances reduced to suit requirements. If no distance is specified, the distance between guides of platoons shall be ten paces.
- COLUMN:** Bodies of men on parallel and successive alignments, at a distance from one another approximately equal to their own frontage; e.g., column of companies or column of platoons.
- COLUMN OF ROUTE:** A column of threes with not more than three men abreast in any part of the column, including officers and supernumeraries; the normal formation for marching on a road.
- COMPANY:** An administrative unit consisting, normally, of three platoons, with headquarters when used for landing parties.
- COVERING:** The act by which a man places himself correctly in rear of another, or by which the men in a formation align themselves behind the men of the front rank.
- DEPLOY:** To change from a close formation to a more open one.
- DEPTH:** The space occupied by a body of men from front to rear.
- DIRECTING THE MARCH:** The officer or man who verifies and, if necessary, corrects the direction of motion of the unit or sub-unit, is said to direct the march.
- DIRECTION, SUB-UNIT OF:** The sub-unit which contains the unit guide.
- DISTANCE:** The space between corresponding points of sub-units, or between individual men, measured along the direction of advance of the unit.
- DRESS:** To take up the alignment correctly.
- EQUIPMENT:** When carrying out parade drills, officers and men are to wear drill order. Drill order for officers consists of sword, undress sword belt, and gaiters; for men – belt, bayonet and gaiters. When armed, men dressed as seamen are to wear their chin-stays down.
- FILE:** A front rank man and the centre and rear rank men covering him.
- FLANK, DIRECTING:** The flank by which units are marching or dressing.
- FLANK, INNER:** That flank of a sub-unit which is nearer to the directing flank of the unit.
- FLANK, OUTER:** That flank of a sub-unit which is farther from the directing flank of the unit.
- FORMATION, BATTALION, COMPANY, PLATOON, SECTION, OR FILE OF:** The battalion, company, platoon, section or file on which a change of formation is based.
- FRONTAGE:** The extent of ground covered laterally by men.
- GUIDES:** Those officers or men by whom the remainder of the men in their unit or sub-unit march and dress.
- INCLINE:** To face, and if on the march to advance, in a direction midway between the front and the indicated flank.
- INTERVAL:** The space between adjacent points of sub-units, or between individual men, measured at right angles to the direction of advance of the units.



- INTERVAL, DEPLOYING:** The lateral space between units in close column or column, on the same alignment, the space being equal to the frontage of a unit in line.
- LINE:** Men formed on the same alignment.
- MARKERS:** Officers or men placed to indicate the position which a unit will occupy on falling in, or on the completion of any movement.
- MASS:** A battalion with its companies in line of close columns of platoons, with 10 paces interval between companies and ten paces distance between platoons.
- MASS, OPEN:** A battalion with its companies in line of columns of platoons, with 10 paces interval between companies and 15 paces distance between platoons.
- MASSES, COLUMN OF:** Battalions in mass, on parallel and successive alignments, with any named distance between battalions.
- MASSES, LINE OF:** A line of battalions in mass, with ten paces interval between the battalions.
- PACE:** The maximum distance between the heel of one foot and the heel of the other when on the march, or when moving to a flank or to the rear.
- PIVOT FLANK:** The flank on which a unit pivots when changing front.
- PIVOT GUIDE:** The guide about whom a unit or sub-unit pivots.
- POSITION, CHANGE OF:** A movement by which a body of men takes up a new alignment.
- RANK:** A line of men, side by side.
- RIGHT\* FLANK:** That portion of a unit or sub-unit which, were the unit or sub-unit to advance, would lie on the right\* hand.
- SQUAD:** A small body of men formed for drill.
- STANDARD PAUSE:** The pause between the separate movements of a drill. Its duration is one second; i.e., the time required to complete two marching paces in quick time.
- SUB-UNIT:** Any one of the component bodies forming a unit; e.g., unit, battalion – sub-unit, company; unit, company – sub-unit, platoon.
- SUB-UNIT GUIDES:** The guides of sub-units. They march and dress on the unit guide.
- SUPERNUMERARIES:** Men not fallen in in the platoon but who form an additional rank.
- UNIT:** A number of men organized 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 the unit were formed into line.
- UNIT MOVING TO A FLANK:** A unit moving to a flank is moving in a direction at right angles to its direction of advance (i.e., its front).
- UNIT GUIDE:** The guide by which sub-unit guides march and dress. It is his duty to select points to march on.
- WHEELING:** A movement by which a body of men change their direction of advance.

## NOTE

IS, ARE and MAY. In this Manual, “is” and “are” are to be construed as imperative, and “may” as permissive.

## KEY TO SYMBOLS USED IN THIS BOOK

Battalion Commander .....	●
Battalion Second in Command .....	⊕
Officer Instructor .....	⊗
Battalion Commissioned Officer .....	⊖
Battalion Chief Petty Officer .....	⊞
Company Commander .....	⊞
Company Second in Command .....	⊕
Company Chief Petty Officer .....	⊞
Platoon Commander .....	⊖
Platoon Petty Officer .....	⊞
Inspecting Officer's Route .....	-----
Bugler .....	□

NOTE

THROUGHOUT THIS BOOK, WHERE ANY MOVEMENT MAY BE CARRIED OUT TO THE LEFT *OR* TO THE RIGHT, INSTRUCTIONS ARE GIVEN FOR ONE DIRECTION ONLY. THE ALTERNATIVE IS INDICATED BY AN ASTERISK, THUS:

**"Advance in column of threes from the right.\* Right\* - turn."**

THIS INDICATES THAT, TO CARRY OUT THE MOVEMENT TO THE LEFT, "LEFT" MUST BE SUBSTITUTED FOR "RIGHT" WHEREVER THE ASTERISK OCCURS, I.E.,

**"Advance in column of threes from the left. Left - turn."**

## WORDS OF COMMAND. LENGTH OF PACE, AND CADENCE

### *Words of Command*

(1) Good drill depends on properly delivered words of command. They are to be pronounced distinctly, with confidence and determination: they convey an order which is to be smartly and promptly obeyed. The voice is to be pitched as high as possible.

(2) Commands are to be clearly enunciated, with adequate volume and the most suitable intonation in the circumstances, and are to be phrased in accordance with this manual. Indistinct and inaudible commands destroy the confidence of him that gives the commands and those that receive them, and result in slovenly movement.

(3) Officers, chief petty officers, petty officers and men are to be exercised frequently in giving commands to develop their confidence.

(4) The words of command are divided into:

- (a) cautionary commands; and
- (b) executive commands.

(5) The cautionary command, which gives a warning of the movement to be performed, is to precede the executive word, which is normally a word of one syllable.

(6) The cautionary part of the command is to be given deliberately and distinctly. The executive part, which is the signal for the movement to be carried out, is to be given distinctly and sharply and in a higher pitch than the cautionary command.

(7) It may be taken as a guide that the cautionary word be drawn out over three or four paces, and the interval between the cautionary and the executive words of command should be three or four paces where drill permits.

(8) When an order is to be given to a unit on the move, the executive word of command is to be given one pace before the movement is made, to give the men a brief interval in which to arrest the existing motion and brace themselves for the change. This is termed a "check pace". The following is an example of its use:

#### "Right - Turn"

(a) The cautionary command "**Right**" is to be given as the right foot is forward and coming to the ground.

(b) The executive command "**Turn**" is to be given as the right foot is forward and coming to the ground the next time; and

(c) A further pace is taken with the left foot ("**Check Pace**") and the turn is executed.

(9) Words of command are to be given as follows:

(a) A word of one syllable is to be preceded by a cautionary word of command.

Examples:

(i) **“Squad”** (deliberately) – **“Halt”** (sharply)

(ii) **“About”** (deliberately) – **“Turn”** (sharply)

(iii) **“Right”** (deliberately) – **“Turn”** (sharply)

(iv) **“To the right”** (deliberately) – **“Salute”** (sharply and as if one syllable).

(b) In a word of two or more syllables, the first syllable is normally to be used as a cautionary command and the last as an executive command. Examples:

**“Right In** (deliberately) – **Cline”** (sharply)

(c) An exception to the above rule, when on the move:

**“Right** (deliberately) – **Wh – e – el”** (drawn out).

(10) When giving commands and instructions, instructors are to stand at attention, except when demonstrating a movement.

(11) When a unit is some distance from the instructor, commands must be given early to allow for the distance the voice has to travel.

(12) If a movement has been performed incorrectly and it is desired to bring the squad back to its original position, the command, **“As you were”** is to be given. This command is not to be given when a normal word of command will achieve the same results.

(13) To move off a unit in step with the preceding unit, the command **“March”** is to be given as the right feet of the preceding unit are forward and coming to the ground.

(14) The last word or syllable of both the cautionary and executive command is to be given as the foot specified in the following table is forward and on the ground. For example:

**“Squad – Halt”**

(a) The cautionary command **“Squad”** is to be given as the right foot is forward and coming to the ground.

(b) The executive command **“Halt”** is to be given as the right foot is forward and coming to the ground.

*Words of Command*

Foot

**“EYES – RIGHT\*”**

Right

**“EYES – FRONT”**

Right

<i>Words of Command</i>	<i>Foot</i>
"MARK - TIME"	Right
"FOR - WARD" (When marking time)	Right
"ABOUT - TURN"	Right
"RIGHT - TURN"	Right
"RIGHT IN - CLINE"	Right
"ON THE RIGHT, FORM - SQUAD"	Right
"CHANGE DIRECTION RIGHT, RIGHT - FORM"	Right
"STEP - OUT"	Right
"STEP - SHORT"	Right
"QUICK - MARCH" (From Step Out or Step Short)	Right
"BREAK INTO SLOW TIME, SLOW - MARCH"	Right
"BREAK INTO QUICK TIME, QUICK - MARCH" (From Slow Time)	Right
"CHANGE - STEP"	Right
"LEFT - TURN"	Left
"LEFT IN - CLINE"	Left
"ON THE LEFT FORM - SQUAD"	Left
"CHANGE DIRECTION LEFT, LEFT, LEFT - FORM"	Left
"SQUAD - HALT"	Right
"DOUBLE - MARCH"	Right
"DOUBLE MARK - TIME"	Right
"FOR - WARD" (from double mark time)	Right
"CHANGE - STEP"	Right
"QUICK - MARCH" (from double)	Right
"SQUAD WILL HALT. SQUAD - HALT" (from double)	Right
RIFLE MOVEMENTS ON THE MOVE	Right
SALUTING ON THE MOVE	Right

Length of Pace and Cadence

(16) The standard lengths of paces are:

- (a) Side pace – 12 inches
- (b) Stepping short – 21 inches
- (c) Stepping out – 33 inches
- (d) Stepping forward or back – 30 inches
- (e) Slow or quick march – 30 inches
- (f) Double time – 40 inches

(17) When marching, the cadence is as follows:

- (a) Slow time – 65 paces per minute
- (b) Quick time – 120 paces per minute
- (c) Double time – 180 paces per minute

(18) Paces forward, backward and to a flank are to be executed in quick time.

## PART 1

# SQUAD DRILL

### SQUAD DRILL IN SINGLE RANK

#### 1-1 FORMATION OF A SQUAD

- (1) A squad should normally be in single rank for elementary instruction. Each man is allowed a space obtained by dressing, which should always be maintained.
- (2) The right or left marker having first been placed, the remainder fall in at the double in line with him, each at an arm's length interval from the man on his right or left. On arriving in position each man takes up his dressing automatically (Article 1-7) and then stands at ease.



Figure 1-1 Position of Attention

#### 1-2 POSITION OF ATTENTION

##### “Atten - tion”

Heels together and in line. Feet turned out an angle of about 45 degrees. Knees braced back. Body erect, shoulders level and square to the front, down and moderately back. Arms braced straight down at the sides, wrists straight, elbows pressed in to the sides. Palms of

ORIGINAL

the hands turned towards the thighs, fingers lightly clenched at the first two joints, nails of the fingers touching the thigh lightly, thumb close to the forefinger and in line with the seam of the trousers. Neck erect. Head balanced evenly on the neck, and not poked forward; eyes looking their own height and 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 in any way be restricted and no part of the body should be either drawn in or pushed out. Exactness in this position is of great importance; men should not, therefore, be at *attention* more often or longer than is necessary.

### COMMON FAULTS

- A strained and exaggerated position, causing breathing to be restricted.
- Unsteadiness, head and body not erect, movement of the eyes.
- Feet and body not square to the front, heels not closed, feet not an angle of 45 degrees, legs not braced.
- Arms slightly bent and creeping forward.
- Back of the hands to the front, thereby opening the shoulder blades and constricting the chest.
- Wrist crooked and strained, knuckle of the forefinger projecting below the other fingers.
- Hands clenched too tightly and thumb projecting below the forefinger.



Figure 1-2 Position of Attention with Oilskin Carried



## NOTE

1. When carrying an article in the hand or on the arm, it is to be carried in the left hand or arm.
2. When carrying an overcoat, water-proof coat, or oilskin on the left arm, the garment should be folded inside turned out, to show the owner's name, the left arm kept parallel to the ground. The coat should be folded over the arm at its mid-point.
3. The position *stand at ease* is intermediate between *attention* and *stand easy*. Although it allows no relaxation or individual movement, it can be maintained for considerable periods without strain.
4. The position *stand at ease* is used between *attention* and *stand easy* as it is not possible to pass smartly from attention to stand easy or vice versa.

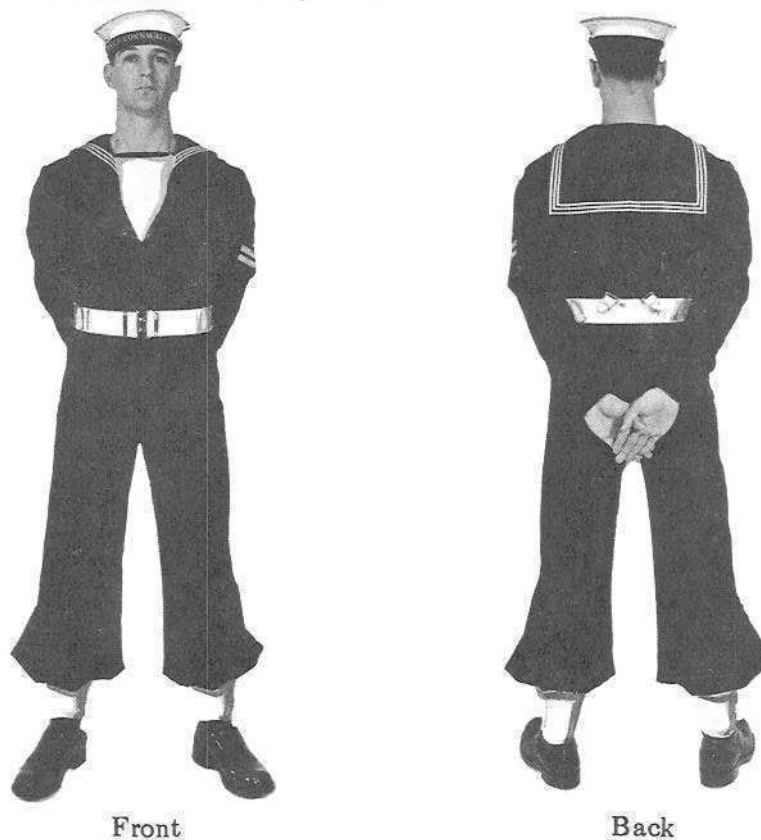


Figure 1-3 Standing at Ease

**1-3 STANDING AT EASE****"Stand at - ease"**

Keeping the legs straight, carry the left foot about twelve inches to the left so that the weight of the body rests equally on both feet, at the same time carry the hands behind

**ORIGINAL**

the back and place the back of one hand in the palm of the other, grasping it lightly with the fingers and thumb. Brace the arms to their full extent. It is immaterial which hand grasps the other.

#### COMMON FAULTS

- Carrying the left foot more than 12 inches from the right or not in the true direction of alignment.
- Weight not evenly distributed on both feet, causing the man to lean to one side.
- Failure to carry the weight of the body to the left at the same time as the foot.
- Arms relaxed; fingers not straight; moving the fingers; position of hands incorrect.

#### NOTE

1. When a man falls in for instruction, he is to stand at ease after taking up his dressing by the right.
2. In marching order without the rifle, the arms are retained as in the position of attention.
3. When one arm is occupied, as when carrying an oilskin, the other arm is to be kept to the side.

#### 1-4 STANDING EASY

##### “Stand – easy”

Men are permitted to move their limbs, but without quitting their ground, so that on coming to attention there will be no loss of dressing.

#### NOTE

If the command “*Stand-easy*” is given to men at attention, they first stand at ease.

#### COMMON FAULTS

- Moving the feet, with a consequent loss of dressing.
- Talking.
- Extreme slouching.
- Not bringing the arms to the side by the shortest route.

#### 1-5 STAND AT EASE FROM STAND EASY

##### “Squad”

The squad is to come smartly to the position of Stand at Ease.

## NOTE

If the caution ("Squad," "Platoon", etc.) is followed by an executive word of command other than "Attention", the squad will first come to attention and then carry out the order received.

## 1-6 ATTENTION FROM STAND AT EASE

## "Atten - tion"

Spring to the position described in Article 1-1, moving the left foot in to the right.

## 1-7 DRESSING A SQUAD

## "By the right\* - dress"

- (1) Each man, except the man on the named flank, looks to his right\* with a smart turn of the head, at the same time, extending his right\* arm, back of the hand uppermost and hand clenched. Every man except the right\* hand man, dwells a pause of two marching paces and takes up his dressing in line by moving with quick short steps until his knuckles are in the same vertical line as the shoulder of the man on his right\* and he is just able to distinguish the lower part of the face of the second man from him. Care must be taken to carry the body backwards, or forwards with the feet, the shoulders being kept perfectly square in their original position, and that the arm is horizontal.
- (2) When all movement has ceased, each man in succession from the directing flank turns his head smartly to the front, brings his arm to the side and resumes the position of attention.
- (3) When dressed with intervals, each man occupies approximately 40 inches. Where it is desired to dress without intervals, the order is "Without intervals, by the Right\* - dress". At that order, each man closes in, occupying 24 inches in the ranks, the elbow being slightly raised to gain the necessary interval for arm movement.
- (4) When dressing is completed each man in succession from the directing flank turns his head and eyes smartly to the front, and at the same time cuts his arm to the side, resuming the position of attention.

## COMMON FAULTS

- Front rank men not closing to the raised hands.
- Front rank man leaning on, or resting the raised arm on the shoulder of, the man on the right.
- Turning head and eyes too far round; e.g., to an exaggerated position.
- Bending the elbow when raising or lowering the arm.
- Not keeping the shoulders square to the front.
- Slapping the thigh when lowering the arm.

## ORIGINAL

## NOTE

When dressing by the left, the head and eyes are to be turned to the left, and the left arm is to be raised. Dressing is then to be completed as above except that the directing flank will be to the left.

## 1-8 NUMBERING

## "Squad - Number"

Men of the front rank number off sharply from right to left, the right-hand man calling "One!" the next, "Two!" and so on to the end of the rank. Centre and rear rank men take note of the number called by the front rank man they are covering.

## NOTE

If an error is made in numbering, the instructor will give the order "as you were". Then repeat the order "number".

## 1-9 RIGHT TURN

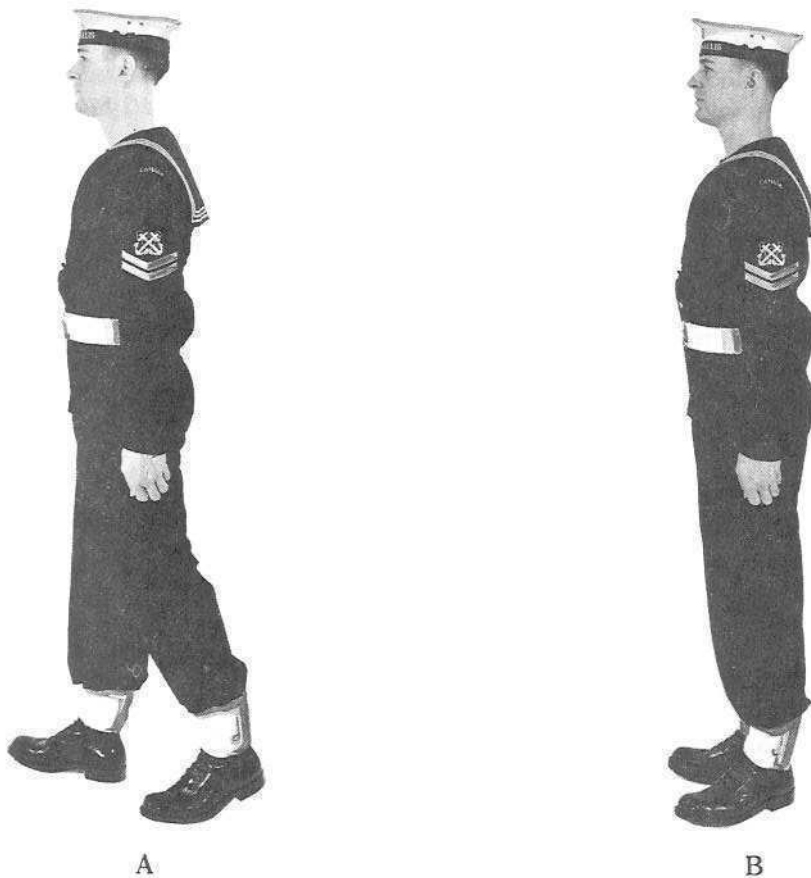


Figure 1-4 Turning

**“By numbers – Right turn”**

(1) Keeping both knees straight, arms to the sides and body erect, turn 90 degrees to the right by pivoting on the right heel and left toe, raising the left heel and right toe in doing so.

**“Two”**

(2) Bring the left heel smartly up to the right without stamping the foot on the ground.

**“Right – turn”**

(3) Turn smartly as above, observing the two distinct movements.

**1-10 LEFT TURN****“Left – turn”**

As in 1-9, but turn 90 degrees left by pivoting on the left heel and the right toe, and bring the right heel up to the left.

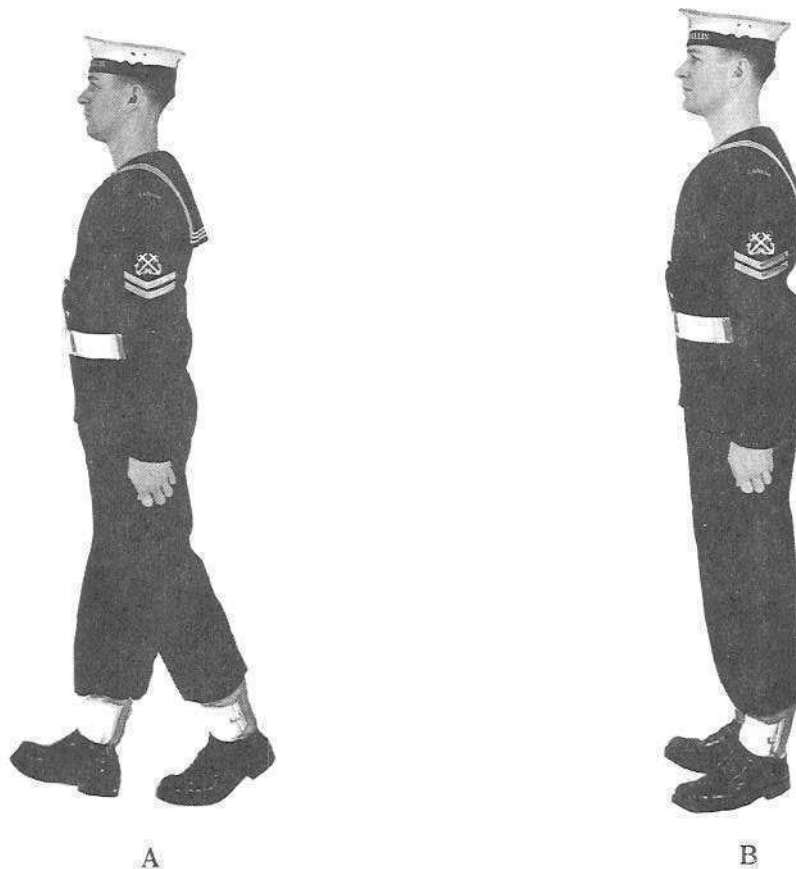


Figure 1-5 Turning About

ORIGINAL

## 1-11 ABOUT TURN

### “About – turn”

As described for the right turn, but turning fully about (through 180 degrees) to the right; by numbers or in quick time as required.

## 1-12 RIGHT OR LEFT INCLINE

### “Right\* In – cline”

As described for turning to the right\*, but turning only half (45 degrees) right\*.

#### COMMON FAULTS

- Hands and arms hanging loosely at the side.
- Failing to brace the rear leg.
- Leaning back on the rear leg.
- Bending forward at the waist.
- Not turning through the correct angle.

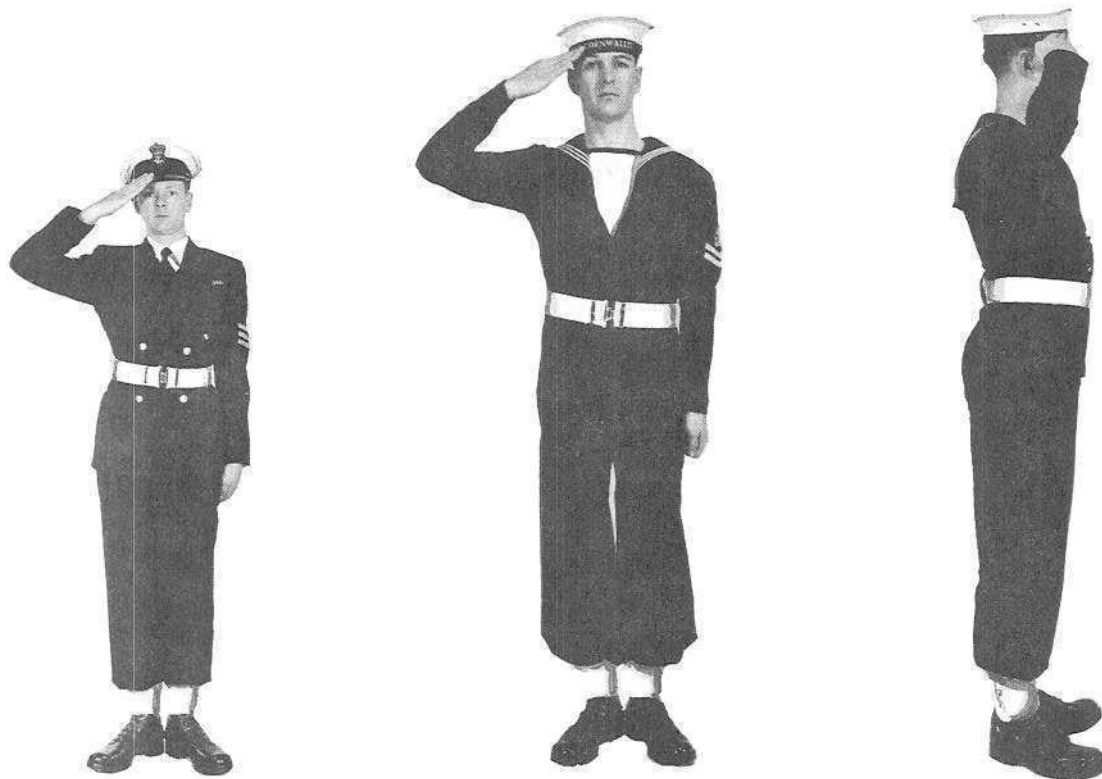


Figure 1-6 Saluting with the Hand (Class I and Class II Uniforms)

**1-13 SALUTING WITH THE HAND****“By numbers, front – salute”**

(1) Raise the right hand smartly but naturally, with the palm of the hand to the left but inclined slightly inwards, so that the eyes on glancing up can see the inside of the palm. Keep the thumb and fingers close together, the elbow in line with the shoulder, and the hand and forearm in line. The fingers touch the peak of the cap or the rim of the hat over the right eye.

**“Two”**

(2) Cut the right hand smartly to the side.

**“By numbers, to the right\* – salute”**

(3) Raise the right hand as described above; turn the head towards the person saluted.

**“Two”**

(4) Cut the right hand smartly to the side; turn the head to the front.

**NOTE**

1. 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.
2. The salute is always to be made with the right hand.
3. When halted, the salute is to be maintained for a period equivalent to 2 marching paces (i.e., 1 second).
4. When on the march, the salute is to be made at least 3 paces before meeting the officer being saluted, if the latter is halted. If the officer being saluted is also on the march, the salute is to be made at least 6 paces before reaching him.
5. When making a salute on the march, unarmed, the left arm is swung.
6. When doubling, the salute must be made at least 6 paces before reaching the officer being saluted, if the latter is halted or marching at the quick; or at least 12 paces before reaching him if both parties are doubling.

**ORIGINAL**



Figure 1-7 Saluting other than with the Hand

#### 1-14 SALUTING OTHER THAN WITH THE HAND

##### “Eyes – right\*”

- (1) Turn the head and eyes smartly to the right\*.

##### “Eyes – front”

- (2) Turn the head and eyes smartly to the front.
- (3) A body of men marching and receiving the order “Eyes – right”, “Eyes – left”, or “Eyes – front”, turn their heads and eyes in the direction named as the left foot comes to the ground, the executive order having been given on the right foot.

#### NOTES ON SALUTING

#### 1-15 WHEN SALUTES ARE TO BE GIVEN

- (1) Except as provided for in Article 1-16, men are to salute all officers and chaplains; officers are to salute those superior to them in rank.

ORIGINAL



(2) On shore, salutes are to be accorded to the reigning sovereign and all members of the Royal Family, and all officers of the armed services in uniform. Officers in plain clothes, when recognized are to be saluted. It is the duty of men to recognize the officers of their own ship, and officers who should be known because of their position in the service. Army and Royal Canadian Air Force officers are only to be saluted when of commissioned rank. (A table of equivalent ranks and badges of rank in the services is given in QRCN Art. 3.08).

(3) Foreign Royalty, officials and officers are to receive the same salutes as their Canadian equivalents.

(4) Commissioned officers of other services receive the same salutes as their naval equivalents.

(5) Officers and men are to stand at attention, face the appropriate direction and, if wearing headdress, salute:

(a) Whenever the National Anthem or any foreign national anthem is played.

(b) When colours are hoisted.

(c) When colours are lowered at sunset (when fallen in as a group, only the officer or man in charge of the group will salute).

(6) Officers and men passing troops with uncased standards or colours are to salute the standards or colours and the commanding officer (if senior).

(7) Officers and men passing a funeral are to salute the body.

(8) (QRCN Article 63.74, para. 4.)

Officers and men:

(a) Riding a motorcycle or bicycle are not required to salute; or

(b) Riding or sitting in a vehicle, are not required to salute. However, when passing a saluting base, they shall sit to attention with eyes to the front.

(9) Certain senior officers of the Royal Canadian Navy and other services are entitled to carry official distinguishing flags on their cars. Officers junior to the officer concerned and all men are to salute such flags whether they can see the occupants of the cars or not. An official flag is never to be displayed unless the entitled officer is in the car.

(10) Officers and men are to salute when coming on board or leaving a ship, and when coming on to the quarter-deck.

(11) Inside a building or between decks on board, hand salutes are exchanged only if the parties concerned are addressing one another and both are wearing caps.

(12) Salutes are to be given on all occasions, day and night, when it is sufficiently light to discern the persons saluted.

(13) QRCN Chapter 63 gives full details of honours and marks of respect, and should be consulted before all ceremonial occasions.

**ORIGINAL**

**1-16 WHEN SALUTES ARE NOT TO BE MADE**

- (1) Officers in attendance on the Sovereign or other Royal Personages (or the personal staff of Governors General or Governors representing the Sovereign) are not to salute when the National Anthem is played for the Royal Salute.
- (2) Cased colours are not saluted.
- (3) Salutes are not to be exchanged in railroad stations, stands at sports arenas, or similar buildings, except when a junior is being addressed by or is making a report to a superior.
- (4) Funeral corteges return no courtesies.
- (5) Salutes are not to be exchanged on board ship except when a junior addresses or is addressed by a superior, except that it is customary for junior officers to salute their superiors on the first occasion of meeting each day.

**1-17 METHODS OF SALUTING**

- (1) (a) A man without his cap, or carrying anything that prevents him saluting with the right hand, is, if standing still, to stand to attention and face the superior as he passes; if walking, the man is to turn his head smartly towards the superior before reaching him. The same procedure is to be followed by men who cannot salute in the normal way because of injury.  
  
(b) Men on the march with arms slung or changed are to shoulder arms in sufficient time to give a normal salute.
- (2) (a) When two or more officers together are saluted, the senior officer only is to return the salute.  
  
(b) When two or more officers together pass, or are passed, by a superior, they are all to salute.  
  
(c) A junior officer, when in company with a senior officer is only to salute officers senior to the latter.
- (3) When two or more men are sitting or standing, but not in an organized party, the senior man is to call the group to attention when an officer approaches. The senior man is then to face the officer and salute. The same procedure applies to a group of officers being passed by a superior.
- (4) An officer or man making a report to a superior officer is to halt two paces in front of him and salute. When the salute has been returned, the officer or man will make the report, salute again, turn right or left and march away. He should not turn about, thus turning his back on his superior, except where lack of space makes it necessary. If a short report is being made, the officer receiving it is to acknowledge the first salute only.
- (5) Should a man, not fallen in, be passed by an officer, he is to stand at attention, face the officer and, if wearing head-dress, salute; if sitting when an officer approaches he is to rise, stand at attention and, if wearing head-dress, salute.

**ORIGINAL**

- (6) An officer carrying a stick is to salute with the right hand, passing the stick into the left hand if necessary.
- (7) When plain clothes are worn, the salute is to be made by raising the hat or cap.

#### 1-18 SALUTES BY SENTRIES

- (1) Sentries in their sentry boxes are to salute by standing at attention.
- (2) Sentries are to "present arms" to all officers of lieutenant-commander's rank and above, equivalent ranks in other services, and all chaplains. A "shoulder salute" is to be made to all officers junior to lieutenant-commander.

Sentries are to "present arms" to the Sovereign and all members of the Royal Family, to the Colours of the Royal Canadian Navy, to the Colours of the reigning Sovereign or Regimental Colours uncased, to armed parties, and to the body when a funeral procession passes. A "shoulder salute" is to be made to unarmed parties.

- (3) Sentries or orderlies carrying a stick with the right hand, are to place the stick horizontally under the left arm and salute, the left arm remaining at the side, as in the position of attention.

#### 1-19 SALUTES BY ORGANIZED PARTIES

- (1) An officer commanding a body of men on the march is to give the order "Eyes right\*," and is to salute, when passing:

- (a) An officer of or above the rank of Captain RCN, or the equivalent in the other services.

- (b) The Colours of the Royal Canadian Navy, the Colours of the reigning Sovereign or Regimental Colours, uncased.

- (c) The body when a funeral is passing.

When passing other officers senior to himself, armed parties, or Guards of Honour without Colours or with Colours cased, he is to salute. When saluted by officers junior to himself, or men, he is to return the salute.

- (2) A man commanding a body of men on the march is to give the order "Eyes right\*," and is to salute, when passing:

- (a) Any officer.

- (b) The Colours of the Royal Canadian Navy, of the reigning Sovereign, or Regimental Colours, uncased.

- (c) The body when a funeral procession is passing.

- (d) An armed party.

He is to return the salute of an unarmed party or sentry.

**ORIGINAL**

(3) An officer or man commanding a body of men at the halt is to call them to attention, turn them to face the appropriate direction and salute.

(4) When meeting the reigning Monarch or members of the Royal Family:

(a) If the party is halted it is to be called to attention, turned to face the appropriate direction, and arms are to be presented.

(b) If the party is on the march and the Sovereign or members of the Royal Family are on foot, the same procedure is to be used.

(c) If the party is on the march and the Sovereign or members of the Royal Family are driving past, the officer or man in charge is to order "Eyes right\*" and is to salute.

#### 1-20 FEMALE OFFICERS OF THE CANADIAN FORCES (QRCN Article 63.745)

(1) Female officers of the Navy, Army and Air Force are saluted with the respect due to male officers, except that armed sentries shall accord them the "shoulder salute" regardless of rank.

(2) Members of the WRCNS are not required to remove their hats indoors, except where ordinary courtesy makes it desirable. During the playing of the National Anthem inside a building, on occasions when naval officers and men would remain uncovered, members of the WRCNS are to stand to attention without saluting.

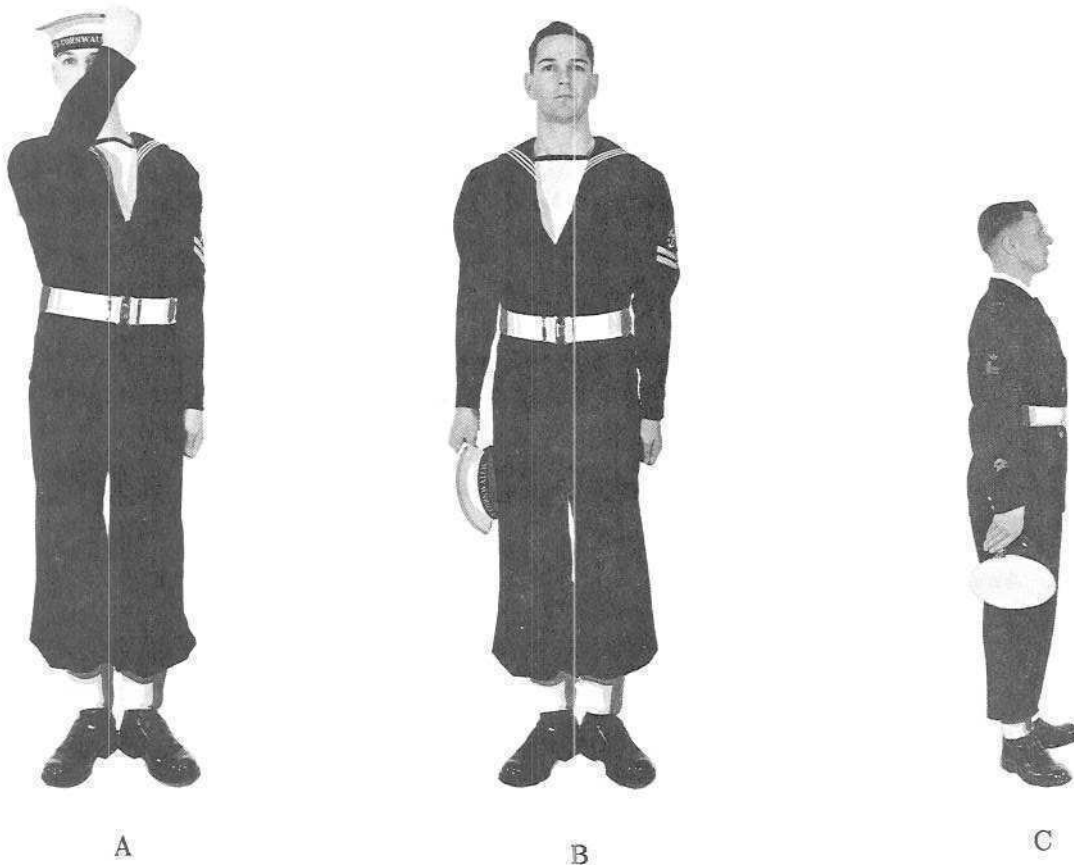


Figure 1-8 Off Caps and on Caps (Class I and Class II Uniforms)

ORIGINAL

## CAPS

### 1-21 OFF AND ON CAPS

#### “By numbers, off – caps”

(1) Seize the cap with the forefinger and thumb of the right hand just above the left ear, so that the back of the hand is to the front and the fingers are together and pointing to the rear.

#### “Two”

(2) Resume the position of attention, with the cap held in the right hand so that the name of the ship is to the front.

#### “By numbers, on – caps”

(3) Replace the cap with the right hand.

#### “Two”

(4) Resume the position of attention.

(5) In quick time, combine the two motions, which are to be carried out at a rate of 40 to the minute.

### NOTE

1. Officers and men wearing peaked uniform caps, at the order “Off – caps”, seize their caps at the right centre of the peak with the right hand.
2. Officers with swords sheathed take off their caps except when in charge of an armed party.
3. Chief petty officers and petty officers, when required to salute instead of removing their caps, do so to the timing of “Off – caps”.

### COMMON FAULTS

- Turning the head.
- Lowering the head instead of raising the arm to the correct height.

### 1-22 STANDING AT EASE WITH CAPS OFF

#### “Stand at – ease”

Carry the left foot to the normal position of “stand at ease” and place the cap behind the back, crown to the rear. The right hand retains its grasp of the cap; the left hand holds the rim of the cap near the bow, with the back of the hand against the body.

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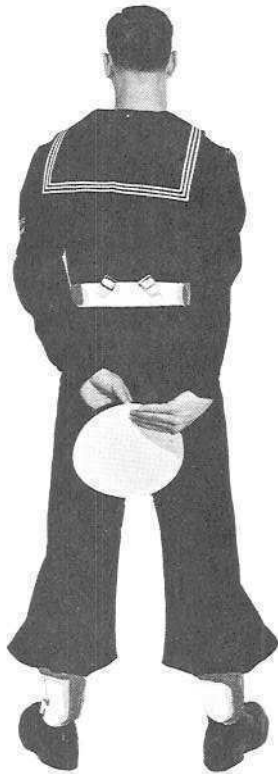


Figure 1-9 Standing at ease with Caps off

#### NOTE

1. Officers and men wearing peaked uniform caps, when standing at ease, grip the left centre of the peak with the left hand, so that the back of the hand is against the body.

### 1-23 STANDING EASY WITH CAPS OFF

#### “Stand – easy”

- (1) Shift the grip of the right hand to the rim of the cap near the bow (or to the peak), with the back of the hand against the body.
- (2) At the cautionary order, resume the “stand at ease” position.

### 1-24 MARCHING: LENGTH OF PACE

- (1) The length of pace is to be as follows:

Quick or slow time	– 30 inches
Double time	– 40 inches
Stepping out	– 33 inches
Stepping short	– 21 inches
Side closing paces	– 12 inches.

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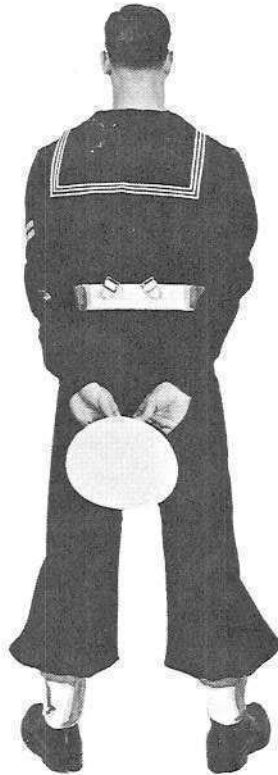


Figure 1-10 Standing easy with Caps off

(2) When a man takes a side step to clear or cover another, as in falling out from the centre rank, etc., the pace is to be as requisite.

### 1-25 TIME

The cadence is to be as follows:

	<u>Paces per minute</u>	<u>Yards per minute</u>
Quick time	120	100
Slow time	65	54 $\frac{1}{6}$
Double time	180	200
Side closing paces	120	—

### 1-26 POSITION

(1) In marching, the head and trunk are to be maintained in the position described in Article 1-2, and the body must be well balanced on the legs. In slow time, the arms are to be kept steady at the sides. In quick time the arms are to be swung from the shoulder, the wrist and elbow being kept straight but without undue stiffness. The arms should be swung forward until the partially clenched hand comes up to a level mid-way between the waist and the shoulder, and as far to the rear as possible without straining the shoulders.

**ORIGINAL**



Figure 1-11 Quick March

(2) The foot shall be carried straight to the front, and, without being drawn back, shall be placed firmly upon the ground, heel first, with the knee straight, but so as not to jerk the body.

#### NOTE

1. Members of the female services are to be taught to march with an easy natural arm swing suitable to their physique.
2. In purely naval ceremonial, WRCNS shall march behind the male units, so formed that the interval need not be rigidly observed. Arrangements shall be made to permit this interval to be at the prescribed distance when passing a review stand or similar focus of interest.
3. WRCNS personnel in uniform shall not be required to double.

(3) Although several men may be drilled together in a squad with intervals, they must act independently, precisely as if they were being instructed singly. They will thus learn to march in a straight line, and to take a correct pace, both as regards length and time, without reference to the other men of the squad.

ORIGINAL



(4) Before the squad is moved off, the instructor should take care that each man is square to the front and in correct line with the remainder. Each man must be taught to march towards a point straight to his front, by fixing his eyes upon a distant object and then observing some nearer point in the same straight line, such as a stone, tuft of grass, or other object. The same procedure is followed by the man on the named flank or by the named number, when marching in other formations.

### 1-27 MARCHING IN QUICK TIME

#### "Quick - march"

The squad steps off together with a full pace of 30 inches, with the left foot, in quick time.

### 1-28 MARCHING IN SLOW TIME

#### "Slow - march"

Men step off and march as described for quick march, but in slow time. Arms and hands must be kept steady at the sides.



Figure 1-12 Slow March

## NOTE

1. A squad advancing at the quick and receiving the order "slow - march" breaks into the slow on the next pace.
2. A squad advancing at the slow and receiving the order "Quick - march" takes two more paces at the slow and then breaks into the quick.
3. The order "March" in both cases is given on the right foot.

**1-29 MARCHING EASY****"March - easy"**

- (1) Men need not maintain the position described in Article 1-26, but the correct cadence and length of pace specified in Articles 1-24 and 1-25 are to be maintained.

## NOTE

"March easy" is only to be ordered on long marches and when clear of naval establishments, towns, etc.

**"March - at attention"**

- (2) Men resume the correct position described in Article 1-26.

**1-30 THE HALT (from the Quick or Slow March)****"Squad - halt"**

This command should always be given as the right foot comes to the ground. The left foot completes its pace, and the right foot is brought smartly in line without stamping.

**1-31 STEPPING OUT****"Step - out"**

The order is given on the right foot and men lengthen the pace by 3 inches as the left foot comes forward, leaning forward a little. The time is not altered.

## NOTE

This step is used when a slight increase of speed, without an alteration of time, is required; on the command "Quick - March" the usual pace is resumed.

**1-32 STEPPING SHORT****“Step – short”**

The order is given on the right foot. The pace is shortened by 9 inches as the left foot comes forward. This pace is maintained until the command “Quick – march” is given, when the usual pace is resumed.

**1-33 MARKING TIME****“Mark – time”**

(1) The order is given as the right foot comes to the ground. The left foot completes its pace, after which the time is continued, without advancing, by raising each foot alternately about 6 inches, keeping the feet almost parallel with the ground, the knees raised to the front, the arms steady at the sides, and the body steady.

**“For – ward”**

(2) The order is given as the right foot comes to the ground. The pace at which the men were moving is then resumed.

**NOTE**

At the halt, the word of command is “Quick mark–time”.

**1-34 THE HALT (from Marking Time)****“Squad – halt”**

The order is given as the right foot comes to the ground, and the halt is completed in two mark–time paces.

**1-35 CHANGING STEP WHEN ON THE MARCH****“Change – step”**

(1) The order is given on the right foot. As the left foot comes to the ground, the ball of the right foot is brought up to the left heel. Another step forward is taken with the left foot, so that the time is not lost; i.e., two successive steps are taken with the same foot.

(2) The arms are brought to the sides when the right foot is brought up to the left heel and are swung again when the left foot goes forward.

**NOTE**

When marking time, two successive beats are made with the same foot.

**ORIGINAL**

**1-36 MARCHING IN DOUBLE TIME****“Double – march”**

(1) Step off with the left foot with a full pace of 40 inches and double on the toes, inclining the body slightly forward, but keeping the head erect. The heels must not be raised towards the seat. The arms should swing easily from the shoulders but not across the body, the forearm making an angle of about 135 degrees with the upper arm. The fists are clenched.

**“Squad – halt”**

(2) This order is given as the right foot comes to the ground. The halt is completed in three full paces, the right foot being brought up to the left, without stamping, after the third pace. At the same time the hands are dropped to the sides and the position of attention is assumed.

**NOTE**

1. A squad advancing at the quick and receiving the order “Double – march” on the right foot, immediately breaks into the double with the left foot.
2. When a squad advancing at the double receives the order “Quick – march” each man checks the way of the body in the three paces after the order, and takes the fourth pace at the quick.
3. “Double mark time” – as for double march, but without advancing, the feet being raised 6 inches clear of the ground.
4. “Change step” (at the double). The order is given on the right foot, and two successive steps are taken by hopping on the left foot without losing the cadence.

**1-37 STEPPING FORWARD AND BACKWARD****“... paces, forward (or step back) – march”**

(1) Each man steps forward or backward the number of paces ordered, commencing with the left foot. The length of pace is to be 30 inches. The position of the body is to be the same as when marching, except that the arms and hands are to be kept steady by the sides.

(2) Men should not be ordered to take more than four paces forward or backward.

**1-38 SIDE CLOSING PACES****“... paces, right\* close – march”**

Each man carries his right\* foot 12 inches directly to the right\* and closes his left\* foot to it, thus completing the pace. He takes the next pace in the same manner. The

shoulders are to be kept square and the knees straight, except on rough or broken ground. The direction must be kept in a straight line parallel with the front. Men should not be moved to a flank by side-stepping more than four paces.

### 1-39 TURNING WHEN ON THE MARCH

#### **“Right – turn”**

(1) The caution “right” is given as the right foot comes to the ground. The executive order “turn” is given when the right foot meets the ground the next time. Another pace is taken in the same direction with the left foot to check the way of the body, and the man then turns 90 degrees to the right and steps off in the new direction with the right foot, without losing the cadence.

#### **“Left – turn”**

(2) The orders are given on the left foot, and a further pace is taken with the right before changing direction 90 degrees to the left and stepping off with the left foot.

#### **“Right\* – incline”**

(3) As for right or left turn, except that the body is turned only 45 degrees in the direction ordered, and continues to advance diagonally to the original line of march.

#### **“About – turn”**

(4) The cautionary and executive orders are given on two successive beats of the right foot. A last pace is then taken in the same direction with the left foot. The turn is executed during three successive paces (right, left, right) and the men step off with a full pace of the left foot in the new direction, at 180 degrees to the original line of advance. During the three turning paces the men remain on the same spot, raising the knees and keeping the arms to the sides as in marking time.

### 1-40 MARCHING IN SQUAD

(1) Before a squad is ordered to march, the directing flank or man must be indicated by the caution “By the right (By the left, etc.)” Each man preserves his position in the general alignment by an occasional glance towards the directing flank or man.

#### **“By the right\*, quick – march”**

(2) The man on the flank, or the named number, according to the caution, selects points to march on. The remainder of the squad take their alignment from him.

(3) By occasionally remaining halted in rear of the directing man, and fixing his eyes on the distant object, the instructor can ascertain if the squad is marching in the original direction.

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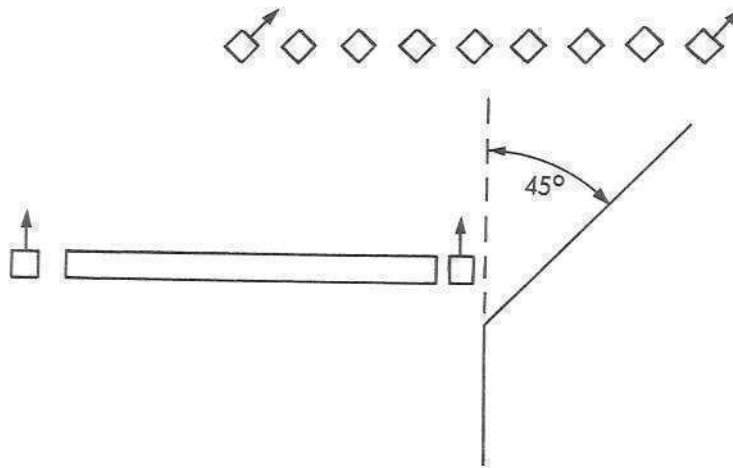


Figure 1-13 The Diagonal March

### 1-41 THE DIAGONAL MARCH

#### “Right\* in – cline”. “Quick – march”

(1) The men make a right\* incline and at the order “Quick – march”, step off and move diagonally in that direction, each regulating his pace so that his shoulders are parallel with the shoulders of the man on his right (or left). The diagonal march may also be practised in double time.

#### “Halt”

(2) The halt is executed as in Article 1-30. If the march has been correctly performed, when the squad is turned into line, the dressing should be correct.

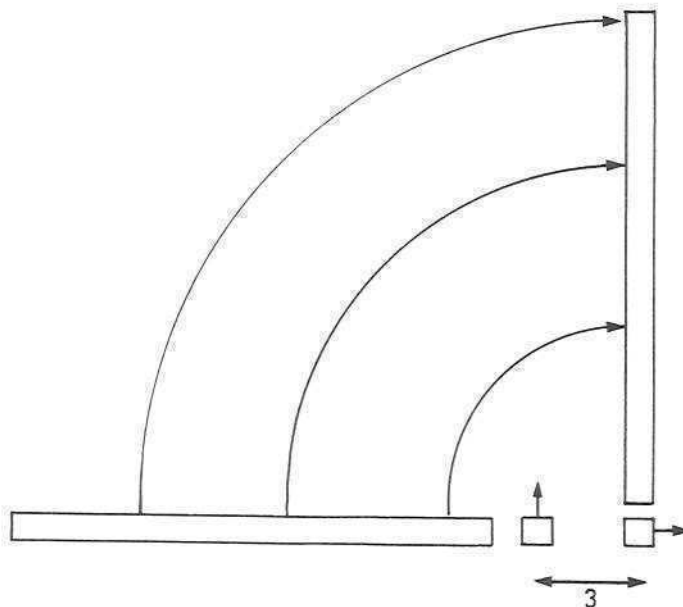


Figure 1-14 Changing Direction by Forming

**1-42 CHANGING DIRECTION BY FORMING****“Change direction right. Right – form”**

(1) The right-hand man turns 90 degrees in the specified direction, and the remainder make a right incline. The order is next given:

**“Quick – march”**

(2) The right-hand man takes 3 marching paces forward and marks time. The remainder mark time in succession when they come up into the new alignment, taking up their dressing on the right-hand man.

**“For – ward”**

(3) The squad moves forward in the new direction.

**NOTE**

1. The squad may be practised in changing direction through a quarter, half, or three-quarter right\* form.
2. Should the squad be required to halt on reaching the new alignment, the command is preceded by the caution “At the halt”; each man then halts and takes up his dressing on reaching the new alignment.
3. If the squad is on the move, the command “Quick – march” is omitted. The right-hand man makes a full turn in the required direction, takes 3 marching paces forward (these include the first step 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.
4. The caution “Change direction right\*” is to be given whether the movement is made at the halt or on the march.

**1-43 MARCHING IN SINGLE FILE****“Right – turn”**

(1) *From the Halt.* The men turn right. They must be instructed to cover each other exactly. When a man is covered off correctly, he should be able to see the head of only the man immediately in front of him.

**“Quick – march”**

(2) All men of the squad step off together, and continue to advance with full marching paces without increasing or diminishing the distance between them.

**ORIGINAL**

**"Halt. Left - turn"**

(3) The squad halts and turns in the required direction. If the marching has been properly performed the dressing will be found correct.

(4) *On the March.* A squad advancing or retiring, receiving the order "Right\* turn," turns in the required direction and marches in single file as above.

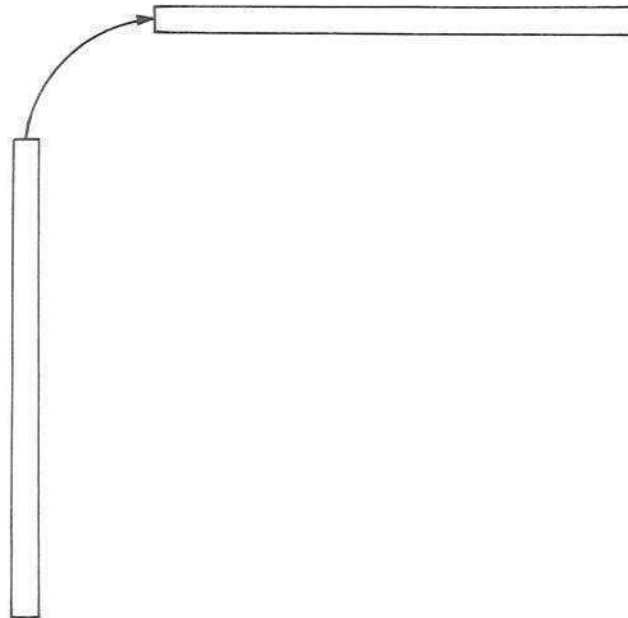


Figure 1-15 Changing Direction in Single File

**1-44 CHANGING DIRECTION IN SINGLE FILE****"Right\* - wheel"**

The leading man moves round a quarter of the circumference of a circle having a radius of 4 feet. The other men follow in succession in his footsteps without increasing or diminishing their distances from each other or altering the time, but shortening the pace a little with the inner foot.

**NOTE**

1. If a squad is ordered to halt or mark time when the forward files only have wheeled into the new direction, the remainder should be instructed, on the command "Rear files - cover" to cover off, 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 man is facing.

**ORIGINAL**



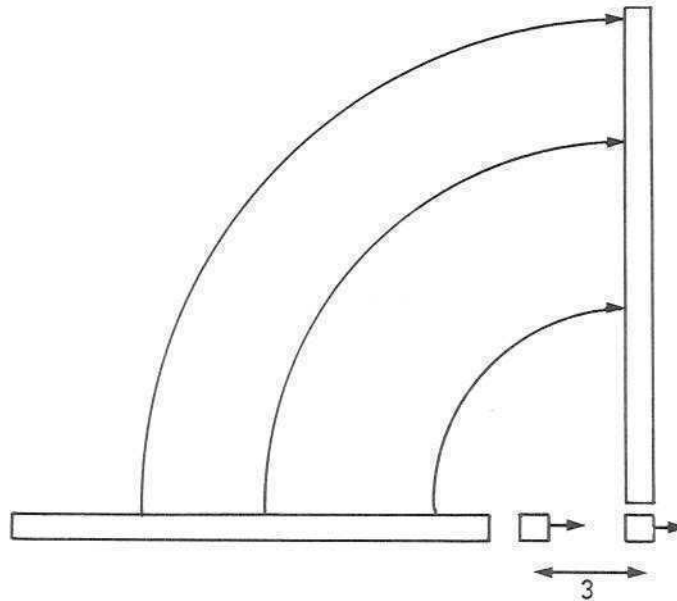


Figure 1-16 Marching in Single File and Forming Squad

#### 1-45 MARCHING IN SINGLE FILE AND FORMING SQUAD

##### “On the right\*, form – squad”

(1) The order is given on the right foot for forming on the right, or on the left foot if forming on the left. The leading man takes a further 3 paces and marks time, the remainder make a partial turn in the named direction and form upon him, marking time as they come into the new alignment, and taking up their dressing on him.

##### “For – ward, by the left\*”

(2) This order is given as soon as the squad is formed.

#### NOTE

1. The squad may be formed obliquely to the line of march by the command “Three-quarters (Half, or Quarter) right\*, on the right\*, form – squad”.
2. If it is intended to halt at the place where the movement is begun, the caution “At the halt” is given, and the leading man halts instead of marking time, the remainder halt as they reach their places and take up their dressing.

ORIGINAL

## SQUAD DRILL IN THREE RANKS

### 1-46 FORMATION OF A SQUAD IN THREE RANKS

- (1) Squads of ten men or more are formed in three ranks for drill. They dress by the right at arm-length intervals, with one pace (30 inches) between ranks. Men in the centre and rear ranks cover off the men in front of them, the three men thus forming a file.
- (2) When the squad consists of a number of men that is not a multiple of three, the blank (incomplete) file is to be the second from the left. If there are only two men in the file, the centre rank is left blank; if there is only one, he dresses with the front rank.
- (3) On arriving in position, each man takes up his dressing by the right unless otherwise ordered, and on completion stands at ease.

#### NOTE

1. When necessary, on board a ship or in any confined space, men may fall in without intervals. In this case the order to fall in must be prefixed with the cautionary order "Without intervals" and each man then places himself so as to occupy a lateral space of 24 inches.
2. Should there be more than 5 and less than 10 men in the squad, they are to form two ranks, the second rank being termed the rear rank. On receiving the order "Open order - march" (see Article 1.44) they act as a rear rank and step back two paces. The front rank stands fast.
3. Should there be less than 6 men in the squad they are to form a single rank.

### 1-47 DRESSING

#### "By the right" - dress"

- (1) Ranks take up their dressing as taught in Article 1-7, except that men in the centre and rear ranks do not raise their arms, but simply cover off the corresponding men of front rank. If a squad is fallen in without intervals, arms are not raised.
- (2) During the dressing, the centre and rear men of the right (or left) file are to correct the distance between ranks.
- (3) The directing flank is normally the right. (See Article 3-2 "Directing flank on the march".)

#### NOTE

1. The same procedure is carried out when dressing men under arms, except that the disengaged arm is raised; e.g., when dressing by the right with arms at the order, the head is turned to the right but the left arm is raised to obtain the interval.

ORIGINAL

2. If dressing is to be carried out without intervals, the order must be preceded by the caution "Without intervals". If, in a ship, men fall in without intervals, the cautionary order may be omitted.

#### 1-48 NUMBERING A SQUAD

##### "Squad – number"

Men of the front rank number as described in Article 1-8. Each centre and rear rank man takes the number of the front rank man he is covering.

#### 1-49 OPENING AND CLOSING A SQUAD

##### "Open order – march"

- (1) The front rank steps forward two paces; the rear rank steps back two paces.

##### "Close order – march"

- (2) The front rank steps back two paces; the rear rank steps forward two paces.

#### NOTE

When space is limited, the order "One pace only, open order – march" may be given.

#### 1-50 CHANGING RANKS

- (1) When a squad turns about, the ranks are thereby changed; i.e., the former rear rank becomes the front rank, the former front rank the rear rank.
- (2) An exception is made 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 (platoon, company, etc.) will retire".
- (3) *Blank File.* Should there be only one man in a file he must maintain his position in the leading rank. He moves up into his place in the new leading rank directly he has turned about when halted; when the squad is turned about on the march, he must step out to take his place in the leading rank.
- (4) During squad drill in open order, blank files and guides do not alter their positions unless ranks are changed.

#### NOTE

1. When a squad has been turned about, the earliest opportunity should be taken to renumber it.

ORIGINAL

**1-51 MARCHING IN THREE RANKS**

- (1) A squad in three ranks should be practised in the marches and variations of step taught while drilling in single rank.
- (2) *Covering and Distance.* While marching, the men of the centre and rear ranks must accurately preserve their covering and distances, in both line and file.

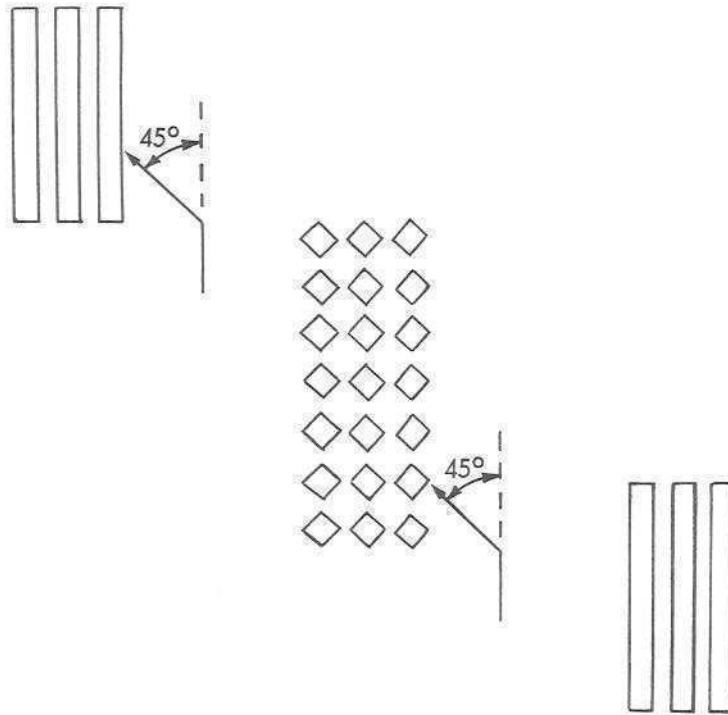


Figure 1-17 The Diagonal March

**1-52 DIAGONAL MARCH**

“Right\* in - cline”

This is executed as described in Article 1-41. Centre and rear rank men preserve their positions relative to their front rank men, in order that they may cover correctly when they are again turned into line.

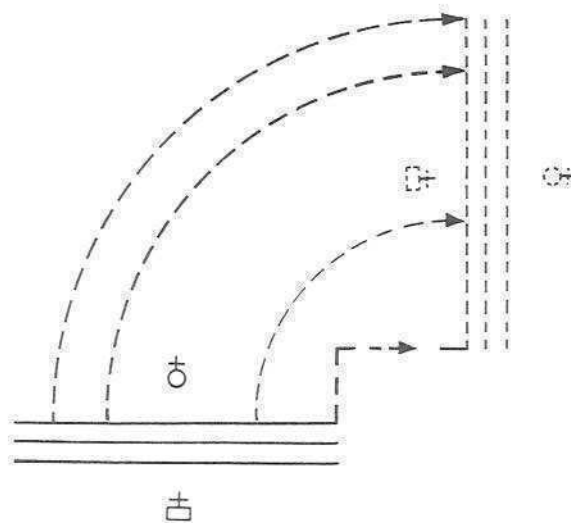


Figure 1-18 Changing Direction in Line - A Platoon in Line Forming to the Right

### 1-53 CHANGING DIRECTION IN LINE

The front rank acts as described in Article 1-42. The centre and rear ranks do not turn initially, but in forming they conform to the movements of the front rank.

### 1-54 CHANGING DIRECTION IN THREES

#### “Right\* – wheel”

The inner man of the leading file moves round a quarter of the circumference of a circle of radius 4 feet, stepping short to enable the other men 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 steps of the leading file without increasing or diminishing their distance from each other or altering the time. Notes 1 and 2 of Article 1-44 apply.

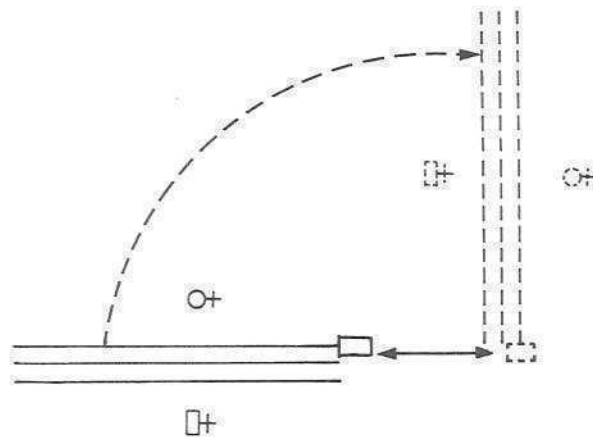


Figure 1-19 Forming Squad - A Platoon in Threes Forming Squad on the Left

### 1-55 FORMING SQUAD

#### “On the right,\* form – squad”

(1) The right-hand man of the leading file, if the formation is to the right, or the left-hand man of the leading file if the formation is to the left, takes three paces forward and marks time. The remainder make a partial turn in the named direction and form on him, marking time as they come on to the alignment.

#### “For – ward, by the left\*”

(2) The squad moves on in line in the direction in which it was originally marching in threes.

**ORIGINAL**

## NOTE

1. After forming squad on the right, the left flank should normally be ordered to direct the march.
2. If it is desired to halt on completion of the movement, the command is "At the halt, on the right\*, form - squad". The right\* man of the leading file takes three paces forward and halts, the remainder halt as they come on to the new alignment and pick up their dressing.
3. If the squad is halted at the start of the movement, the order "At the halt, on the right\*, form - squad" is given; the right\* man of the leading file stands fast and the remainder make an incline in the named direction. At "Quick - march" the pivot man takes three paces forward and (halts or) marks time, the remainder step off and (halt or) mark time on arrival in the new alignment.
4. The squad may be formed obliquely to the line of march by the command "Three-quarters (half, or quarter) right\*, on the right\*, form - squad".

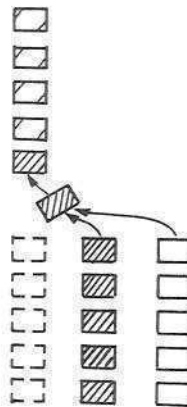


Figure 1-20 Forming Single File from Three

## 1-56 FORMING SINGLE FILE FROM THREES

**"Advance in single file from the right\*. Front\* rank, quick march"**

(1) The rank indicated in the order steps off. When it has advanced a sufficient distance to allow the next rank to follow on at the correct distance, the order is given:

**"Centre rank, quick - march"**

(2) The centre rank steps off, and the leading man wheels as necessary to cover off the last man of the rank ahead, taking up the correct interval. At the order:

ORIGINAL

**“Rear\* rank, quick – march”**

- (3) The remaining rank follows on in the same manner.

**NOTE**

If the squad is on the march, the command “Advance in single file from the right\* is given. The indicated rank leads on, the other two ranks marking time until ordered to advance. The orders given are “Centre rank, for – ward,” and “Front\* rank, for – ward.” These ranks wheel as necessary to follow in rear of the first rank.

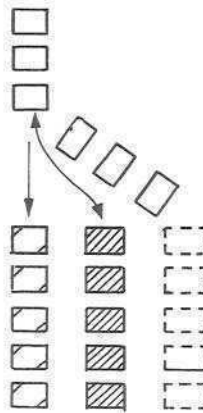


Figure 1-21 Forming Threes from Single File

**1-57 FORMING THREES FROM SINGLE FILE****“On the right\* form – threes”**

- (1) The leading rank marks time, the centre and rear ranks wheeling as necessary to the right\* to move into position on the right\* of the leading rank, marking time on arrival.

**“For – ward”**

- (2) The squad moves forward in threes.

**NOTE**

If the squad is required to halt on completion of the movement, the command is: “At the halt, on the right\*, form – threes”. The leading rank halts, the centre and rear ranks wheel as above and halt as they reach their original places in threes.

**1-58 MARCHING IN THREES AND ELEMENTARY TRAINING IN MARCH DISCIPLINE**

- (1) Column of route is the ordinary marching formation of a unit on a road or performing field movements. The greatest attention should be paid to training each man to keep the

**ORIGINAL**

prescribed distance from, and to cover exactly, the man in front. Order, comfort, and the reduction of fatigue depend on the maintenance of exact distance by each file of three. Exact covering and dressing when moving in threes is to be kept, even when marching easy, unless orders to the contrary are issued.

(2) A test of good marching in threes is the position of the men when they turn into line. If there are no gaps or irregularities in the line, and the squad occupies the same frontage as before turning in threes, the marching is good. This test should be frequently applied during instruction, and the slightest carelessness in maintaining the exact distance should be checked at once.

(3) Units moving in threes are to march on the extreme right of the road. The right is always to direct; and, during halts, men are to fall out on the right of the road. It is of great importance when large forces are moving that a portion of the road is kept absolutely clear for the passage of traffic and the communication of orders, and it is necessary that the men should be accustomed from the first to marching in this manner.

### 1-59 MOVEMENTS IN THREES

(1) The orders for moving off a squad in column of route are:

**"Move to the right\* in column of route"**

This is a cautionary order. No action is taken.

**"Right\* - turn"**

(2) The squad acts as ordered. The officer or man in charge moves to the head of the column, the second-in-command to the rear.

**"Quick - march"**

(3) The squad steps off.

#### NOTE

1. If it is desired to keep the officer or man in charge of the squad on the flank of the column of threes, the order is "Move to the right\* in threes. Right\* turn, quick-march." This formation is never to be used except on large open spaces, such as a parade ground.
2. When it is not desired to move off, the order should be "In threes right\* - turn".

### 1-60 OBSTACLES

Should a squad, marching in line, encounter an obstacle such as a bush, tree, etc., the file whose way is blocked marks time until the remainder of the squad have passed the obstacle and then doubles round it and resumes its position in the ranks. If, however, a squad (or any larger body of men), moving to a flank in threes, encounters an obstacle, it must be wheeled or inclined to avoid the obstacle.



**1-61 FORMING TWO RANKS FROM THREES****“Platoon (or Squad) form two – deep”**

- (1) Odd numbers of the centre rank take one pace to the left with the left foot, one pace forward with the right foot, and bring the left foot in line with the right.
- (2) Even numbers of the centre rank take one pace to the left with the left foot, one pace to the rear with the right foot, and bring the left foot in line with the right.

**“Without intervals, by the right\* – dress”**

- (3) Ranks take up their dressing as described in Article 1-7, except that men do not raise their arms. The rear rank is two paces from the front rank.

**1-62 OPENING TO A REQUIRED DISTANCE (IN TWO RANKS)**

- (1) The squad is numbered and the squad commander informs each file individually of the number of paces to be marched (see Note) at the order:

**“Open to distance ordered”****“Squad, from ‘Ones’ open to distance ordered. Quick – march”**

- (2) ‘Ones’ stand fast. The remainder turn left, dwell a pause of two marching paces, step off and march the number of paces previously ordered, halt, turn right and pick up their dressing by the right.

**NOTE**

An allowance must be made for the space (24 inches) occupied by each man dressed without intervals; e.g., when the intervals are to be 4 paces, the squad commander orders the first file to stand fast, the second file to march 3 paces, the third 7 paces, the fourth 10 paces, etc.

**1-63 CLOSING ON THE ORIGINAL FLANK****“Squad, on ‘Ones’ close. Quick – march”**

‘Ones’ stand fast. The remainder turn right, dwell a pause of two marching paces and step off; they halt in the correct position, turn left and dress without intervals by the right.

**1-64 FORMING THREES FROM TWO RANKS****“Platoon (or Squad) form – threes”**

- (1) *Odd numbers* of the centre rank take one pace to the rear with the left foot, one pace to the right with the right foot, and bring the left foot up in line with the right.
- (2) *Even numbers* of the centre rank take one pace forward with the left foot, one pace to the right with the right foot, and bring the left foot up in line with the right.

**ORIGINAL**

**“Platoon (or Squad), by the right – dress”**

- (3) Men in the ranks act as described in Article 1-7.

**NOTE**

This procedure is for use only when the men were originally formed in three ranks: otherwise they must be dismissed and fallen in again in three ranks.

**1-65 DISMISSING MEN, WITH OR WITHOUT ARMS**

**“Dis – miss”**

The squad turns to the right, unless otherwise ordered – dwells a pause of two marching paces, breaks off quietly and, if on shore, leaves the parade ground at the double with arms at the high port. If an armed squad is dismissed with arms not at the shoulder, the men are, after turning right, to shoulder arms and then break off, coming to the high port when doubling away.

**1-66 INDIVIDUAL FALLING OUT FROM A SQUAD IN THREE RANKS**

**“... Fall out”**

- (1) If the man is in the front rank, he comes to attention, takes one pace forward and doubles away to carry out previous orders.
- (2) If in the centre rank, he takes an uncompleted pace to the right with the right foot and two further paces forward through the opening in the front rank.
- (3) If in the rear rank, he takes a pace to the rear, turns right or left, and doubles round the squad by the shortest route.

**NOTE**

If the order to fall out is not preceded by any special instructions, the man named, when clear of the ranks, turns towards whoever gave the order and, if it is an officer, salutes before doubling away.

**1-67 INDIVIDUAL FALLING IN, IN A SQUAD IN THREE RANKS**

**“... Fall in”**

- (1) A front rank man halts one pace in front of the position he is to take up, turns about, takes one pace to the rear and picks up his dressing.

**ORIGINAL**

(2) A centre rank man halts one pace in front of the opening through which he passed on falling out, turns about and takes two paces to the rear, commencing with the left foot and carrying the left foot off to the left for a side pace on completion. He then picks up his dressing.

(3) A rear rank man halts one pace in rear of the position he is to take up, facing a flank, turns to face his position, takes one pace forward and picks up his dressing.

#### NOTE

1. Arms are to be shouldered when clear of the ranks and brought to the *order* before rejoining.
2. When in two ranks, front and rear ranks conform to his drill.
3. When a man, other than the right hand man of either rank, falls in a squad standing at ease, the man on the immediate right comes to "attention" to enable the newcomer attain the correct dressing. On completion of dressing, both men stand at ease together.
4. When the right hand man of either rank falls in, the man on the immediate left comes to "attention", and on completion of dressing, both men stand at ease together.

#### 1-68 REPORTING A SQUAD

A squad fallen in in single rank, or in two ranks, is reported as the number of men; if fallen in in threes, it is reported as the number of files.

## PART 2

# PLATOON DRILL

### 2-1 OBJECT OF PLATOON DRILL

The object of platoon drill is to enable the platoon, when it takes its place in the company, to carry out any movement or formation which the company commander may direct, whether they are laid down in this manual or improvised to meet the circumstances of the moment.

### 2-2 GENERAL RULES

(1) The platoon consists of seven files and is divided into three sections, each under a section leader. Sections are numbered from one to three in a single platoon and consecutively from front to rear in a company. The whole is under the command of a platoon commander, assisted by a platoon petty officer.

(2) The platoon may be formed as follows:

- line
- column of threes
- column of route.

(3) *Column of threes* is only for use on parade grounds or for ceremonial occasions. *Column of route* is the standard formation for moving the platoon as a unit.

(4) When the platoon is acting alone, the platoon commander and platoon petty officer place themselves where they can best exercise supervision.

(5) When the platoon is not acting alone, the platoon commander and platoon petty officer take up the positions shown in the appropriate diagram in this manual. Section leaders maintain their positions at all times.

(6) Guides – see Article 3-1.

#### POSITION OF OFFICERS AND SECTION LEADERS

Officer or Section leader	1 Line	2 Column of Threes	3 Column of Route
Platoon Commander	Three paces in front of centre of front rank.	Three paces clear of the front rank, abreast of the centre file.	Two paces in front of centre rank.
Platoon Petty Officer	Three paces in rear of centre of rear rank.	Three paces clear of the rear rank, abreast of the centre file.	Two paces in rear of centre rank.
Section Leaders	Right flank of their sections.	Retain same position as for line.	As for column of Threes.

**ORIGINAL**

- (7) Changes of formation can be carried out:
- (a) From the halt, halting on completion of the movement.
  - (b) On the march, halting on completion of the movement.
  - (c) From the halt, moving forward on completion of the movement.
  - (d) On the march, moving forward on completion of the movement.
- (8) When movements are to be carried out as in para. (7)(a) or (a), the order is to be preceded by the caution "At the halt". As soon as movements of types (c) and (d) above are completed, the order "For - ward" is to be given.
- (9) Sections are not re-numbered when a change of formation alters their relative positions. Platoon petty officers conform to all orders given to the platoon concerning carrying of arms, except at the firing exercises, when they remain at the *order*.
- (10) When an officer or man is required to pass through the ranks he does so through the intervals between the files.
- (11) When *Forming* or *Forming platoon*, the leader of the leading section is to be considered as the right hand man, and Number 7 of the leading section as the left hand man of the front rank. For "Directing Flank", see Part 3.

### 2-3 PROVING A PLATOON

(1) The platoon falls in in line, each section forming one rank with its section leader as the right hand man of that rank. The platoon petty officer falls in three paces in rear of the centre of the rear rank. During the proving of the platoon, section leaders conform to the movements of the platoon and of their own sections, the platoon petty officer conforming to the movements of "three" section. The platoon is to be proved by the platoon commander as follows:

**"Atten - tion"**

**"By the right - dress"**

**"Number"**

(2) "One" section leader does not number; the remainder of the front rank act as ordered.

**"Front rank will form 'One' section"**

**"Centre rank will form 'Two' section"**

**"Rear rank will form 'Three' section"**

**"Tell off by sections"**

No action.

(3) Section leaders call the numbers of their sections in succession; e.g., "One Section", "Two Section", etc.

## NOTE

Sections are numbered from 1 to 9 throughout a company and sections must be called by these numbers when proving a platoon.

<p>“One Section, shoulder – arms”</p> <p>“Two Section, shoulder – arms”</p> <p>“Three Section, shoulder – arms”</p>	}	<p>Sections, with the section leaders, act as ordered. The platoon petty officer acts with “Three” section.</p>
---	---	---

(4) “One,” “Two” and “Three” sections will form “One” platoon.

“No. One Platoon Order – arms”

“No. One Platoon Shoulder – arms”

(5) The platoon is now proved, and the platoon commander reports the platoon to the company second-in-command “...platoon, proved and correct... file”.

(6) On completion, the platoon commander returns to his platoon, and, unless ordered to the contrary, orders:

“...platoon, order – arms. Stand at – ease”

(7) He then turns about and stands at ease.

## 2-4 DRESSING A PLATOON

(1) The platoon commander orders:

“Platoon, by the right\* – dress”

(2) Men in the ranks act as taught in squad drill.

(3) Platoon petty officer, moving at the double, places himself on the right\* of the front rank, facing along it, four paces clear. He dresses the front rank. He then takes up the same position relative to each of the other ranks in turn and dresses them. When he is satisfied with the dressing, he turns left\* and, moving at the double, takes post in rear.

## NOTE

1. The platoon petty officer turning to the rear is the signal that dressing has been completed. Men in the ranks turn their heads to the front, and bring their arms to the side in succession from the right\*.
2. If either the company second-in-command or the platoon commander wishes to stop the dressing before it is complete he orders “Steady”; the platoon petty officer then takes post and the men lower their arms and turn their heads to the front in succession from the right\*.
3. The platoon petty officer is not to order “Steady”.

## 2-5 CHANGING RANKS

(1) The platoon commander orders:

**“About – turn”**

(2) The whole platoon, except the platoon petty officer, turns about. The platoon commander and platoon petty officer pass through the ranks, left arm to left arm, leaving one file between them, and exchange positions. The right hand man of the new front rank directs.

### NOTE

If it is desired to turn about without changing ranks, in order to retire for a short distance with a view to turning again in the original direction, the order is “Platoon will retire. About – turn”. The platoon officers retain their positions and the new leading section leader on the same flank directs. To turn in the original direction again the order is “Platoon will advance. About – turn”.

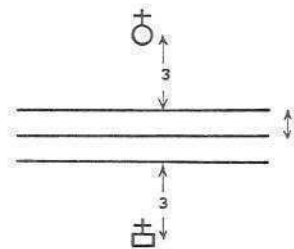


Figure 2-1 A Platoon in Line

## 2-6 MARCHING IN LINE

**“By the right\*, quick – march”**

The right\* hand man selects points to march on. The whole platoon steps off, marching by the named flank.

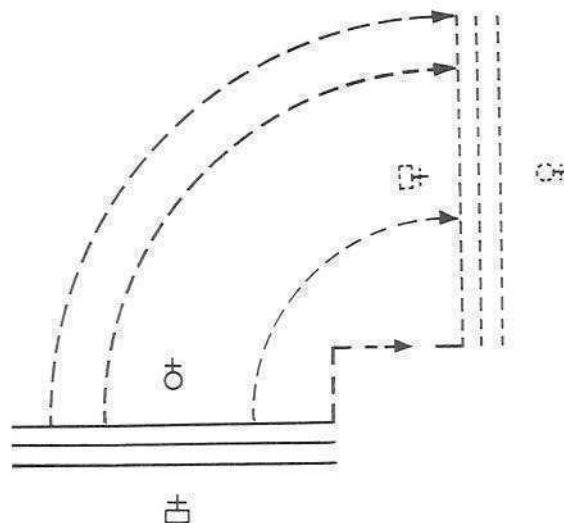


Figure 2-2 A Platoon in Line Forming to the Right

ORIGINAL

**2-7 A PLATOON, IN LINE, FORMING TO THE RIGHT OR LEFT**

(1) The platoon commander orders:

**“Right\* – form”**

(2) The men conduct the movement as taught in squad drill.

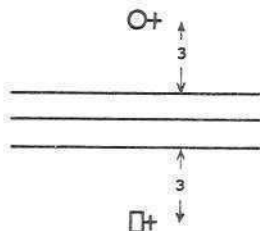


Figure 2-3 A Platoon in Column of Threes Moving to a Flank

**2-8 A PLATOON, IN LINE, MOVING TO A FLANK IN THREES**

(1) The platoon commander orders:

**“Right\* – turn”**

(2) The platoon turns right as taught in squad drill.

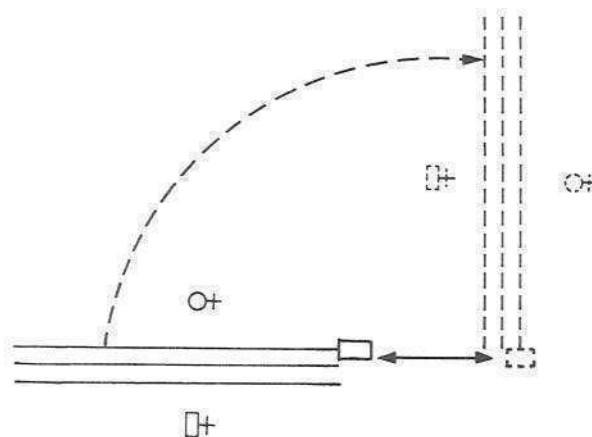


Figure 2-4 A Platoon Moving to a Flank in Threes Forming Platoon on the Left

**2-9 A PLATOON, MOVING TO A FLANK IN THREES, FORMING A PLATOON**

(1) The platoon commander orders:

**“On the left\* form – platoon. For – ward”**

(2) The movement is performed as taught in squad drill. Should a platoon marching to the right in threes be ordered “On the right, form – platoon”, or vice versa, thereby changing ranks, the officers at once gain their new positions.

**ORIGINAL**



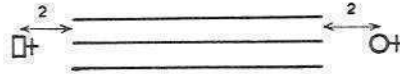


Figure 2-5 A Platoon in Column of Route Moving to a Flank

## 2-10 PLATOON IN COLUMN OF ROUTE

This is the standard formation for moving a platoon when forming part of a company or battalion; i.e., parades, route marches.

## 2-11 MARCHING IN SIXES

(1) On certain ceremonial occasions such as parades through city streets, it may be necessary for a large platoon to parade in sixes. When this is ordered, care is to be taken that each rank is sized with the tallest on the flanks and the shortest in the centre, and that each file is of the same height. The recommended minimum number, when formed in sixes, is 48 men (8 files).

(2) Four guides should be detailed. They should be of comparable height to the flank files and march on either flank in line with the front and rear ranks.

## PART 3

# GUIDES DIRECTING FLANK AND DRILL FOR MARKERS

### NOTE

Two types of drill have to be dealt with: parade ground movements and ceremonial drill.

### PARADE GROUND MOVEMENTS

#### 3-1 TABLE OF GUIDES

FORMATION	UNIT GUIDE	SUB-UNIT GUIDE
(i) Unit in line	Leading section leader on directing flank.	Leading section leader on directing flank.
(ii) Unit in column of threes (iii) Unit in column of route	Section leader on directing flank.	Section leader on directing flank.
(iv) Unit in any other formation	Leading section leader on directing flank.	Leading section leaders on directing flanks of sub-units.
<i>If marching, or dressed, by the centre:</i>		
(v) Unit in Line	Leading section leader on the right flank of that sub-unit whose centre or right flank lies in the centre of the unit.	Leading section leader on the flank nearest the unit guide.

#### 3-2 DIRECTING FLANK ON THE MARCH

(1) *When units or sub-units are marching in line, men always march by the right, unless otherwise ordered. The order "By the left," should be given in the following cases:*

(a) Before forming or wheeling to the left.

(b) When a unit or sub-unit marching in threes has been brought into line by a right turn or two right inclines.

(2) On the completion of these movements, the order to march to the right should normally be given.

(3) The directing flank is unchanged when retiring; i.e., if marching by the right when advancing, men march by the left when retiring.

**ORIGINAL**

- (4) When the order "About - turn" is given, the ranks are changed and hence the directing flank; so that, if originally marching by the right, men again march by the right after turning about.
- (5) *When units or sub-units are marching in threes* the directing flank is normally the front rank side.
- (6) In column of route, the directing flank is that which is nearer to the side of the road on which traffic advances.
- (7) Before changing direction, a unit should be ordered to march by the flank towards which the wheel is to be made, before the order to wheel is given.

### 3-3 PROCEDURE ON CHANGING DIRECTING FLANK

- (1) *Officers and Instructors.* Whoever is to direct the march (in the case of Company drill, etc.), takes post accordingly. Whoever was directing the march returns to his normal position in the formation; the remainder retain their positions unless ranks are changed. If ranks are changed, all take up their new positions for a unit advancing.
- (2) *Platoon Commander and Platoon Petty Officers.* If ranks are changed, they pass through the ranks of their platoon at the *double*, left arm to left arm, having one file between them. They then take post for a platoon advancing. If ranks are not changed, they retain their positions.
- (3) *Section Leaders.* The new unit guide selects points to march on; new guides of sub-units march on the unit guide.
- (4) *Men in the ranks* march by the flank ordered.

### 3-4 DRESSING AT THE HALT

- (1) Men always dress on the unit or sub-unit guide and by the directing flank, which will be the same as when on the march.
- (2) Dressing is carried out without orders from the unit commander on the following occasions:
  - (a) In platoon or squad drill where the unit concerned changes direction or increases frontage at the halt.
  - (b) In company drill when forming column, close column, or line, at the halt, from any other formation, platoon commanders move their platoons on to their petty officers and order them to dress as soon as they have been placed by the company chief petty officer.
  - (c) In battalion drill when forming battalion column, close column, line, mass or open mass, at the halt, from any other formation, company commanders move their companies on to their company chief petty officers. They order their companies to dress as soon as their company chief petty officers are placed by the battalion chief petty officer instructor.

### 3-5 CEREMONIAL DRILL

- (1) In general the same principles hold as in parade ground movements. See Part 13.
- (2) The smallest sub-unit in ceremonial drill is the platoon.

## DRILL FOR MARKERS

### 3-6 THROWING OUT MARKERS PREPARATORY TO A UNIT FALLING IN

- (1) Leading section leaders are known as *markers* for the assembly of a unit.
- (2) Markers are not usually required for any unit smaller than a company.
- (3) The following are to answer the bugle call "*Markers*" in addition to all leading section leaders:
  - (a) officers, seconds-in-command of units and sub-units;
  - (b) all instructors of units and sub-units.
- (4) Markers for a company are thrown out as follows:
- (5) The marker who will subsequently be the guide (Article 3-1) is placed, and the remainder fall in dressed without intervals and standing at ease on that side of him to which they will move when thrown out. For *column* or *close column*, all markers fall in line, facing that direction in which the left flanks of platoons will rest; for *line*, facing the direction in which the company will face when fallen in.
- (6) The company second-in-command now orders:  
 "Markers, atten - tion." "Markers - number."
- (7) Each marker calls the number of his platoon in succession.  
 "Shoulder - arms." "From No. 1, open to ...\* at ... paces distance. Outwards - turn".
- (8) The marker who will be the guide turns right, the remainder turn left.
- (9) †(The second-in-command names the formation).  
 "Quick - march"
- (10) All except the guide step off. As each marker arrives at his correct distance from the guide, he halts and turns towards the guide.
- (11) As each marker halts and turns, his covering and distance from the guide are checked by the second-in-command and company instructors respectively.

ORIGINAL

(a) If the formation is to be *column* or *close column*, the second-in-command orders:

“Markers – steady.” “Order – arms.” “Stand at – ease.”

The company is then ordered to fall in on its markers.

(b) If the formation is to be *line*, the second-in-command orders:

“Makers – steady.”

(12) At this order, all markers turn and face the direction in which the company will face when fallen in.

“Order – arms.” “Stand at – ease.”

(13) The company is then ordered to fall in on its markers.

(14) When necessary to throw out markers for the assembly of a larger unit than a company, the unit commander should direct that marks be placed for each company, showing the position of its guide, and must indicate the direction the unit is to face when fallen in.

(15) Markers for each company are thrown out by order of the seconds-in-command of sub-units and are posted by instructors of sub-units. Seconds-in-command of sub-units take post according to the formation employed, after throwing out the markers of their sub-units.

(16) Seconds-in-command of units cover the markers after they have been thrown out, and when satisfied stand them at ease.

(17) If the unit is falling in in mass formation, then the seconds-in-command of sub-units must cover their own markers.

### 3-7 COVERING THE MARKERS

(1) The second-in-command draws his sword (or cutlass), faces the markers, and raises his sword above his head with the flat of the blade towards the markers.

(2) To move a marker, he calls the number of that marker and inclines the point of his sword in the required direction. The named marker moves as indicated and halts when the sword is brought vertical. Whenever a marker is moved, those in rear of him must immediately cover off without awaiting orders.

## PART 4

# COMPANY DRILL

### 4-1 OBJECT OF COMPANY DRILL

The object of company drill is to train platoons to work together and acquire flexibility and the power of rapid manoeuvre within the company.

### 4-2 GENERAL RULES

- (1) The company may be formed as follows:
  - (a) close column
  - (b) column
  - (c) column of threes
  - (d) column of route
  - (e) line.
- (2) *Column of threes* is only for use on parade grounds or for ceremonial occasions. *Column of route* is the standard formation for moving the company as a unit.
- (3) The positions of all officers and supernumeraries in the various formations are shown in Article 4-4, but during drill and manoeuvre the company commander places himself where he can best exercise supervision.
- (4) The company commander gives all orders in cases where the whole company, or the whole company except one platoon, is to move.
- (5) The positions of the company second-in-command and the company chief petty officer, as shown in Article 4-4, remain the same, whether the directing flank is the right or the left.
- (6) The second-in-command places himself where he can best assist the company commander. He is responsible that all the latter's orders are received by the whole company. He is responsible for the covering of platoon guides, when the company is being dressed in column or close column and for the dressing of the company generally.

ORIGINAL

- (7) The company chief petty officer, when the company is in close column or column, directs the march if the company is marching by the flank on which he is posted. He places himself in rear of the outer file of the second platoon from the head of formation. He is responsible for the distance between platoon guides when dressing in column or close column. He is also responsible for maintaining the step.
- (8) When wheeling, or changing direction in column, the company chief petty officer marks the wheel or the point at which platoons are to change direction. If a second wheel or form is ordered before the completion of the first, the company second-in-command carries out this duty until he is relieved by the company chief petty officer.
- (9) If the command "Halt" is given after retiring, the officer giving the order immediately follows it with the order "Company (or platoon) will advance, about - turn," unless it is intended to continue the retirement.
- (10) If it is desired to preserve the sequence of platoons in the company, the following rules should be carried out whenever practicable:
- (a) Advancing or moving to the right in *Column of threes* or *Column of route*, when in Column or Close column, should be carried out from the right of "One" platoon.
  - (b) Retiring or moving to the left in Column of threes or *Column of route*, when in Column or Close column, should be carried out from the left of the rear platoon.

#### NOTE

1. In the following sections it has been assumed that the company is being moved in Column of threes but all movements can also be done in Column of route.
  2. In the following company movements (when applicable) it is assumed that "One" platoon is the platoon initially named by the company commander. Should this not be the case, then the company commander must substitute "One and Two" or "One and Three" for "Two and Three platoons" when executing movements which necessitate two platoons being moved by the direct order of the company commander.
- (11) Guides: see Table of Guides, Article 3-1.
- (12) Directing Flank: see Rules for Directing Flank, in Articles 3-2 and 3-3.

### 4-3 ORGANIZATION OF A COMPANY

A company is commanded by a company commander, assisted by a company second-in-command and a company chief petty officer, and consists normally of three platoons.

ORIGINAL

#### 4.4 POSITION OF COMPANY AND PLATOON OFFICERS

	COLUMN AND CLOSE COLUMN	COLUMN OF THREES	COLUMN OF ROUTE	LINE
Company Commander	6 paces in front of the centre of the leading platoon.	6 paces on the front rank side opposite the centre of the column.	4 paces in front of the centre rank of the column.	6 paces in front of the centre of the line.
Company 2nd in Command	3 paces on the left of the front rank of the 2nd platoon of the company.	6 paces on the rear rank side opposite the centre of the column.	4 paces in rear of the centre rank of the column.	6 paces in rear of the centre of the line.
Company Chief Petty Officer	3 paces on the right of the front rank of the 2nd platoon of the company.	1 pace on the inner flank of the second-in-command.	1 pace on the left of the rear platoon petty officer.	1 pace in front of the company second-in-command.
Platoon Officers	As for platoon drill			
Distance or Interval between platoons	Column 15 paces Close Column 10 paces	15 paces between guides.	15 paces between guides.	15 paces between guides (see Article 4-27)

#### 4.5 INSPECTING AND TELLING OFF A COMPANY

(1) The company is drawn up in *close column*, *column*, or *line*, and platoons are proved and inspected by platoon commanders, who report their platoons to the company second-in-command. The latter then orders:

**“Tell off by Platoons”**

(2) Platoon commanders call in succession:

**“One Platoon”, “Two Platoon”, “Three Platoon”**

(3) The company second-in-command orders:

**“One, Two, and Three Platoons will form ‘A’ Company”**

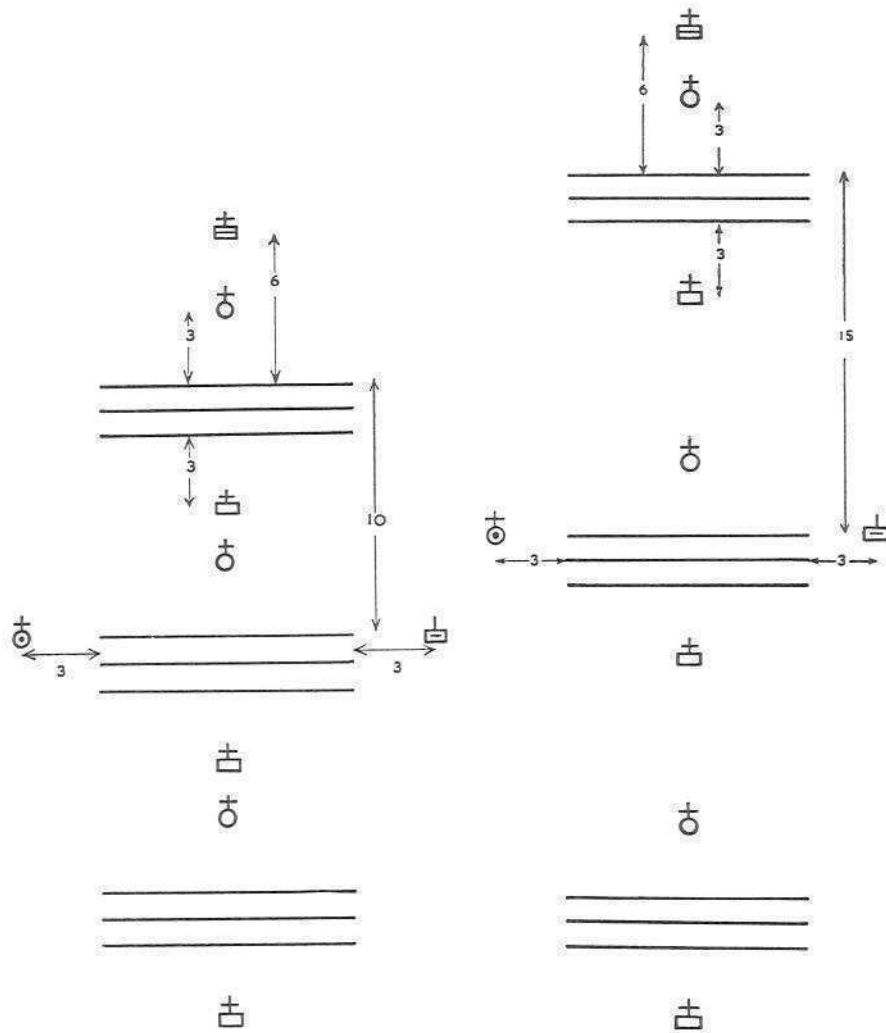
(4) He then reports the company to the company commander, stating the average strength of platoons.

#### NOTE

The company chief petty officer is not to conform to the movements of the platoon until the platoon has been proved. Whilst the platoon is being proved he is to remain standing at ease. As the platoon commander of “two” platoon turns right or left to report his platoon, the company chief petty officer is to come to attention. On completion of his report, “two” platoon commander stands his platoon at ease. The company chief petty officer conforms.

ORIGINAL





(A) A Company in Close Column

(B) A Company in Column

Figure 4-1

#### 4-6 DRESSING A COMPANY IN CLOSE COLUMN OR COLUMN

- (1) The directing guide is that guide who is on the directing flank of his platoon.
- (2) On all occasions of forming close column or column at the halt, from any other formation, a company dresses without further orders.
- (3) The company second-in-command and company chief petty officer proceed to the head of formation on the directing flank. Platoon petty officers move out to the directing flank and position themselves so that the leading platoon petty officer is beside his directing guide when halted and the rear platoon petty officers are at approximately close column or column distance, ready to be posted by the company chief petty officer.

(4) As soon as the leading platoon has been halted, the company chief petty officer paces out the distance (10 paces in close column and 15 in column) and posts platoon, Petty Officers passing outside them. The company second-in-command draws his sword and aligns the platoon petty officers, using his sword to indicate required movements and calling the platoon-number of the petty officer required to move. On completion of alignment, the company second-in-command returns his sword and moves out to a flank to supervise company dressing.

(5) As soon as they have halted their platoons, platoon commanders turn about, move their platoons as necessary to bring them approximately in line with their platoon petty officers and order:

**"By the right\* - dress"**

(6) Directing guides dress without intervals on to their platoon petty officers. Having been aligned, when the company second-in-command brings his sword down to the "carry", platoon petty officers (if satisfied that their directing guides are in the correct position) turn outwards, take 3 paces clear and turn about. Dressing is then carried out as taught in platoon drill.

(7) *It is essential that directing guides should not move after their platoon PO's have turned outwards.*

(8) When the company second-in-command is satisfied with the dressing he orders:

**"Steady"**

(9) Platoon commanders turn about; the company second-in-command and company chief petty officer take post.

#### NOTE

On all occasions of dressing a company:

1. The company chief petty officer assists generally with the dressing and does not take post until the order "Steady" is given.
2. The company chief petty officer and platoon petty officers move out as soon as the order "At the halt" has been given by the company commander. The company second-in-command moves as soon as he has repeated the order to the company.

(10) If at any other time it is desired to dress the company, the company commander orders:

**"Dress by the right\*"**

(11) Company and platoon officers and petty officers act as above, and dressing is carried out as previously detailed.

**ORIGINAL**

**4-7 A COMPANY ADVANCING IN CLOSE COLUMN OR COLUMN FROM A SIMILAR FORMATION**

(1) The company commander orders:

**"Company will advance by the right\*"**

(2) The company chief petty officer (or company second-in-command, if the directing flank is the left) takes up a position in rear of the right\* file of the second platoon, from where he directs the march.

**"Quick - march"**

(3) The whole company steps off together, the man on the directing flank of the leading platoon selecting points to march on; the men on the directing flank of other platoons cover and march on him.

(4) If the company is ordered to retire, the company second-in-command and company chief petty officer do not change flanks but move up in line with the leading rank of the second platoon; whichever is on the directing flank moves to a position in rear of the outer file of the second platoon (from the new front) to direct the march.

(5) If the company is ordered to turn about, the company second-in-command and company chief petty officer change flanks and move up in line with the front rank of the second platoon from the front.

(6) Should the directing flank be changed while on the march, the company second-in-command and company chief petty officer take up their new positions as laid down above, according to which is directing the march.

**4-8 TURNING ABOUT**

**"About - turn"**

The whole company turns about as taught in platoon drill, and company officers gain their new positions. The new right-hand man of the new front rank of the leading platoon directs.

**NOTE**

If at any time it is required to change the positions of platoon commanders and platoon petty officers without turning the company about, the order is "Company - advance (or retire)".

**4-9 COLUMN FROM CLOSE COLUMN, FROM THE HALT TO THE HALT**

(1) The company commander orders:

**"Form column on 'One' platoon"**

**ORIGINAL**

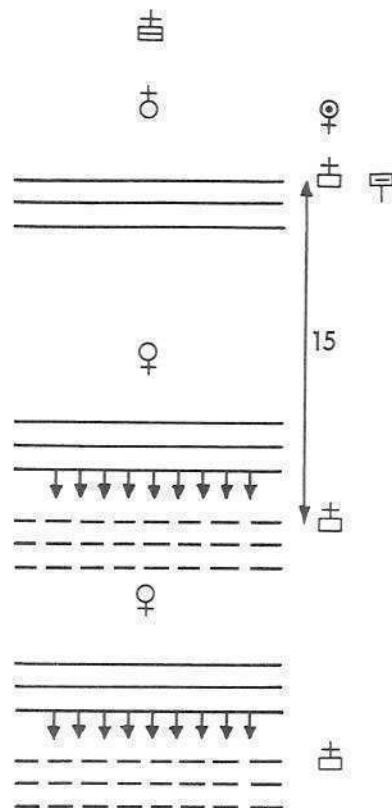


Figure 4-2 Forming Column from Close Column from the Halt to the Halt

(2) The company second-in-command, company chief petty officer, and platoon petty officers, move off to dress the company.

**“Two and Three platoons will retire. About – turn. Quick – march”**

(3) The leading platoon stands fast and platoons indicated act as ordered. On arriving at column distance, platoon commanders order:

**“...platoon halt.” “Platoon will advance, about – turn”**

(4) Platoon commanders move their platoons as necessary on to their platoon petty officers, as soon as the latter have been posted. Platoon commanders turn about and dressing is carried out as laid down in Article 4-6.

#### NOTE

Column may also be formed from the rear or centre platoons, the company commander turning the platoons about as necessary before ordering “Quick March”.

(5) This movement may also be carried out on the march, in which case the company commander orders:

**“Form column on One platoon, Two and Three platoons mark – time”**

ORIGINAL

(6) 'One' platoon leads on and as platoons marking time drop to column distance, platoon commanders order:

"...platoon, for - ward"

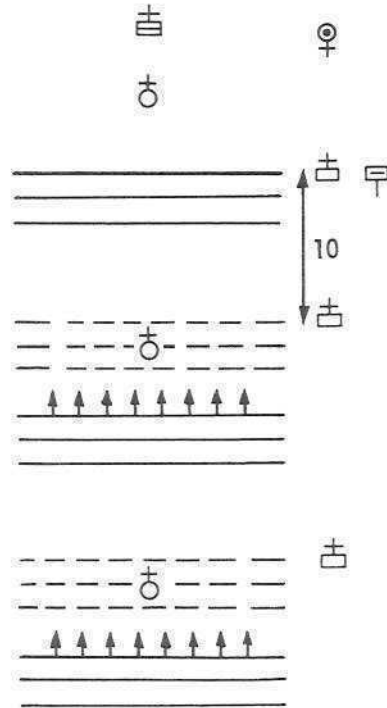


Figure 4-3 Forming Close Column from Column from the Halt to the Halt

**4-10 CLOSE COLUMN FROM COLUMN, FROM THE HALT TO THE HALT**

(1) The company commander orders:

"Close column on One platoon"

(2) The company second-in-command, company chief petty officer and platoon petty officers move off to dress the company in close column.

"Two and Three platoons will advance. By the right\* quick - march"

(3) The leading platoon stands fast; platoons indicated act as ordered, and on arriving at close column distance, platoon commanders order:

"... platoon, - halt"

(4) Platoon commanders move their platoons as necessary on to their platoon petty officers as soon as the latter have been posted. Platoon commanders turn about and dressing is carried out as laid down in Article 4-6.

**4-11 ADVANCING IN COLUMN FROM CLOSE COLUMN**

(1) Company commander orders:

**"Advance in column"**

(2) The commander of the leading platoon orders:

**"... platoon will advance, by the right\* quick - march"**

(3) The remaining platoons are similarly marched off when the platoon next in front has reached column distance.

**NOTE**

If it is desired to retire in column, the whole company is first turned about by the company commander. Platoon commanders substitute "retire" for "advance".

**4-12 A COLUMN ON THE MARCH FORMING CLOSE COLUMN AT THE HALT**

(1) The company commander orders:

**"At the halt, form close column on One platoon"**

(2) The company second-in-command, company chief petty officer, and platoon petty officers, move off to dress the company. The leading platoon is at once halted by its platoon commander. As each of the remaining platoons reaches close column distance the platoon commanders order:

**"... platoon - halt"**

(3) Platoon commanders move their platoons as necessary on to their platoon petty officers as soon as the latter have been posted. Platoon commanders turn about and dressing in close column is carried out as laid down in Article 4-6.

**NOTE**

Close column may similarly be formed on the march when the leading platoon continues at the "quick", the company commander ordering, "Two and Three platoons, double - march". Platoon commanders order "Quick - march" when at close column distance.

**ORIGINAL**

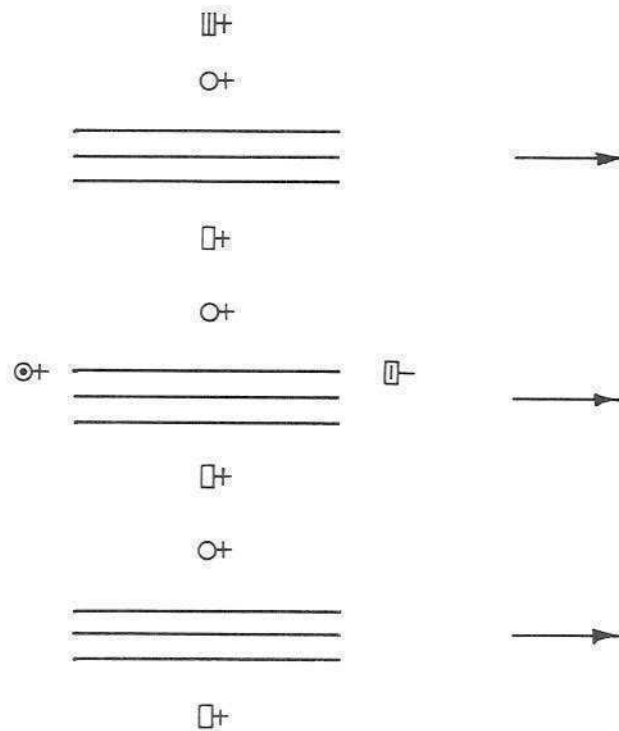


Figure 4-4 A Close Column or Column Moving to a Flank in Threes

#### 4-13 A CLOSE COLUMN OR COLUMN MOVING TO A FLANK IN THREES

(1) The company commander orders:

**"Move to the right\* in threes. Right\* - turn. By the left\*"**

(2) Platoons act as ordered.

**"Quick - march"**

(3) Files march by the named flanks.

ORIGINAL

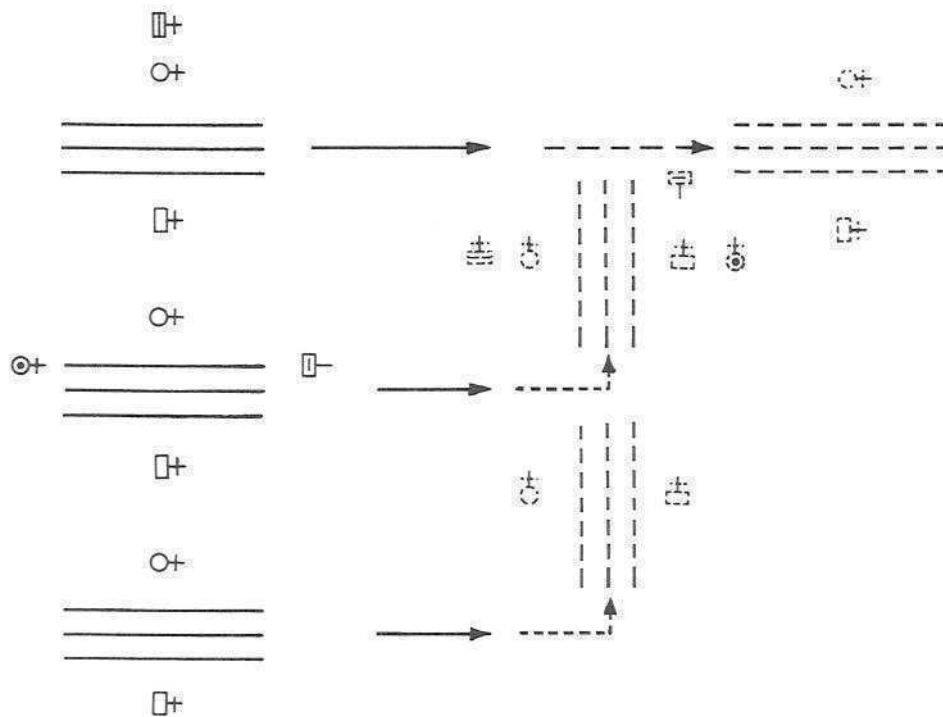


Figure 4-5 A Column Moving to a Flank in Threes Forming Column of Threes Moving in the Same Direction

#### 4-14 A COLUMN MOVING TO A FLANK IN THREES, FORMING COLUMN OF THREES MOVING IN THE SAME DIRECTION

(1) The company commander orders:

**“One platoon to the front; Two and Three platoons left\* – wheel”**

(2) The left\* platoon leads on. The platoons indicated wheel as ordered, and as each platoon comes in rear of the leading platoon, the platoon commanders order **“Right\* wheel”**.

ORIGINAL



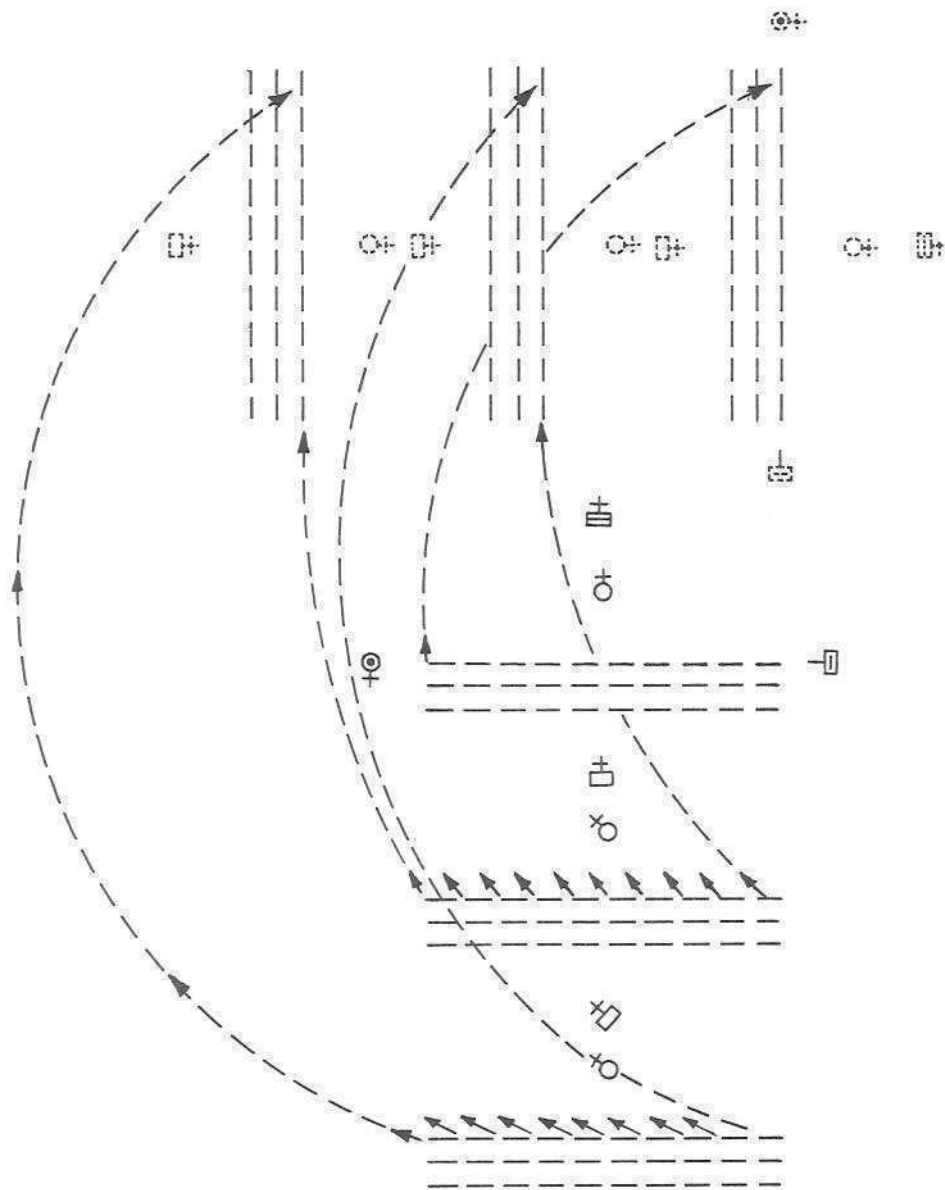


Figure 4-6 A Close Column Changing Direction

#### 4-15 CLOSE COLUMN CHANGING DIRECTION

(1) The company commander orders:

**“Change direction right\*”**

(2) The second-in-command and chief petty officer proceed to their respective flanks of the leading platoon. Whichever is on the outer flank faces the rear of formation; the one on the inner flank faces along the front rank of the leading platoon.

**“Right\* – wheel”**

ORIGINAL

(3) The company, except the leading platoon, makes a partial turn so as to point their right\* shoulders towards the pivot man; i.e., the right\* hand man of the front rank of the leading platoon.

**“Quick – March”**

(4) The company steps off. Men of the front rank of the leading platoon glance towards the pivot man on whom it wheels, the company chief petty officer (or company second-in-command) keeping the front rank aligned between himself and the company second-in-command (or company chief petty officer). The company second-in-command (or company chief petty officer) regulates the pace on the outer flank so as to keep the left\* guides of platoons aligned between himself and the left\* guide of the rear platoon. All men march around on the circumference of a circle of which the pivot man is the centre. The man on the outer flank of the rear platoon marches with a full pace, the length of pace of the remainder being regulated to conform to his pace.

**“For – ward”**

(5) This order is given when the company has wheeled through the required angle. All men turn to the new front and continue the advance, the company second-in-command and company chief petty officer regaining their positions.

(6) The order “Forward” may be preceded by the order “Mark – time”. At this order all men turn towards their new front, mark time and pick up their dressing.

**NOTE**

1. A Close column wheeling when on the march. The same procedure is carried out, the order “Quick – march” being omitted. At the order “Right – wheel” the pivot man marks time.
2. A Close column moving to a flank in threes, wheeling. This movement is carried out similarly, the leading file of each platoon wheeling in the same manner as the leading platoon above, files in rear making a partial turn outwards and following round. The company chief petty officer is always on the right and the company second-in-command on the left.

**4-16 A COLUMN ON THE MARCH CHANGING DIRECTION**

(1) The company commander orders:

**“Change direction – right”**

(2) The commander of the leading platoon orders:

**“... platoon, right form”**

ORIGINAL

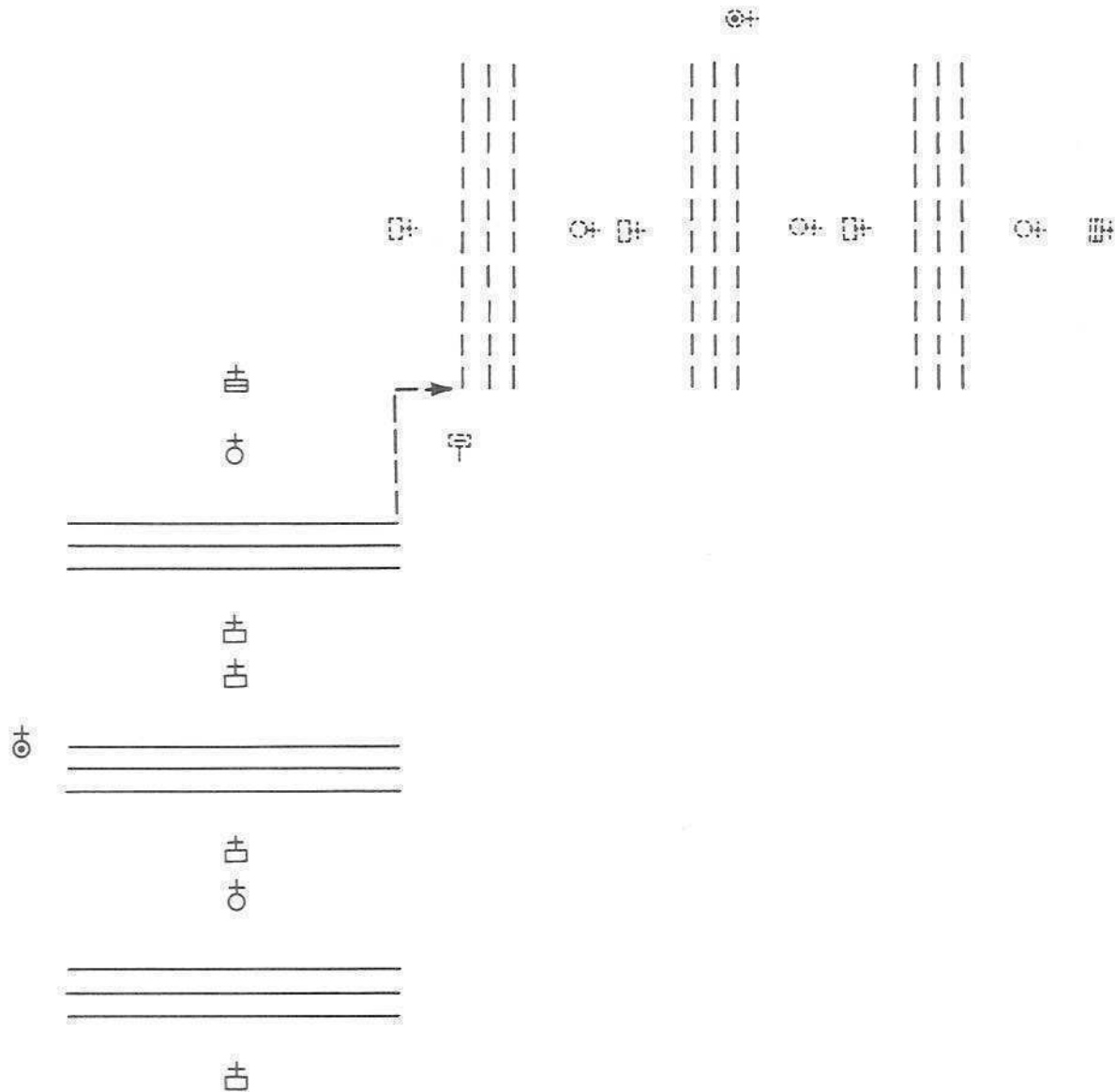


Figure 4-7 A Column on the March Changing Direction

(3) When the platoon is formed in the new direction, he orders:

“For - ward”

(4) Platoons form as taught in platoon drill.

(5) The remaining platoons, on arriving at the same point, are formed successively in a similar manner.

#### NOTE

1. Before changing direction left a column should be ordered to march by the left.

ORIGINAL

2. A column can similarly change direction three-quarters, half, or quarter right\*.
3. Platoon commanders should give the order "Forward" as soon as their outer flank has formed.
4. The company chief petty officer marks the point at which platoons are to change direction. Should two forms take place in quick succession the company second-in-command marks the second form until the first is completed, when he is relieved by the company chief petty officer.

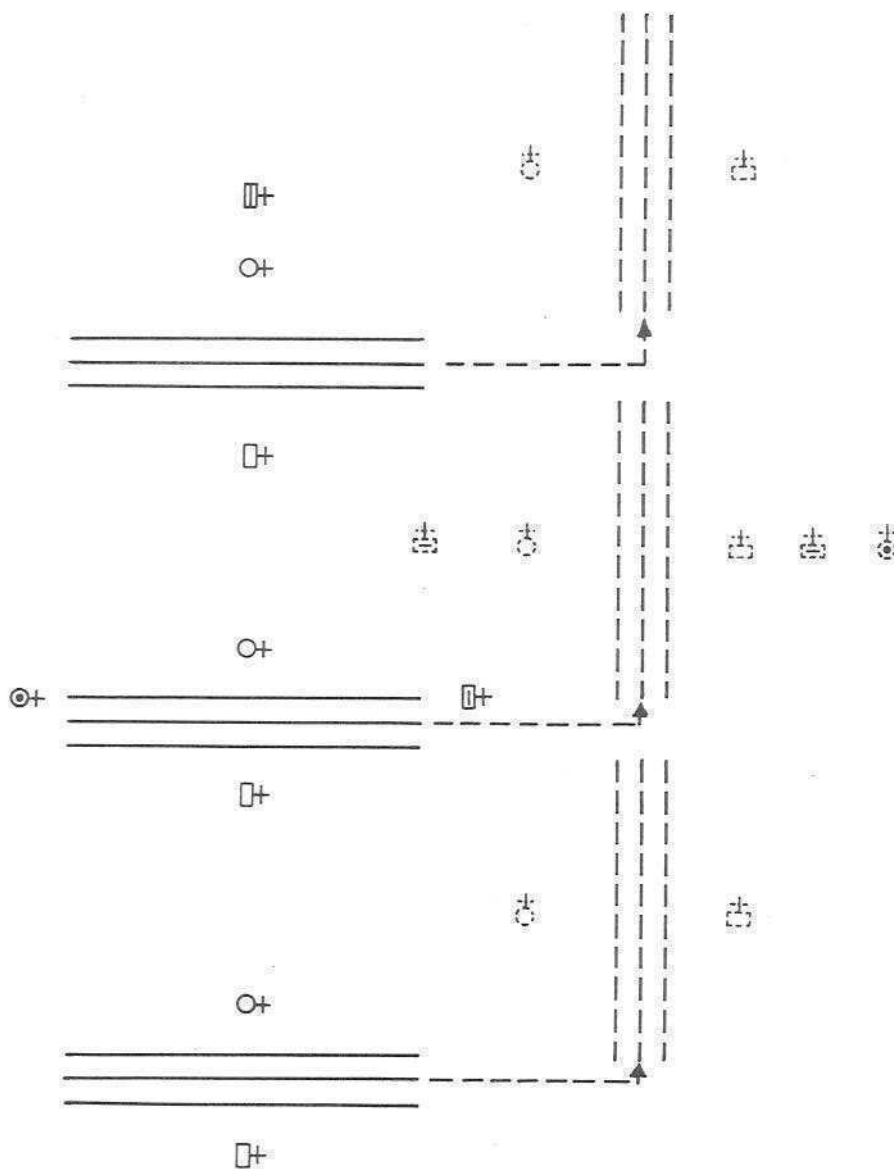


Figure 4-8 A Column Advancing in Column of Threes

**4-17 A COLUMN ADVANCING IN COLUMN OF THREES**

(1) The company commander orders:

**“Advance in column of threes from the right\*. Right\* – turn. Platoons left\* wheel, quick – march”**

(2) Platoons act as ordered, thus forming column of threes.

**4-18 A COLUMN ADVANCING, FORMING COLUMN OF THREES IN SUCCESSION**

(1) The company commander orders:

**“In succession, advance in column of threes from the right\*”**

(2) The commander of the leading platoon orders:

**“...platoon, right\* – turn, left\* – wheel”**

(3) On arriving at the same point, the commander of each succeeding platoon acts in a similar manner.

**4-19 A CLOSE COLUMN ADVANCING IN COLUMN OF THREES**

(1) The company commander orders:

**“Advance in column of threes from the right\*. Right\* – turn”**

(2) The commander of the leading platoon orders:

**“...platoon, left\* wheel, quick – march”**

(3) Each platoon commander acts similarly in time to gain his place in column of threes.

**NOTE**

1. A retirement may be carried out similarly.
2. Platoons may be marched off in any order by adding to the word of command “... in the order Two, One, Three (etc.), platoons, right\* turn”.

**4-20 A COMPANY, MOVING IN COLUMN OF THREES, FORMING COLUMN MOVING IN THE SAME DIRECTION IN SUCCESSION**

(1) The company commander orders:

**“In succession, on the left, form platoon”**

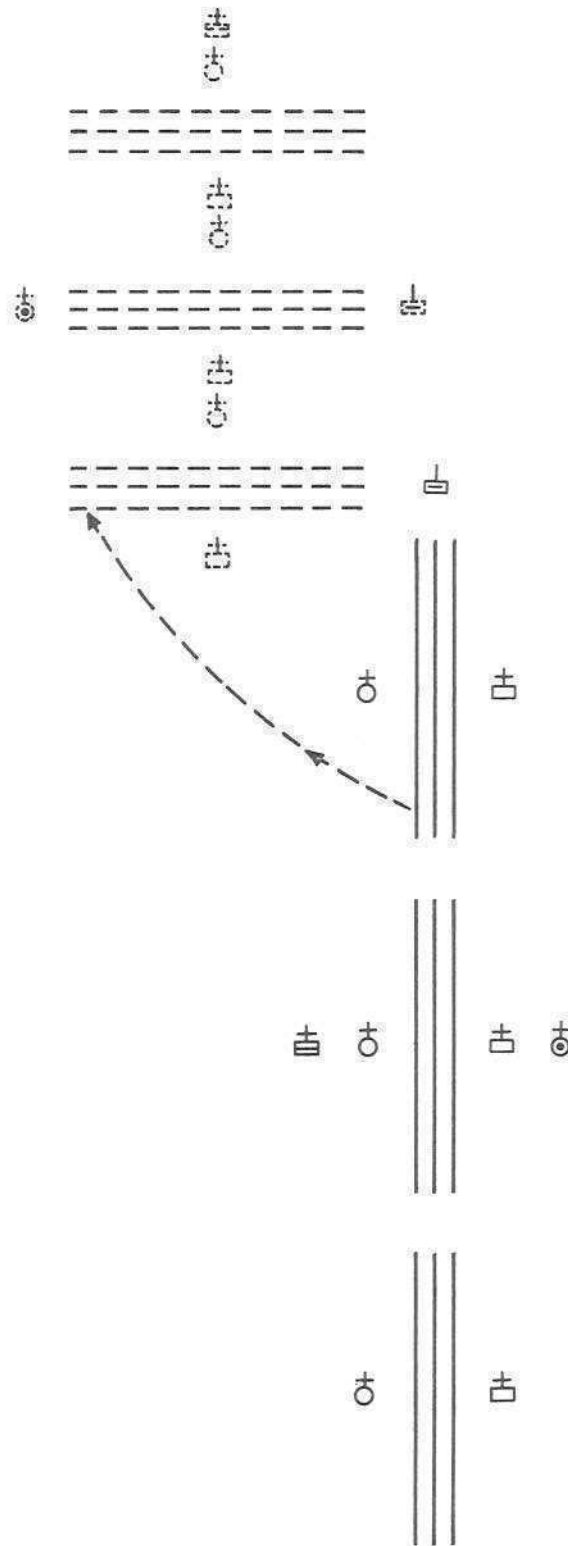


Figure 4-9 A Company Moving in Column of Threes Forming Column Moving in the Same Direction in Succession

ORIGINAL

(2) The commander of the leading platoon at once orders:

“...platoon, on the left, form platoon,” followed by “For - ward”

(3) On reaching the same point, the remaining platoon commanders act in a similar manner.

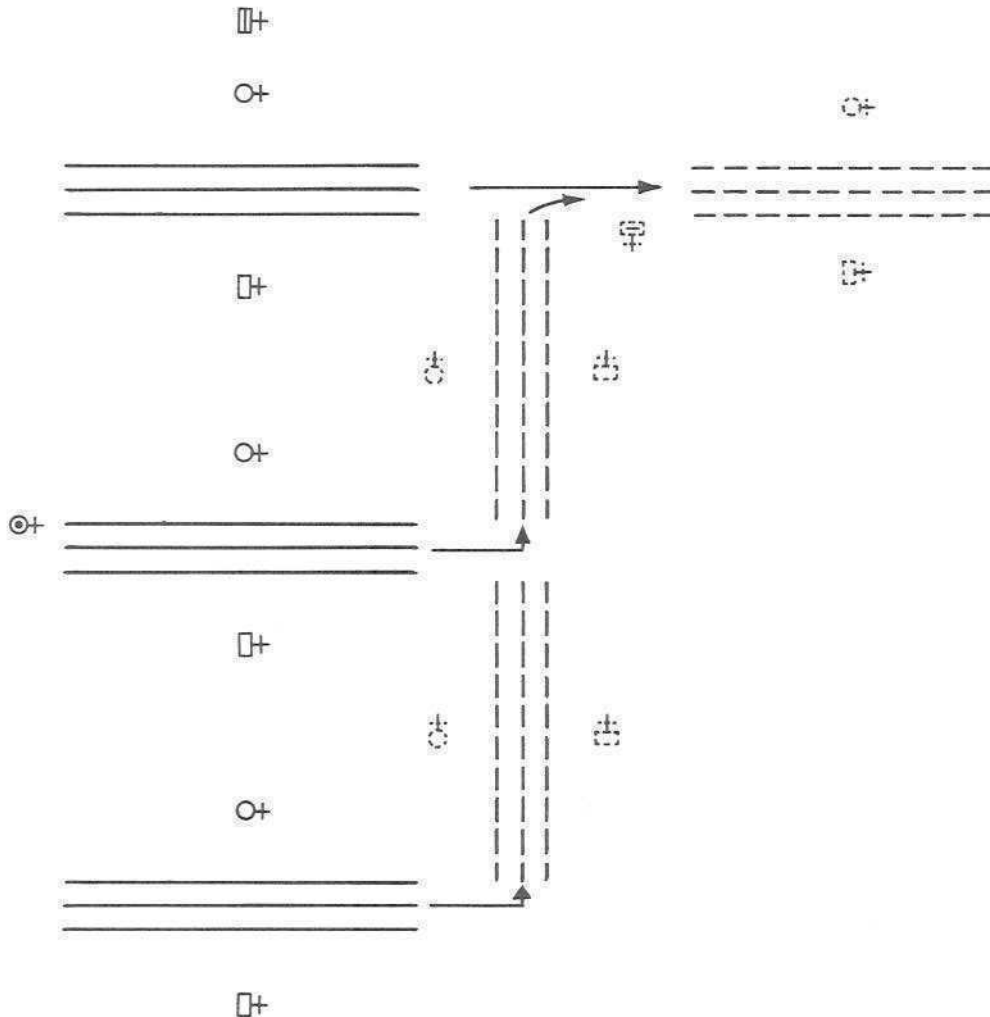


Figure 4-10 A Column Forming Column of Threes Moving to a Flank

#### 4-21 A COLUMN FORMING COLUMN OF THREES MOVING TO A FLANK

(1) The company commander orders:

“Move to the right\* in column of threes. Right\* - turn”.

(2) The whole company acts as ordered.

“One platoon to the front; Two and Three platoons left\* - wheel”.

(3) This is a cautionary command.

**"Quick - march"**

(4) The whole company steps off. The left\* platoon leads straight on, the platoon indicated wheels as orders and, as each platoon successively comes in rear of the leading platoon, the platoon commander orders:

**"...platoon, right\* - wheel".**

#### NOTE

On the march, this movement is done in succession, the company commander ordering "In succession, move to the right\* in column of threes". The leading platoon commander at once orders "...platoon, right\* turn", and the remaining platoon commanders act in a similar manner on reaching the ground where the leading platoon turned.

#### 4-22 A CLOSE COLUMN FORMING COLUMN OF THREES MOVING TO A FLANK

(1) The company commander orders:

**"Move to the right\* in column of threes. Right\* - turn".**

(2) The whole company acts as ordered. The platoon commander of the leading platoon orders:

**"...platoon, by the left\* quick - march"**

(3) The remaining platoon commanders, in succession, order:

**"...platoon, left\* wheel, quick - march"**

(4) They later order:

**"Right\* - wheel"**

(5) This order is given in time to take up their position in column of threes.

#### NOTE

Platoons can be marched off in any order by adding to the word of command: "...platoon leading," or by naming the order in which the platoons are to move off.

**ORIGINAL**



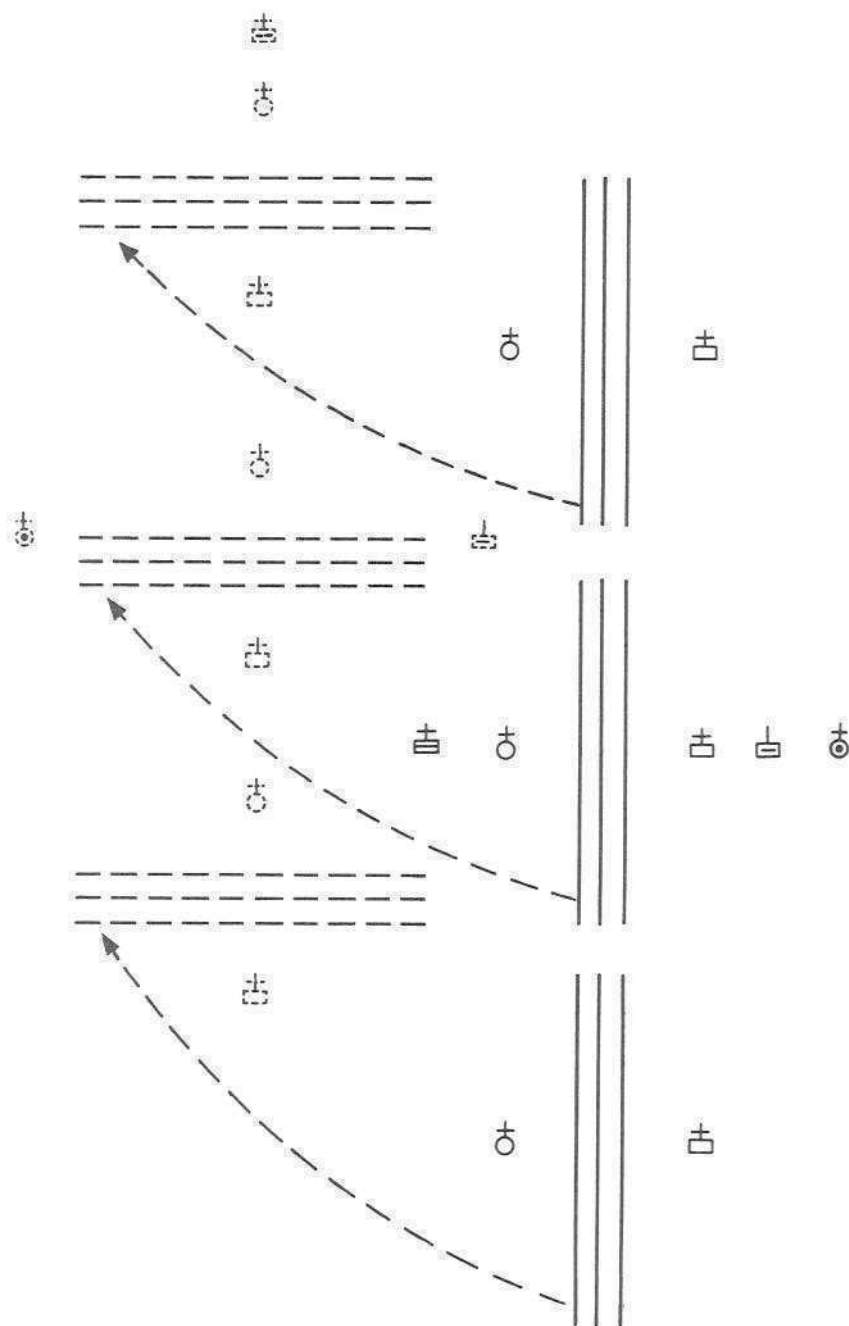


Figure 4-11 A Company Moving in Column of Threes Forming Column Moving in the Same Direction

#### 4-23 A COMPANY MOVING IN COLUMN OF THREES, FORMING COLUMN MOVING IN THE SAME DIRECTION

(1) The company commander orders:

“On the left, form – platoon”

ORIGINAL

(2) The men act as taught in squad drill. The formation is made on the leading guide of each platoon. When column has been formed, the company commander orders:

**“For – ward”**

#### **4-24 A COMPANY MOVING IN COLUMN OF THREES, FORMING CLOSE COLUMN AT THE HALT, FACING THE SAME DIRECTION**

(1) The company commander orders:

**“At the halt, on the left\*, form close column on ... platoon”**

(2) The company second-in-command, company chief petty officer, and platoon petty officers move off to dress the company. The platoon commander of the leading platoon orders:

**“... platoon at the halt, on the left\* form platoon”**

(3) Platoon commanders of the remaining platoons, on arriving at close column distance, order:

**“... platoon at the halt, on the left\*, form platoon”**

(4) They then move their platoons as necessary on to their platoon petty officers as soon as the men have been posted. Platoon commanders turn about, and dressing is carried out as laid down in Article 4-6.

#### **NOTE**

The company should previously be ordered to march by the flank on which the platoons are to form.

#### **4-25 A COMPANY MOVING IN COLUMN OF THREES, FORMING COLUMN FACING A FLANK AND MOVING FORWARD**

(1) The company commander orders:

**“Facing left, advance in column”**

(2) The commander of the leading platoon orders:

**“... platoon will advance, left turn”**

(3) The remaining platoons lead on in threes and on arrival in rear of the preceding platoon, their platoon commanders order:

**“... platoon will advance, left – turn”**

**ORIGINAL**

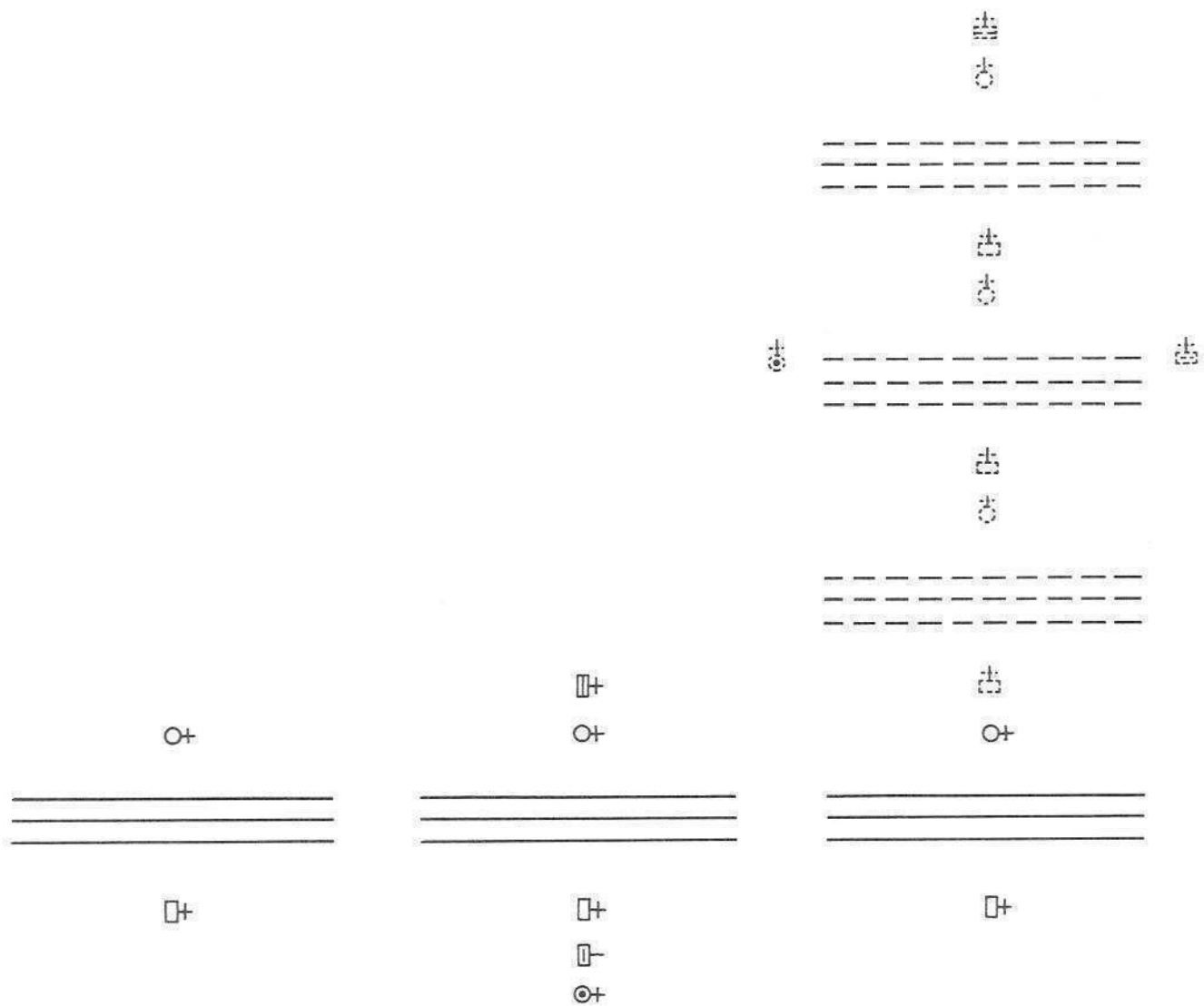


Figure 4-12 A Company Moving in Column of Threes Forming Column Facing a Flank and Moving Forward

(4) Each platoon thus takes up its position in column.

NOTE

A company may be retired in column in a similar manner.

**4-26 A COMPANY MOVING IN COLUMN OF THREES, FORMING CLOSE COLUMN (OR COLUMN) AT THE HALT, FACING A FLANK.**

(1) The company commander orders:

“At the halt facing left\*, form close column (column)”

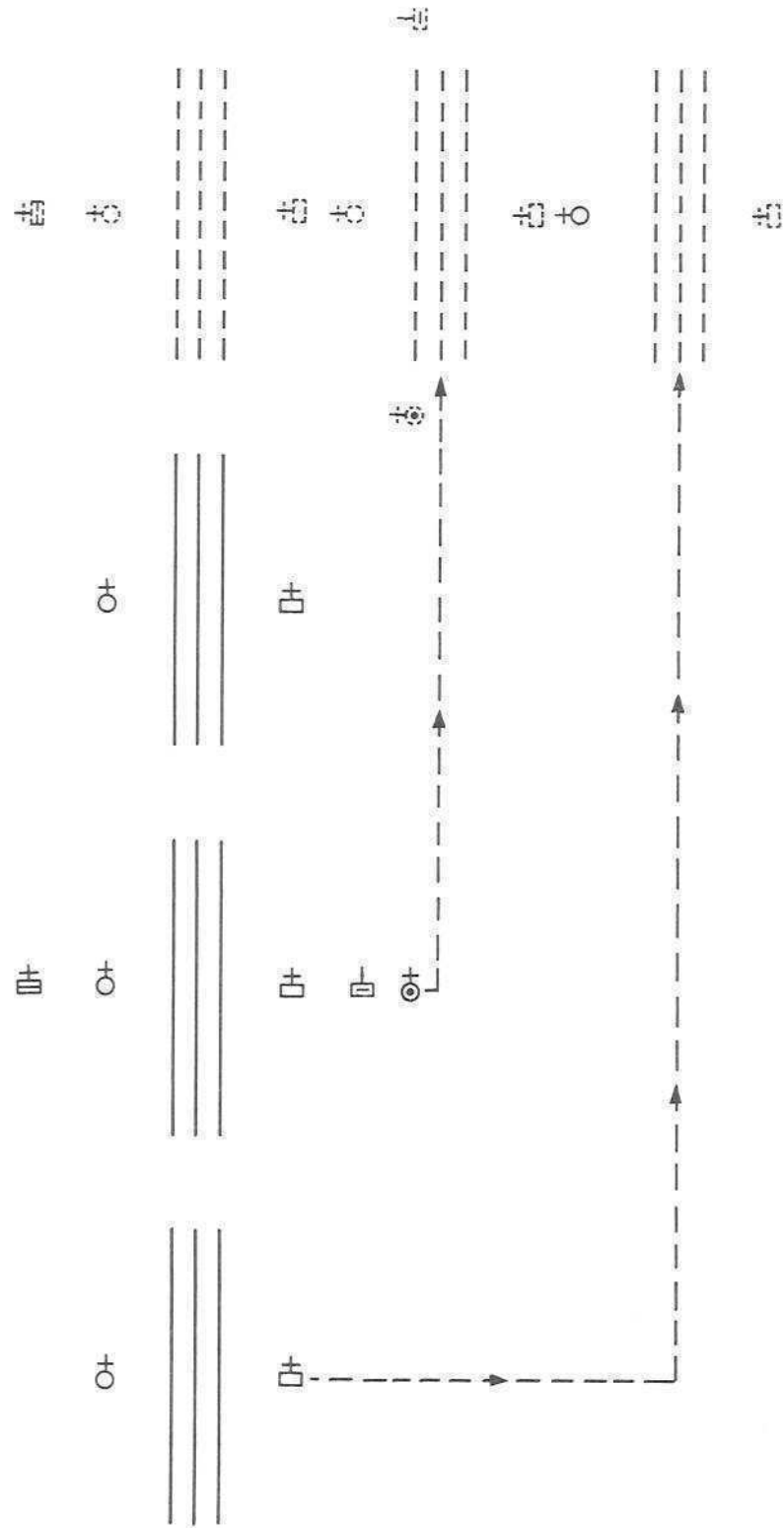


Figure 4-13 A Company Moving in Column of Threes Forming Close Column (or Column) at the Halt Facing a Flank

(2) The company second-in-command, company chief petty officer and platoon petty officers move off to dress the company.

“Two and Three platoons, right turn”

(3) The commander of the leading platoon orders:

“... platoon - halt. Left\* - turn”

(4) Platoons indicated act as ordered and as each platoon arrives at close column (or Column) distance from the head of formation, platoon commanders order:

“... platoon left\* turn”

(5) One pace from the platoon petty officer, the platoon commander orders:

“... platoon halt. Left\* - turn”

(6) Platoon commanders turn about and dressing is carried out as laid down in Article 4-6.

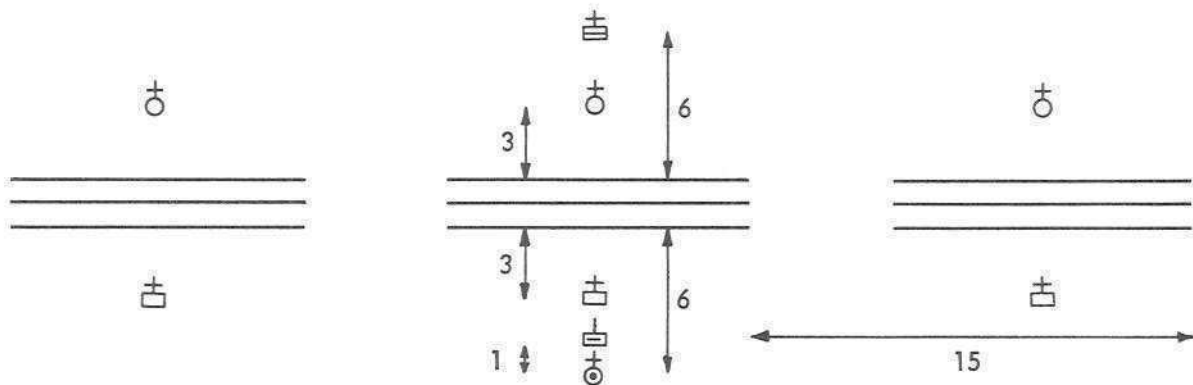


Figure 4-14 Dressing a Company in Line

#### 4-27 DRESSING A COMPANY IN LINE

(1) The platoon of formation is that platoon which contains the guide of the formation from which line was formed. Where platoons form up in succession, the first formed platoon is the platoon of formation, and on to it the remaining platoons are moved and dressed.

(2) When a company forms line at the halt, from any other formation, dressing is carried out without further orders.

(3) The company second-in-command and company chief petty officer proceed to the directing flank. Platoon petty officers (except the platoon petty officer of the platoon of formation) move out to the alignment of the front rank of the company when halted in line, and face the same direction.

(4) As soon as the platoon of formation has been halted, the company chief petty officer paces out the distance (14 and 29 paces) and posts platoon petty officers (except the platoon petty officer of the platoon of formation). He then moves to the non-directing flank, turns about so as to face the company second-in-command and raises his right arm to indicate alignment. The company second-in-command draws his sword, positions the company chief petty officer and aligns the platoon petty officers and the directing guide between himself and the company chief petty officer. He uses his sword to indicate required movements and calls the platoon-number of the petty officer or guide required to move. On completion of alignment, the company second-in-command returns his sword and dresses the men in the ranks. At the same time the company chief petty officer lowers his arm.

(5) As soon as they have halted their platoons, platoon commanders turn about, move their platoons as necessary to bring them approximately in line with their platoon petty officers (except the platoon of formation) and order:

**"By the right\* - dress"**

(6) Directing guides dress without intervals on to their platoon petty officers (except the directing guide of the platoon of formation). When the company second-in-command brings his sword down to the carry, platoon petty officers (if they are satisfied that their directing guides are in the correct position) (except the platoon petty officer of the platoon of formation) turn right\* and take post.

(7) It is essential that directing guides should not move after their platoon petty officers have turned right\* to take post.

(8) When the company second-in-command is satisfied with the dressing he moves out to a flank and orders:

**"Steady"**

(9) At this order platoon commanders turn about, the company chief petty officer takes post, and men in the ranks turn their heads to the front and bring their arms to the side in succession from the right\* of platoons. The company second-in-command then takes post.

(10) If at any other time it is desired to dress the company, company commander orders:

**"Dress by the right\*"**

(11) Company and platoon officers and petty officers act as above, and dressing is carried out as previously detailed.

#### **4-28 A LINE FORMING CLOSE COLUMN (OR COLUMN) FACING THE SAME DIRECTION, FROM THE HALT TO THE HALT**

(1) The company commander orders:

**"Form close column (or column) on One platoon"**

ORIGINAL

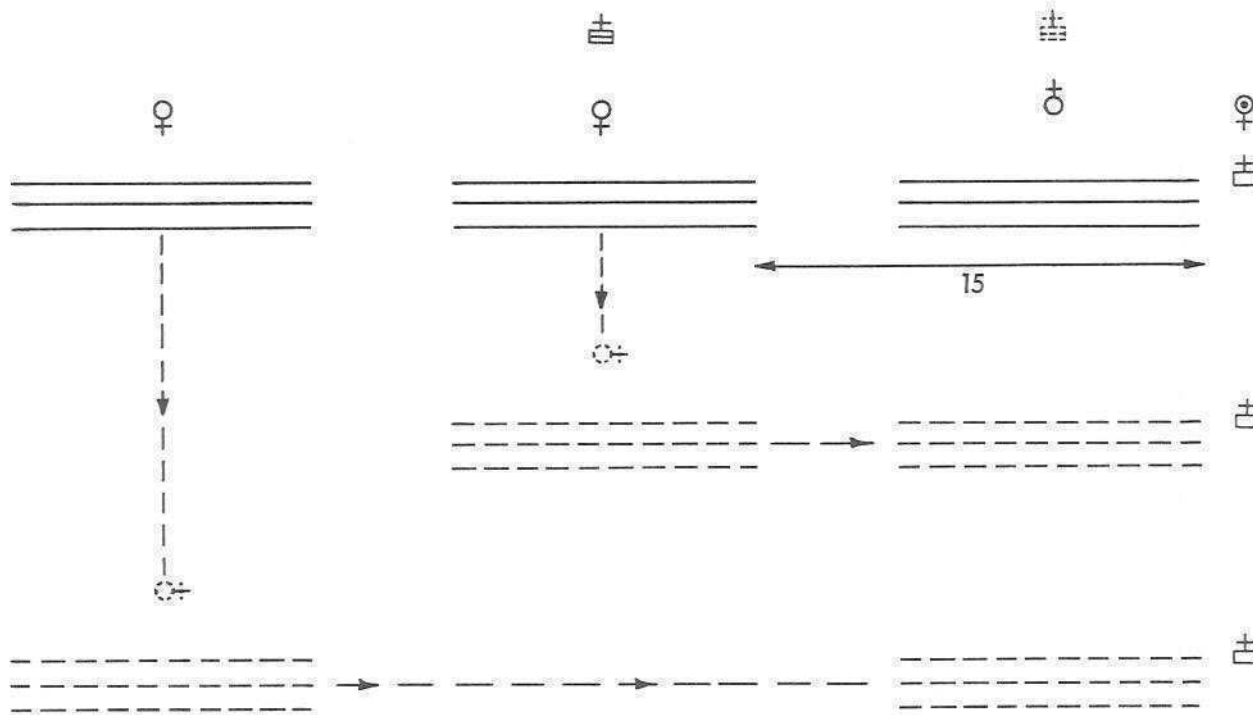


Figure 4-15 A Line Forming Close Column (or Column) Facing the Same Direction, from the Halt to the Halt

(2) The company second-in-command, company chief petty officer and platoon petty officers move off to dress the company.

**“Two and Three Platoons will retire, about turn. By the left, quick – march”**

(3) The platoon on the right stands fast. Platoons indicated act as ordered, and on reaching close column (or column) distance from the front of the new alignment, platoon commanders order:

**“...platoon left – turn”**

(4) When one pace clear of the platoon petty officers:

**“...platoon halt. Left – turn”**

(5) Platoon commanders turn right. Dressing is then carried out as laid down in Article 4-6.

#### NOTE

1. This movement may also be done on the left or centre platoons. The company commander must detail which platoons are to turn about.
2. This movement may similarly be carried out to the halt from line advancing.

ORIGINAL

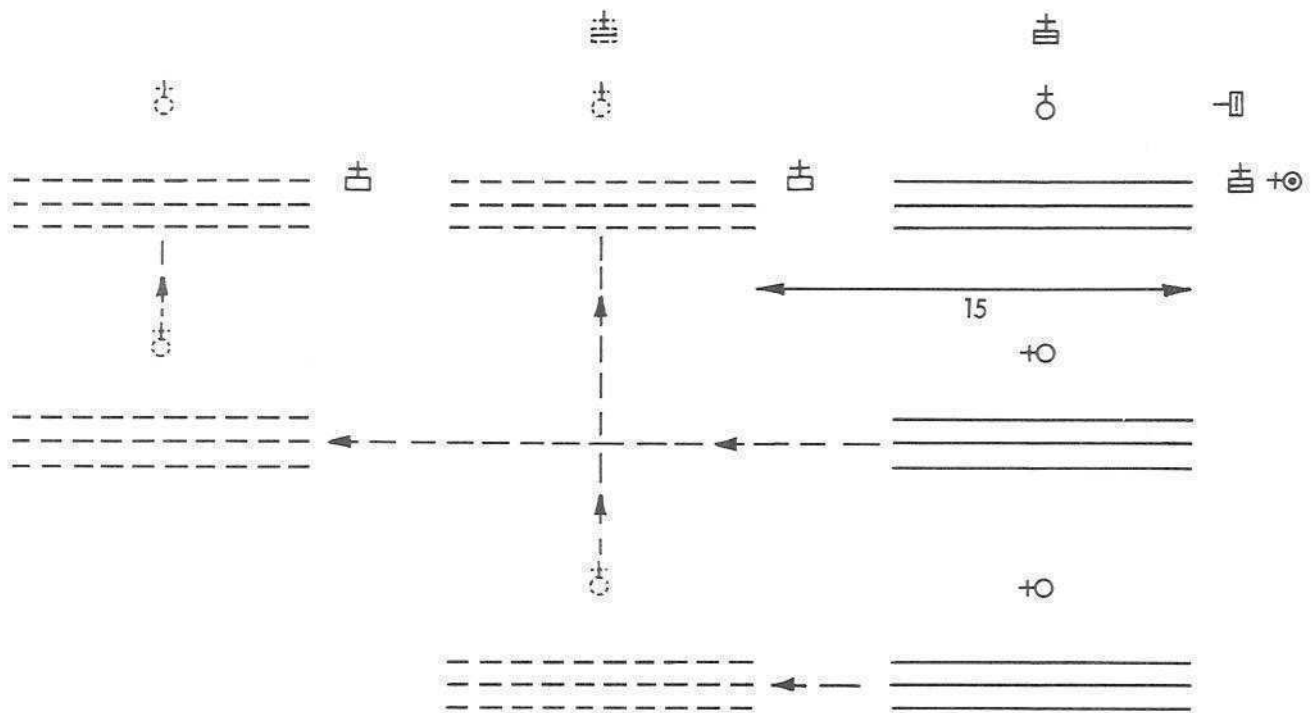


Figure 4-16 A Close Column (or Column) Forming Line Facing the Same Direction, from the Halt to the Halt

#### 4-29 CLOSE COLUMN FORMING LINE FACING THE SAME DIRECTION, FROM THE HALT TO THE HALT

(1) The company commander orders:

**"On the left\* form line"**

(2) The company second-in-command, company chief petty officer and platoon petty officers move off to positions for dressing the company.

**"Two and Three platoons left\* turn, by the right\*, Quick - march"**

(3) The leading platoon stands fast. Platoons indicated act as ordered. As each platoon arrives opposite its position in line, platoon commanders order:

**"...platoon right\* - turn"**

(4) On arrival in position:

**"...platoon - halt"**

(5) Platoon commanders turn about. Dressing is carried out as laid down in Article 4-27.

ORIGINAL



#### 4-30 A COMPANY ADVANCING IN COLUMN FORMING LINE FACING THE SAME DIRECTION AT THE HALT

(1) The company commander orders:

**"At the halt, on the left\*, form line"**

(2) The company second-in-command, company chief petty officer and platoon petty officers move off to dress the company.

**"Two and Three platoons left\* - turn"**

(3) The leading platoon is halted by its platoon commander. Platoons indicated act as ordered. When each platoon is immediately in rear of its position in line, platoon commanders order:

**"... platoon right\* - turn"**

(4) On arrival in position:

**"... platoon - halt"**

(5) Platoon commanders turn about. Dressing is carried out as laid down in Article 4-27.

#### NOTE

1. This movement can also be done from the halt to the halt. The company commander orders "On the left\* form line, Two and Three platoons left\* turn, by the right\* quick - march". The movement is completed as above.
2. If it is intended to continue advancing, the company commander orders "Double - march" and, on reaching the alignment, platoon commanders order "Quick - march" instead of "Halt".

#### 4-31 A LINE ADVANCING IN COLUMN

(1) The company commander orders:

**"Advance in column from the right\*; Two and Three Platoons right\* - turn. Company, by the right\* quick - march"**

(2) The right\* platoon advances. The platoons indicated act as ordered. When each platoon is in rear of the preceding platoon, the platoon commander orders:

**"Platoon, left\* - turn"**

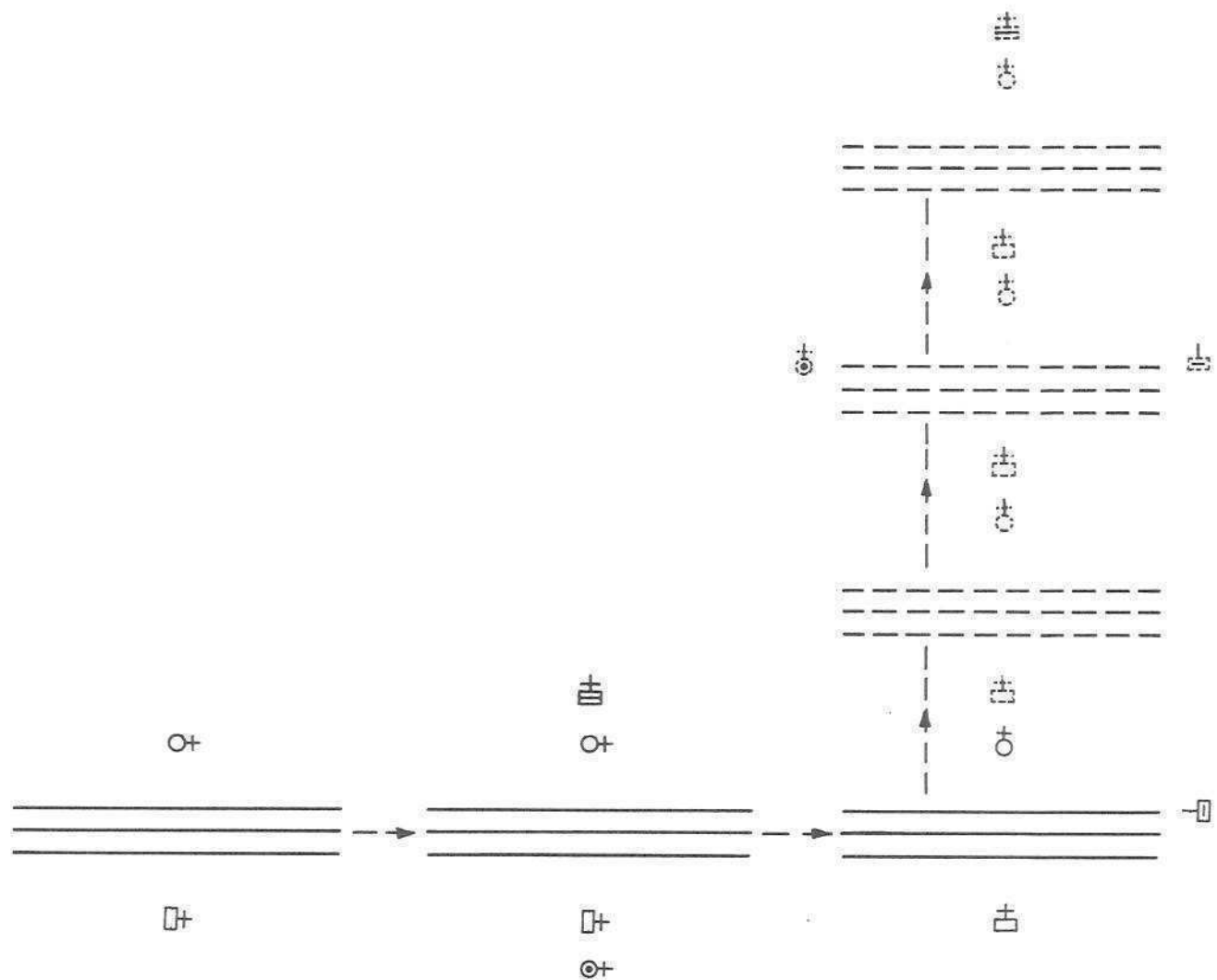


Figure 4-17 A Line Advancing in Column

NOTE

On the march, the words "Company, by the right\* quick - march" are omitted.

**4-32 A CLOSE COLUMN ON THE MARCH FORMING LINE FACING A FLANK**

(1) The company commander orders:

"At the halt, line to the left\*"

ORIGINAL

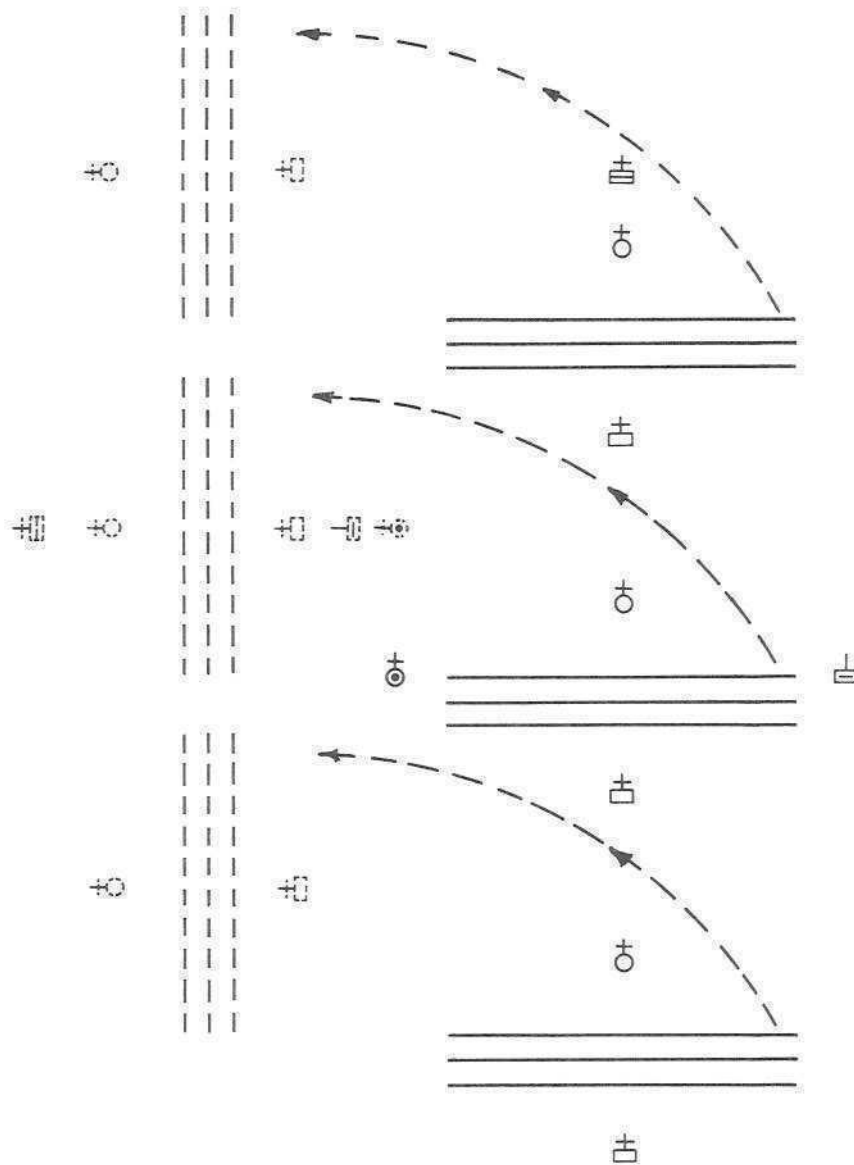


Figure 4-18 A Close Column on the March Forming Line Facing a Flank

(2) The company second-in-command, company chief petty officer and platoon petty officers move off to dress the company. The commander of the rear platoon at once orders:

**"... platoon, at the halt left\* form"**

(3) Each of the other platoon commanders forms his platoon into line in like manner, when it arrives at column distance from the platoon next in rear. Platoon commanders then turn about, and dressing is carried out as laid down in Article 4-27.

**4-33 A COLUMN FORMING LINE FACING A FLANK**

(1) The company commander orders:

**“By the left\*, into line, platoons left\* – form. Quick – march”.**

(2) And, when line is formed:

**“Forward, by the left”**

(3) The men act as taught in squad drill.

**NOTE**

1. This may be done similarly from column advancing and to line at the halt.
2. When the drill is done “at the halt,” the company second-in-command, company chief petty officer and platoon petty officers move off to dress the company in line at the order “Into line”.

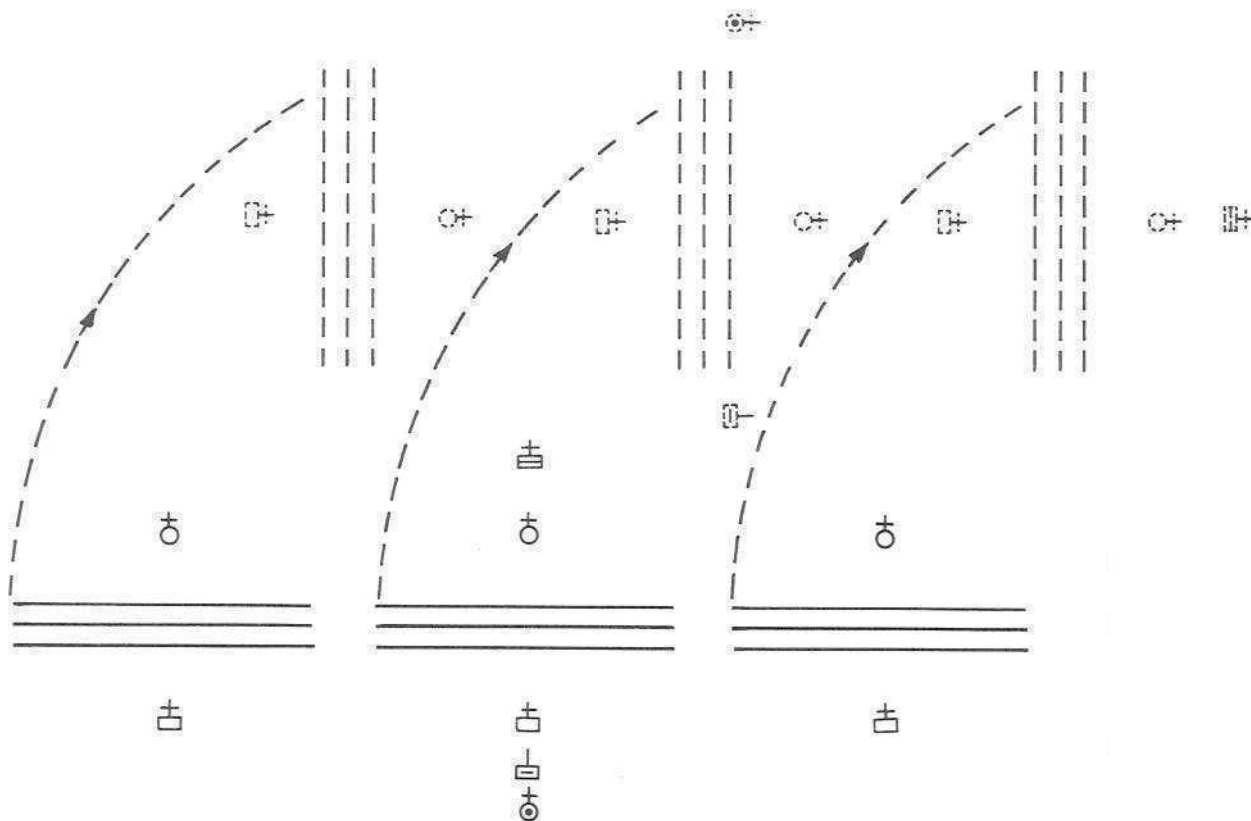


Figure 4-19 A Line Advancing Forming Column At the Halt Facing a Flank

**ORIGINAL**

**4-34 A LINE ADVANCING FORMING COLUMN AT THE HALT FACING A FLANK**

**“At the halt, into column advancing (or retiring), platoons right\* form”**

- (1) The company second-in-command, company chief petty officer and platoon petty officers move off to dress the company.
- (2) The men act as taught in platoon drill. Platoon commanders turn about, and dressing is carried out as laid down in Article 4-6.

**NOTE**

1. Should this be done from the halt to the halt, the company chief petty officer does not step off the paces, and platoon petty officers do not post guides, but all move immediately to their positions for dressing the platoons.
2. This movement may also be done from the halt to column advancing, in which case the company commander orders “Forward” on completion of the movement.

**4-35 A LINE ADVANCING IN THREES FROM THE RIGHT OF PLATOONS**

- (1) The company commander orders:

**“Advance in threes from the right of platoons. Right – turn”**

- (2) The movement is made as directed.

**“Platoons, left wheel, quick – march. By the right\*”**

- (3) Platoons act as ordered.

**NOTE**

1. This movement may be done from the left of platoons.
2. A company may retire in similar manner.

**4-36 A COMPANY MOVING TO A FLANK IN THREES FORMING LINE ADVANCING (OR RETIRING)**

- (1) The company commander orders:

**“At the halt facing right\*, form line”**

- (2) The company second-in-command, company chief petty officer and platoon petty officers move off to dress the company. The commander of the platoon on the right\* orders:

**“Platoon – halt, right\* – turn”**

(3) The remainder lead on until each platoon is opposite its place in line, when platoon commanders order:

**“Platoon – halt”, “Right\* – turn”**

(4) Platoon commanders then turn about, and dressing is carried out as laid down in Article 4-27.

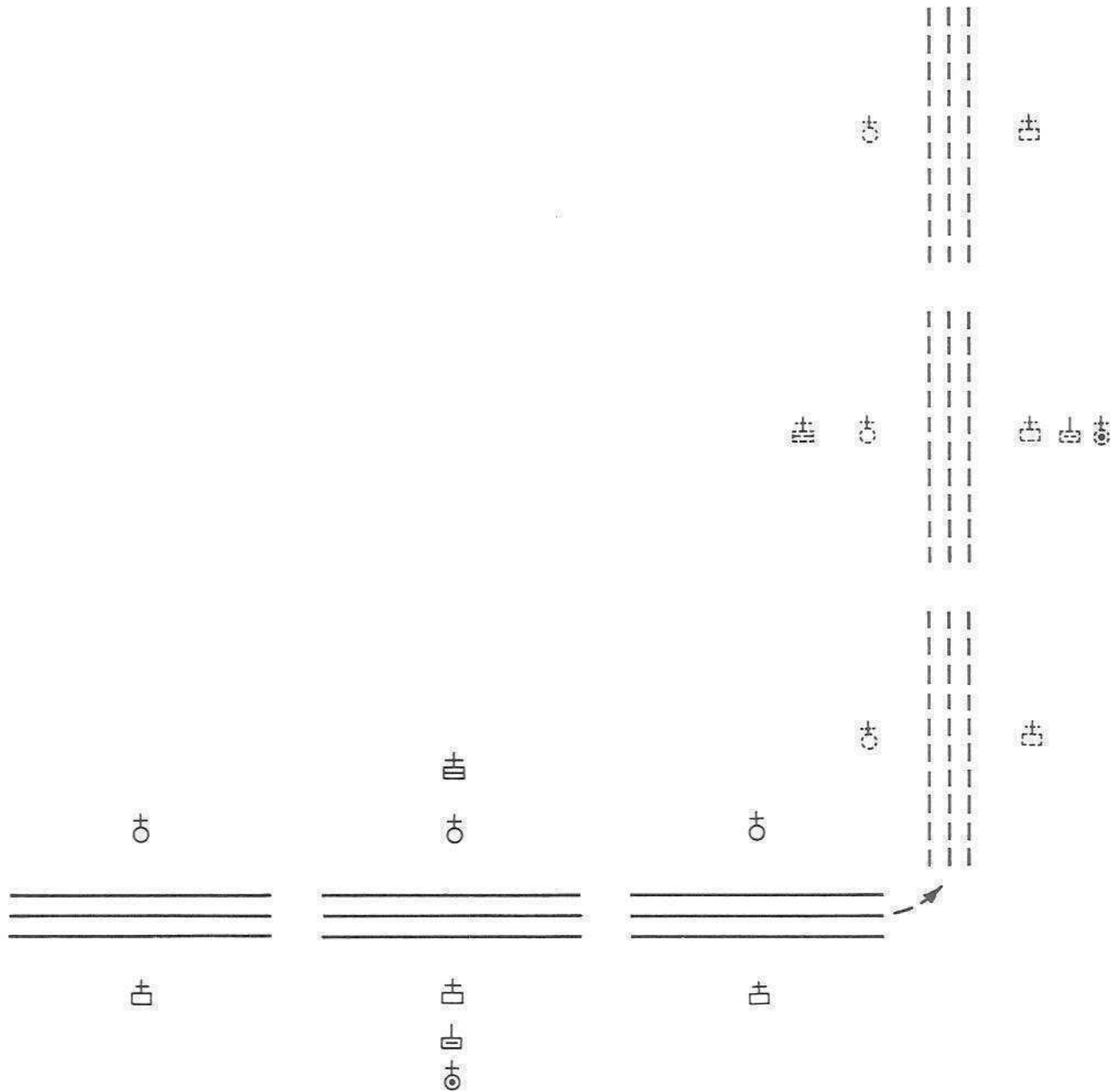


Figure 4-20 A Line Advancing in Column of Threes From the Right of Platoons

ORIGINAL

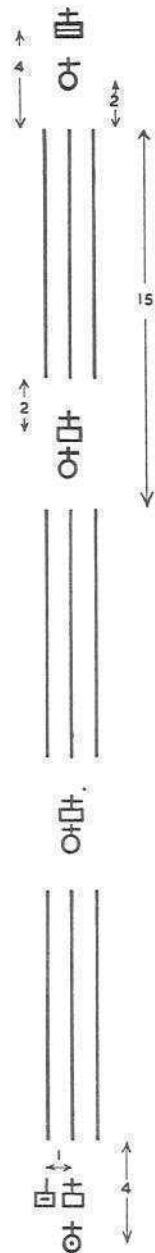


Figure 4-21 Column of Route

## PART 5

# BATTALION DRILL

### 5-1 OFFICERS

The following is a table of officers and men of suitable rank for the various duties in a battalion.

Battalion Commander	– Captain or Commander.
Battalion Second-in-Command	– Commander or Lieutenant Commander
Officer Instructor	– Lieutenant Commander or Lieutenant
Battalion Commissioned Officer	– A senior Commissioned Officer
Company Commander	– Lieutenant Commander or Lieutenant
Company Second-in-Command	– Lieutenant
Platoon Commander	– Jr. Lieutenant, Sub-Lieutenant
Battalion Chief Petty Officer	– Chief Petty Officer instructor
Company Chief Petty Officer	– Chief or Petty Officer instructor
Platoon Petty Officer	– Petty Officer

### 5-2 GENERAL INSTRUCTIONS

- (1) The battalion commander positions himself where he can best command the movements of his force. The officer instructor should always be with the battalion commander except for ceremonial drill.
- (2) The battalion commander is to give a cautionary order followed by an executive order only when such order concerns the battalion as a whole; in other cases the battalion commander gives a cautionary order, and individual company commanders give the executive order to their companies. Officers and petty officers concerned move to their new positions – or, when required, to their positions for dressing the battalion – when the battalion commander gives the cautionary order to change formation.
- (3) The battalion second-in-command should be in such a position that he can ensure that the battalion commander's orders reach the company commanders. The battalion second-in-command always supervises the battalion's dressing, and on completion calls the battalion to attention and orders "Battalion – steady". He then takes post.
- (4) The battalion commissioned officer assists the battalion second-in-command in aligning the battalion front. The battalion chief instructor is responsible for the distance or interval between company guides, and assists the battalion second-in-command in covering the directing flank.
- (5) When forming at the halt from any other formation, company commanders dress their companies without further orders as soon as their company chief petty officers have been posted.
- (6) In addition to the movements laid down in this part (which are only suitable for battalion drill), the battalion may, when applicable, be manoeuvred in other formations similar to those carried out by a company. If movements are ordered which involve sub-units acting in succession, the battalion commander should state whether he intends platoons or companies to act in succession.

**ORIGINAL**

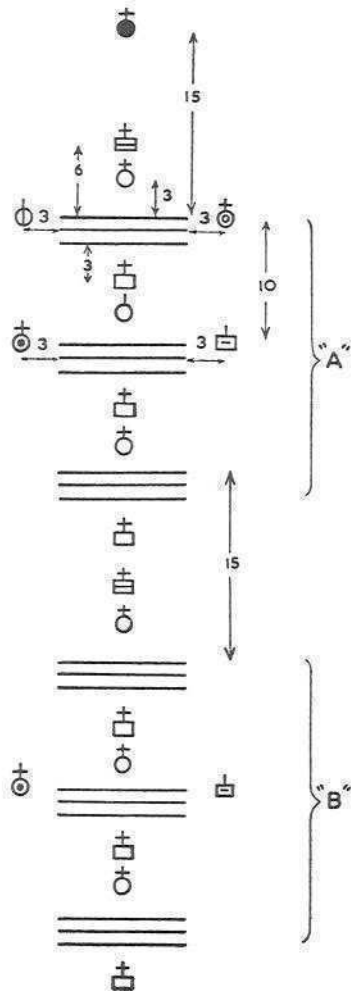


## 5-3 POSITIONS OF BATTALION, COMPANY AND PLATOON OFFICERS

	BATTALION COLUMN AND BATTALION CLOSE COLUMN	MASS AND OPEN MASS	COLUMN OF THREES	COLUMN OF ROUTE	LINE	COLUMN AND CLOSE COLUMN OF COMPANIES IN LINE
Battalion Commander	15 paces in front of the centre of the leading platoon.	15 paces in front of the centre of the battalion.	15 paces in front of the centre rank of the column.	As for column of threes.	15 paces in front of the centre of the battalion.	15 paces in front of the centre of the leading company.
Officer Instructor	With the Battalion Commander.					
Battalion Second-in-Command	3 paces on the right flank of the leading platoon.	3 paces on the right flank of the leading platoon of the right company.	6 paces in rear of the centre rank of the column.	As for column of threes.	6 paces on right of battalion in line with the front rank.	3 paces on right flank of leading company.
Battalion Commissioned Officer	3 paces on the left flank of the leading platoon.	3 paces on the left flank of the leading platoon of the left company.	6 paces in front of the centre rank of the column.	As for column of threes.	6 paces on left of battalion in line with the front rank.	3 paces on the left flank of the leading company.
Battalion Chief Petty Officer	3 paces on the right flank of the front rank of the rear company.	3 paces on the right flank of the rear platoon of the right company	3 paces on rear rank side of the centre of the column.	1 pace on left of company second-in-command of second company	9 paces in rear of centre of battalion.	3 paces on right flank of front rank of the rear company.
Company and Platoon Officers	As for Company Drill					
Distance or interval between Companies	15 and 20 paces between front rank of rear platoon of one company and front rank of leading platoon of next company, in <u>Close column</u> and <u>Column</u> respectively.	20 paces between directing guides of adjacent companies.	20 paces between the leading file of the rear platoon of one company and the leading file of the leading platoon of the next company.	As for column of threes.	20 paces between the directing guide of the end platoon on the non-directing flank of one company and the directing guide of the end platoon on the directing flank of the next company.	50 paces ( <u>column</u> ) and 15 paces ( <u>close column</u> ) between front ranks of companies.

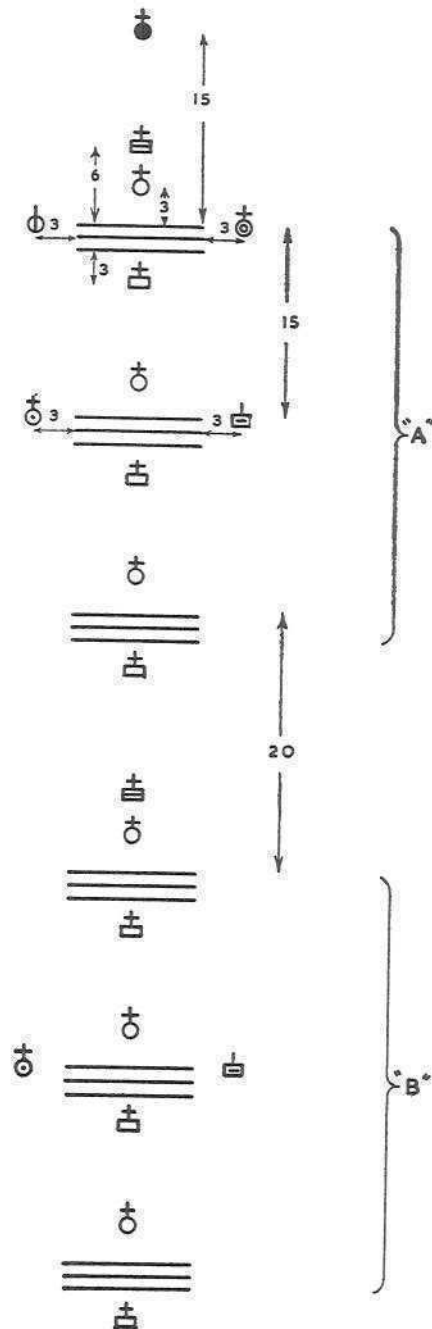
ORIGINAL

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Notes: (i) "C" company formed 15 paces in rear of "B"  
 (ii) Battalion chief gunnery instructor takes up position three paces on the right of the front rank of the rear platoon of the rear company.

Figure 5-1 A Battalion in Close Column)



Notes: (i) "C" company formed 20 paces in rear of "B"  
 (ii) Battalion chief gunnery instructor takes up position three paces on the right of the front rank of the rear platoon of the rear company.

Figure 5-2 A Battalion in Column ("C" Company being Formed 20 Paces in Rear of "B")

#### 5-4 BATTALION CLOSE COLUMN

- (1) Companies in close column, each company in rear of the preceding one.
- (2) Distance between companies to be 15 paces from the front rank of the rear platoon of one company to the front rank of the leading platoon of the company next in rear.

#### 5-5 BATTALION COLUMN

Companies in Column, each company in rear of the preceding one. Distance between companies to be 20 paces from the front rank of the rear platoon of one company to the front rank of the leading platoon of the company next in rear.

#### 5-6 DRESSING A BATTALION IN BATTALION CLOSE COLUMN OR BATTALION COLUMN

- (1) When the battalion commander gives the cautionary order to form *battalion close column* or *battalion column* at the halt from any other formation, or when he orders "Dress by the right":

The battalion second-in-command and battalion chief petty officer proceed to the head of the formation on the directing flank; company chief petty officers place themselves two paces on the directing flank side of the position to be occupied by the directing guide of their company. The battalion commissioned officer proceeds to the head of the formation on the non-directing flank to supervise the alignment of the battalion front and to assist generally in dressing the battalion.

- (2) The battalion chief petty officer steps off the necessary paces to post the company chief petty officers (battalion close column – 35 paces, battalion column – 50 paces); and then assists the battalion second-in-command to cover the platoon guides.
- (3) As soon as his company chief petty officer has been posted, each company commander moves his company on to him and orders:

"Dress by the right"

- (4) Companies are dressed as laid down in Article 4-6. Should, however, a company commander have moved his company on to his company chief petty officer by a movement terminating at the *halt* from any other formation, then dressing is carried out without further orders (Article 4-6).

#### NOTE

Platoon petty officers are covered by the battalion second-in-command, assisted by the battalion chief petty officer and company seconds-in-command.

- (5) On completion of their dressing, company commanders stand their companies at ease. When satisfied with the dressing, the battalion second-in-command calls the battalion to attention and orders "Battalion – steady". Battalion Officers then take post.

ORIGINAL

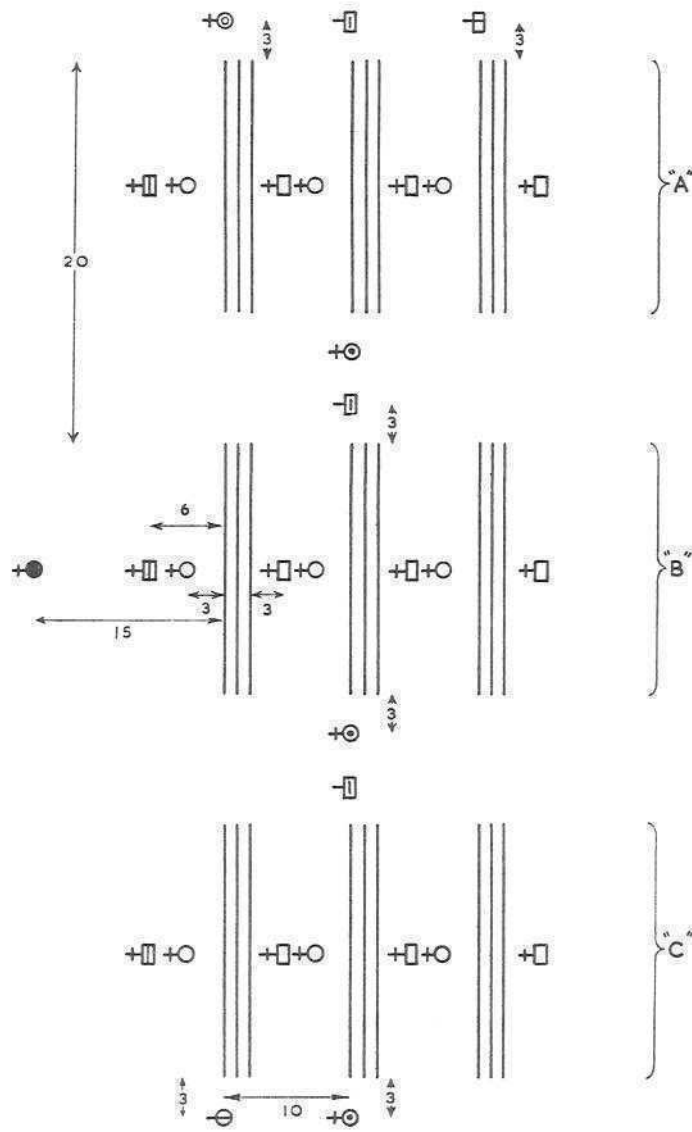


Figure 5-3 Battalion in Mass or Open Mass

**5-7 BATTALION IN MASS OR OPEN MASS**

Companies in *close column (mass)* or *column (open mass)* on the same alignment. The interval between company guides is 20 paces.

ORIGINAL

### 5-8 DRESSING A BATTALION IN MASS OR OPEN MASS

(1) When the battalion commander gives the cautionary order to form *mass* or *open mass* at the halt from any other formation, or when he orders:

**"Dress by the right"**

The battalion second-in-command and battalion chief petty officer proceed to the head of formation on the directing flank; company chief petty officers place themselves two paces on the directing flank side of the position to be occupied by the directing guide of their company. The battalion commissioned officer proceeds to the head of the formation on the non-directing flank, faces the battalion second-in-command and indicates the alignment by raising his right arm. The battalion second-in-command dresses the company chief petty officers on this alignment, and a battalion chief petty officer posts them at 18 and 38 paces interval.

(2) As soon as their company chief petty officers have been posted, company commanders move their companies on to them and order:

**"Dress by the right"**

(3) Companies are dressed as laid down in Article 4-6. However, should a company commander have moved his company on to his company chief petty officer by a movement terminating at the halt from any other formation, then dressing is carried out without further orders (Article 4-6).

(4) On completion of their dressing company commanders stand their companies at ease. When satisfied with the dressing the battalion second-in-command calls the battalion to attention and orders:

**"Battalion Steady"**

(5) Battalion Officers then take post.

### 5-9 FORMING MASS FROM BATTALION CLOSE COLUMN

(1) The battalion commander orders:

**"On the left\*, form mass"**

(2) Battalion officers and company chief petty officers at once move to their positions for dressing the battalion in mass. The leading company stands fast; remaining companies are moved by their commanders into position by moving to the left\* in *threes* and then advancing in *close column*. Dressing for a battalion in mass is carried out without further orders, except that it should not be necessary for the right\* company to dress.

**NOTE**

Battalion, company and platoon officers shall regain battalion positions on completion of dressing the battalion. (Article 5-8).

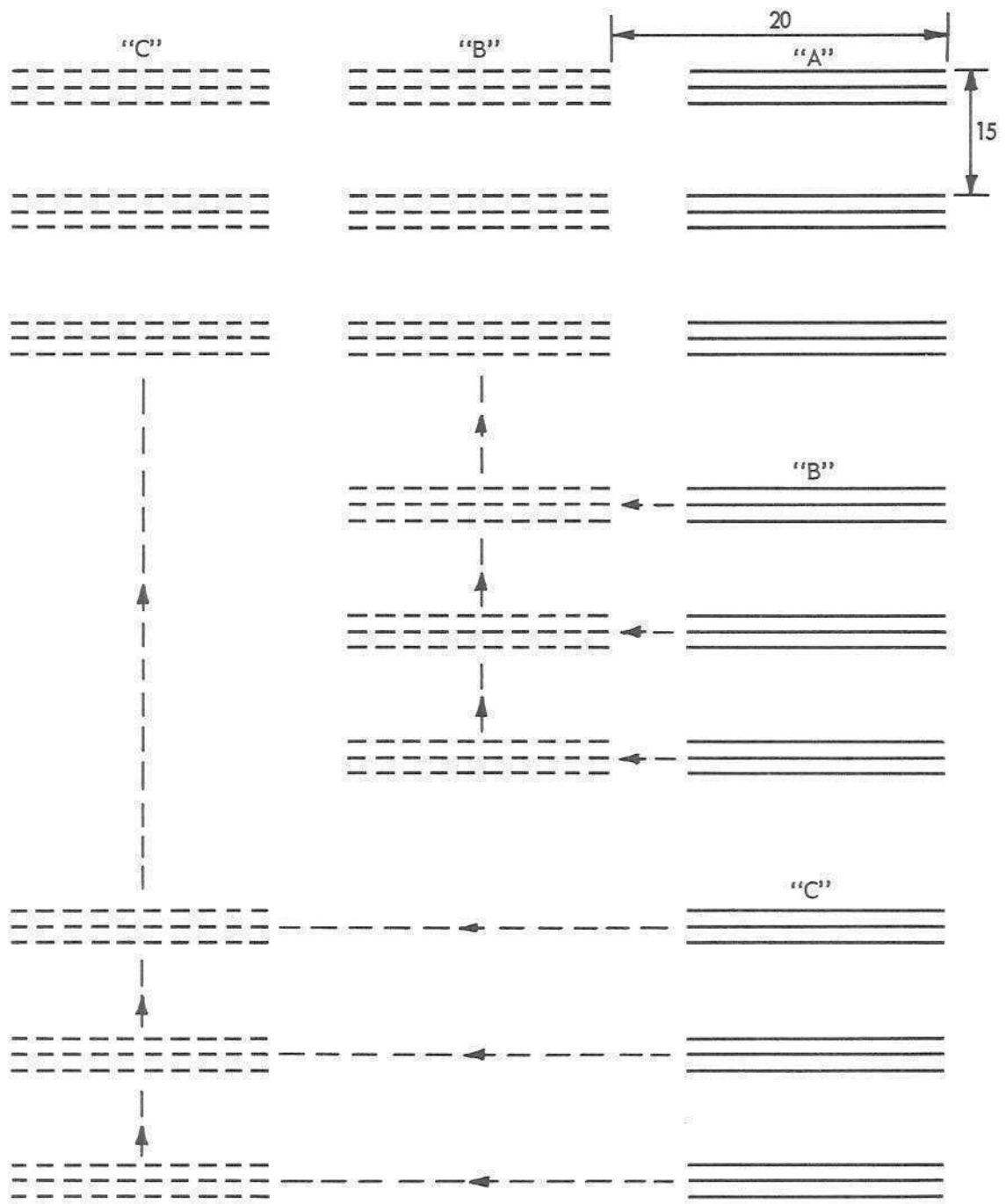


Figure 5-4 Forming Mass from Battalion Close Column

**5-10 ADVANCING OR RETIRING IN MASS**

(1) The battalion commander orders:

**“Battalion will advance. By the right quick – march”**

(2) The whole battalion steps off together.

**NOTE**

The battalion commander can order either flank of any company to direct the march. Company seconds-in-command and company chief petty officers act as taught in company drill.

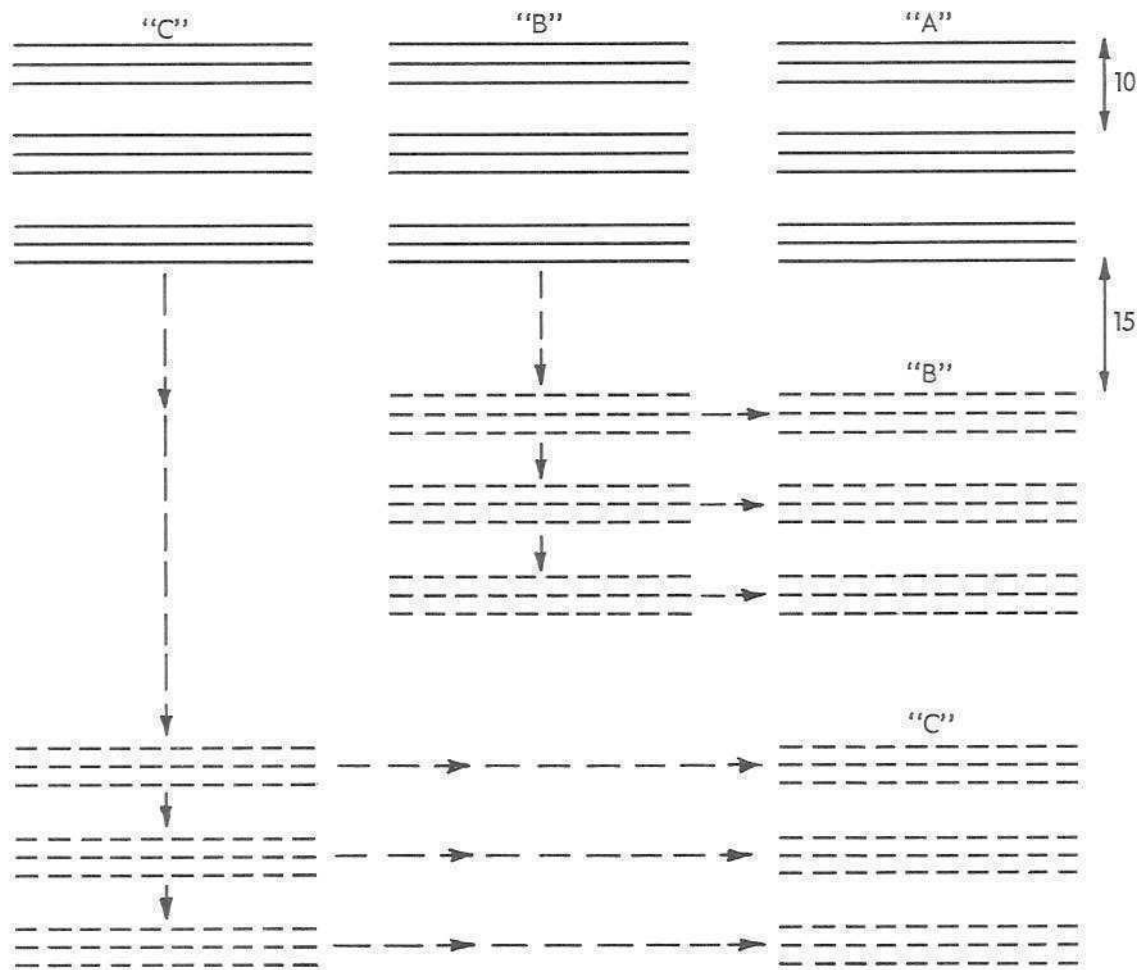


Figure 5-5 Forming Battalion Close Column from Mass

**5-11 FORMING BATTALION CLOSE COLUMN FROM MASS**

(1) The battalion commander orders:

**“On the right\*, form battalion close column”**

(2) Battalion officers and company chief petty officers at once move to their positions for dressing the battalion in battalion close column. The right\* hand company stands fast. The remainder are moved into position by their commanders by retiring in *close column* and then moving to the left\* in threes.

(3) Companies march on to their company chief petty officer.

(4) Dressing in battalion close column is carried out without further orders, except that it should not be necessary for the leading company to dress.

**NOTE**

Battalion, company and platoon officers shall regain battalion positions on completion of dressing the battalion.  
(Article 5-6)

**5-12 ADVANCING OR RETIRING IN BATTALION CLOSE COLUMN**

(1) The battalion commander orders:

**“Battalion will advance. By the right\*, quick – march”**

(2) The whole battalion steps off together.

**5-13 BATTALION ADVANCING OR RETIRING IN COLUMN OF THREES FROM BATTALION CLOSE COLUMN**

(1) The battalion commander orders:

**“Battalion advance (retire) in column of threes – from the right\*”**

(2) Company commanders advance (or retire) their companies in columns of threes, from the right\* in succession.

**NOTE**

A space of ten paces should be left between companies when in column of threes.

**ORIGINAL**



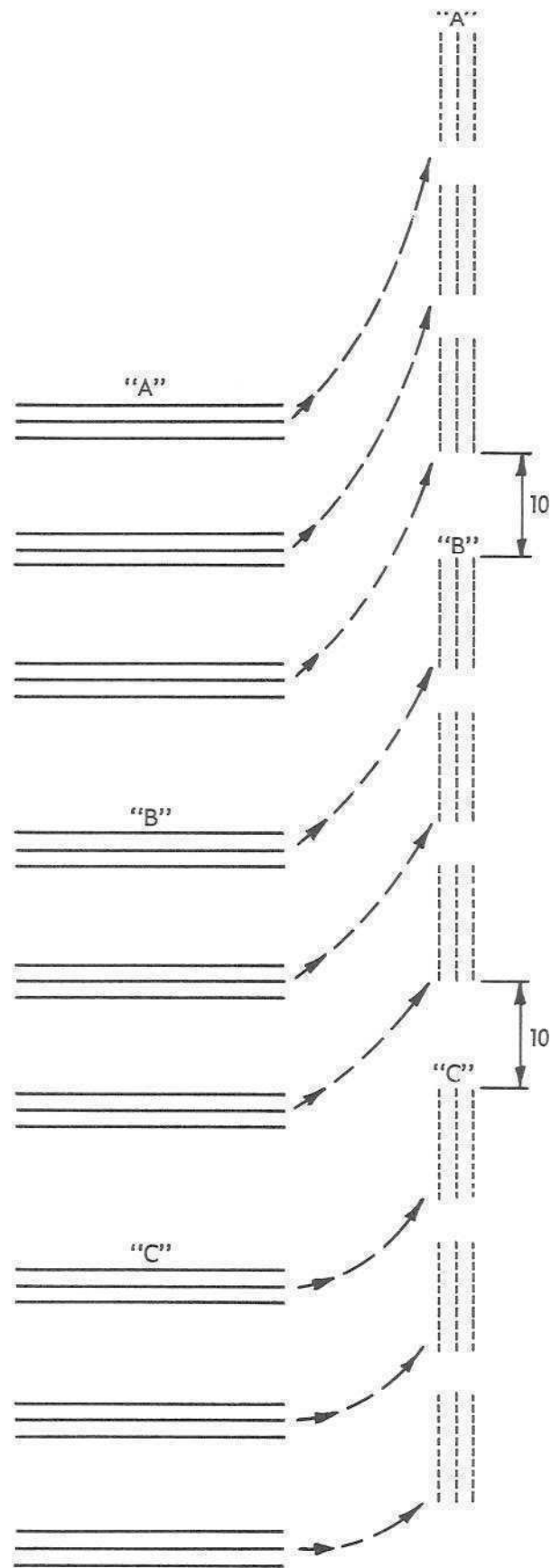


Figure 5-6 A Battalion Advancing or Retiring in Column of Threes from Battalion Close Column

ORIGINAL

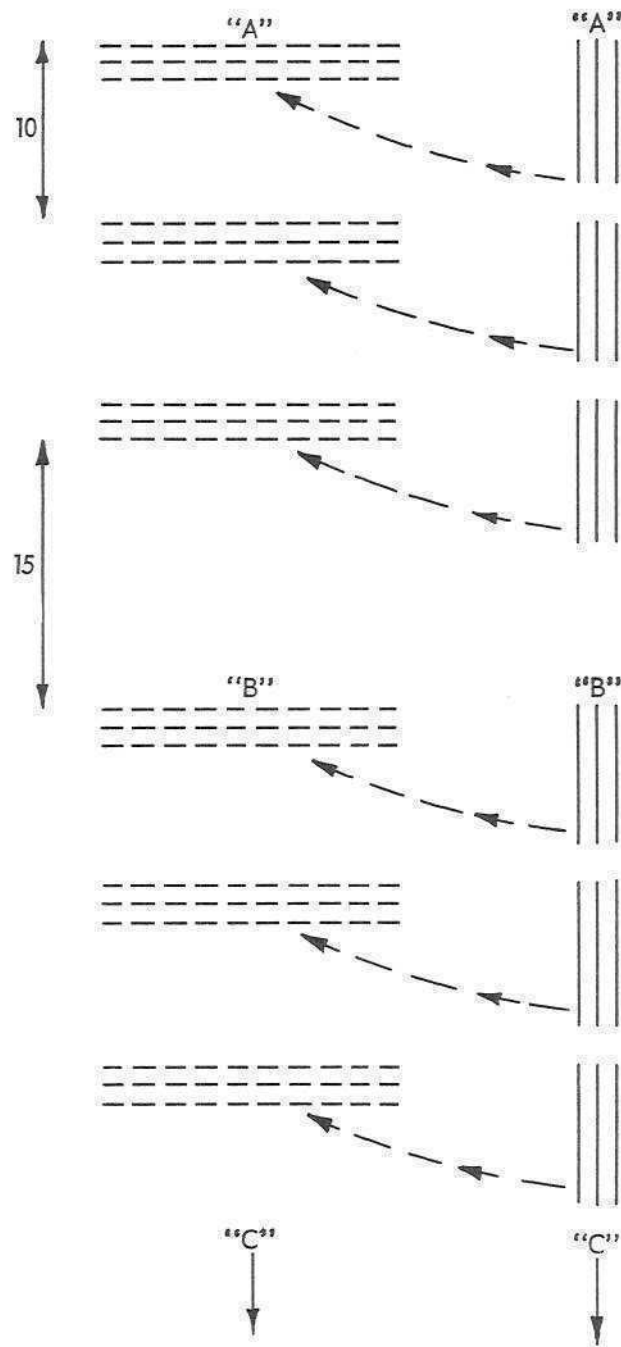


Figure 5-7 A Column of Threes Forming Battalion Close Column in the Same Direction

#### 5-14 COLUMN OF THREES FORMING BATTALION CLOSE COLUMN IN THE SAME DIRECTION

(1) The battalion commander orders:

**"At the halt, on the left\*, form battalion close column"**

(2) Battalion officers and company chief petty officers at once move to their positions for dressing in battalion close column. The leading company commander immediately gives the order:

**"Company, at the halt, on the left\*, form close column"**

ORIGINAL

(3) The company acts as taught in company drill. The remaining companies lead straight on, company commanders ordering:

"... company at the halt, on the left\*, form close column" in time to gain their correct positions in battalion close column. Dressing in battalion close column is carried out without further orders.

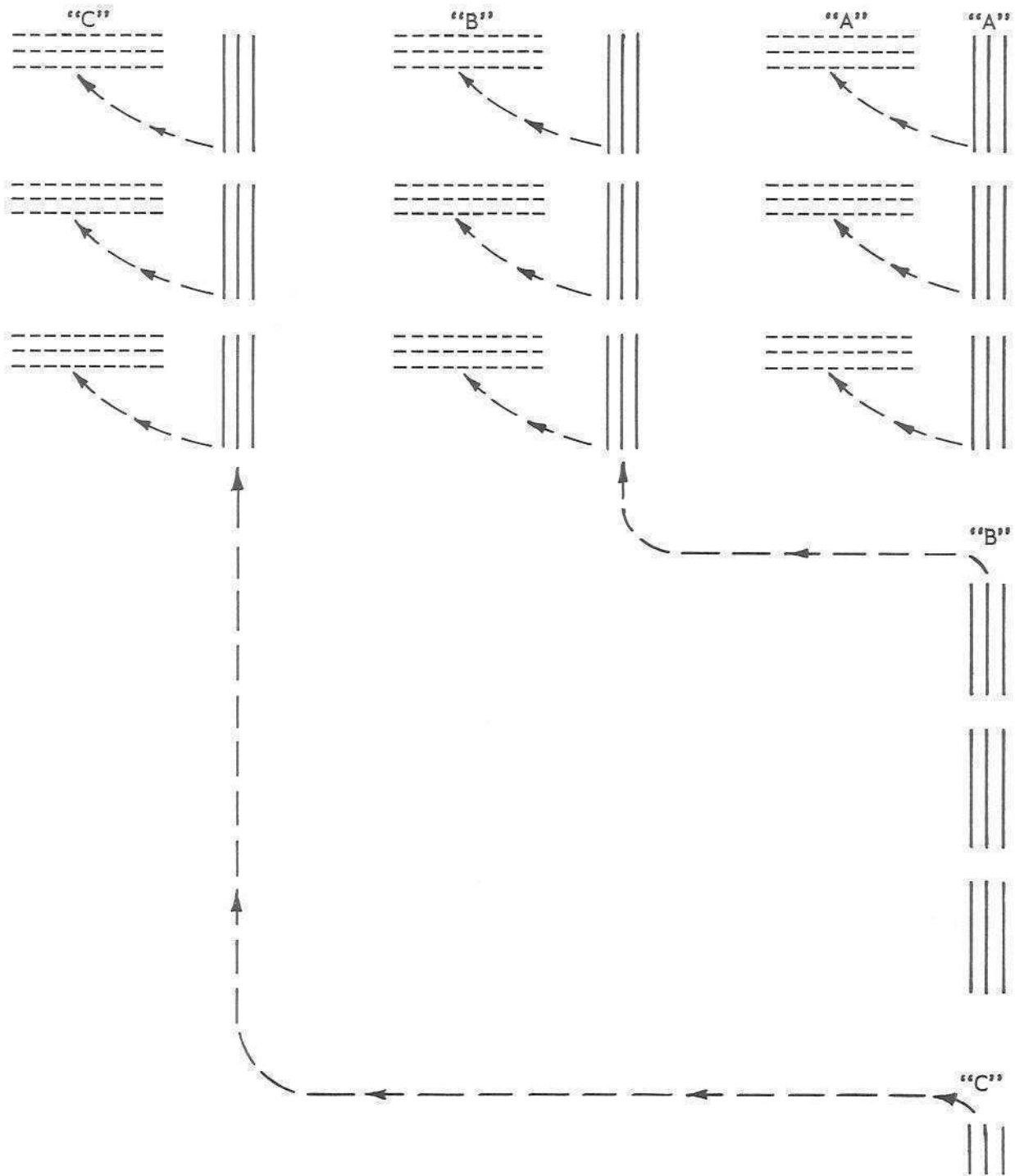


Figure 5-8 A Column of Threes Forming Mass in the Same Direction

ORIGINAL

**5-15 COLUMN OF THREES FORMING MASS IN THE SAME DIRECTION**

(1) The battalion commander orders:

**"At the halt, on the left\*, form mass"**

(2) Battalion officers and company chief petty officers at once move to their positions for dressing the battalion for *mass*. The leading company commander immediately orders:

**"... company at the halt, on the left\*, form close column"**

(3) The company acts as taught in company drill. The remaining company commanders disengage their companies by wheeling to the left\*, wheeling right\* again so as to march on to their company chief petty officers. Company commanders order:

**"... company, at the halt, on the left\*, form close column"**

(4) This order is so timed that their leading platoon commander can bring the right\* guide to the halt alongside the company chief petty officer.

**NOTE**

Company commanders must give the order "Right\* wheel" in time to ensure that platoons as a whole will be at 90 degrees to the alignment when the order to form platoon is given by the platoon commander.

(4) Dressing for a battalion in mass is carried out without further orders.

**5-16 BATTALION IN MASS ADVANCING OR RETIRING IN COLUMN OF THREES**

(1) The battalion commander orders:

**"Battalion advance (or retire) in column of threes from the right\*, ... company leading"**

(2) The named company commander advances or retires his company in column of threes, the remainder moving their companies to the right or left in columns of threes in sufficient time to form up in rear of the preceding company.

**5-17 COLUMN OF THREES FORMING MASS FACING A FLANK**

(1) The battalion commander orders:

**"At the halt, facing left\*, form mass"**

**ORIGINAL**

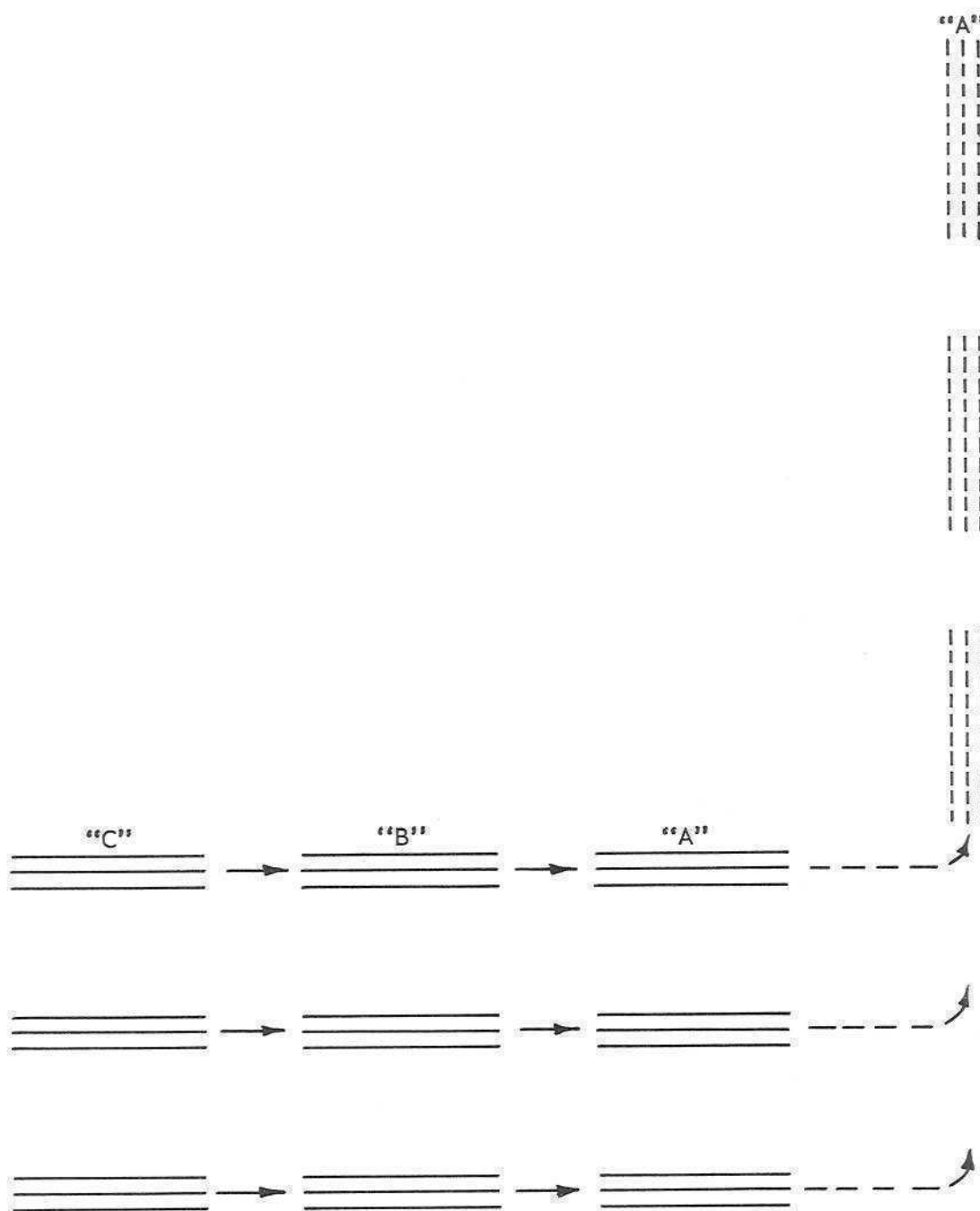


Figure 5-9 A Battalion in Mass Advancing or Retiring in Column of Threes

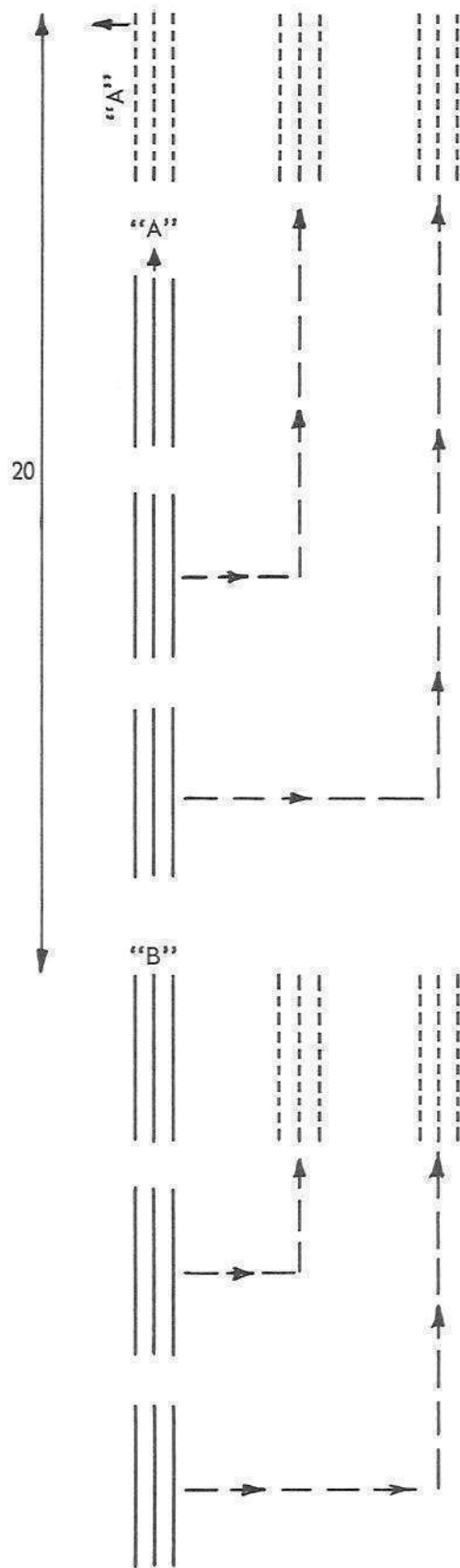


Figure 5-10 Column of Threes Forming Mass Facing a Flank  
("C" Company Formed 20 Paces to the Left of "B")

ORIGINAL

(2) Battalion officers and company chief petty officers at once move to their positions for dressing the battalion in mass.

(3) The leading company commander orders:

**"... company at the halt facing left\* form close column. Two and three platoons right\* – turn".**

(4) The company acts as taught in company drill. The remaining companies lead straight on and, when in position, receive the order from their commanders to form *close column at the halt*, facing left\*. Dressing in mass is carried out without further orders.

#### 5-18 COLUMN OF THREES FORMING BATTALION CLOSE COLUMN FACING A FLANK

(1) The battalion commander orders:

**"At the halt, facing left\*, form battalion close column"**

(2) Battalion officers and company chief petty officers at once move to their positions for dressing in battalion close column. The leading company commander immediately orders:

**"... company at the halt, facing left\*, form close column. Two and three platoons right\* – turn".**

(3) The company acts as taught in company drill. The remaining company commanders disengage by wheeling their companies and, when in position to form *battalion close column*, order:

**"... company, at the halt, facing left\*, form close column. Two and three platoons right\* – turn."**

(4) Companies act as taught in company drill. Dressing in battalion close column is carried out without further orders.

#### 5-19 BATTALION CLOSE COLUMN FORMING MASS FACING A FLANK

(1) The battalion commander orders:

**"Facing left\*, form mass"**

(2) Company commanders wheel their companies through a quarter of a circle to the left\*, and move to the right\* in *threes* to their position in mass. Company chief petty officers are posted on the alignment directly their companies have completed their wheels. Dressing in mass is then carried out without further orders.

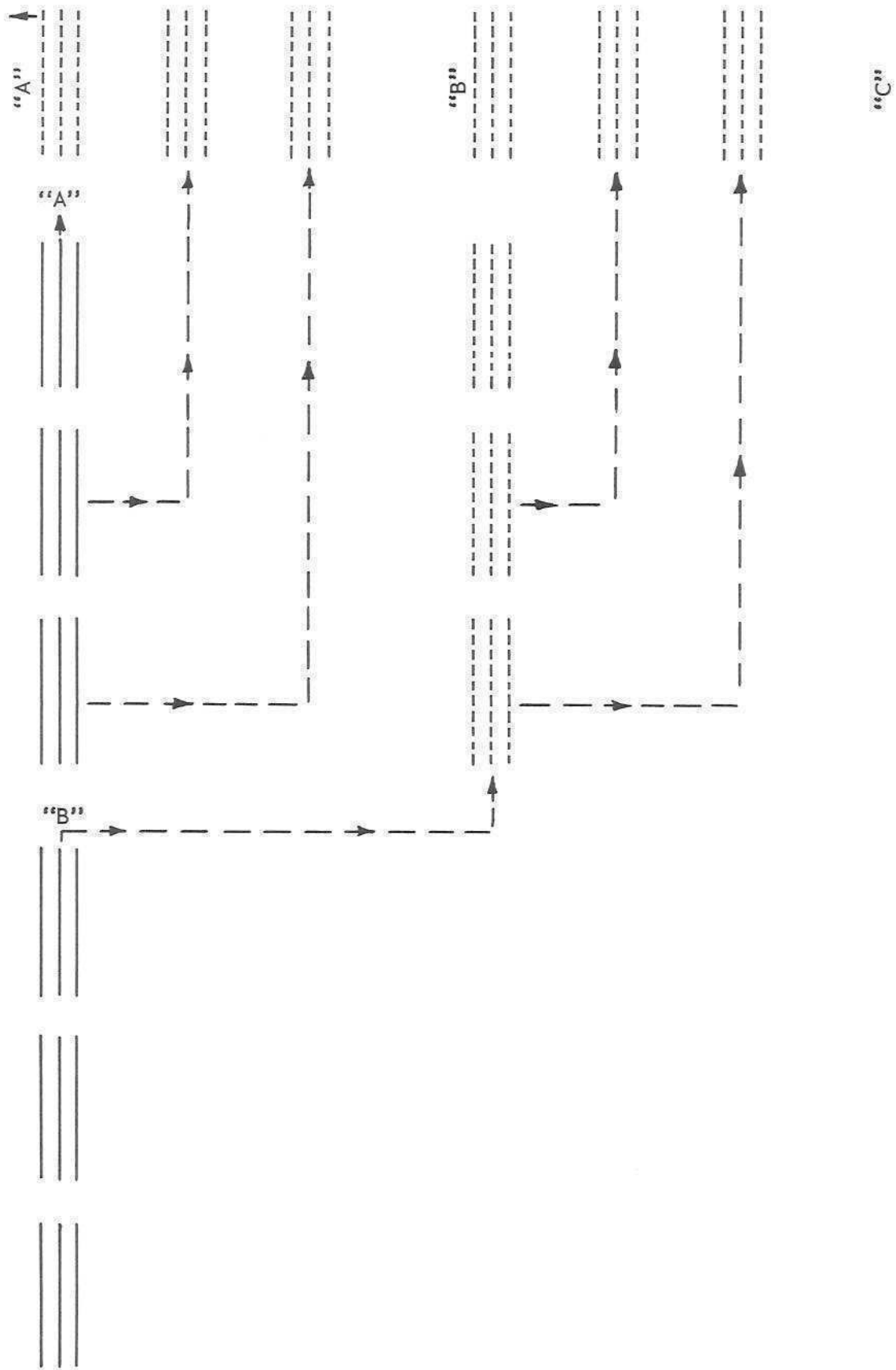


Figure 5-11 Column of Threes Forming Battalion Close Column Facing a Flank

("C" Company Formed 15 Paces in Rear of "B")

ORIGINAL



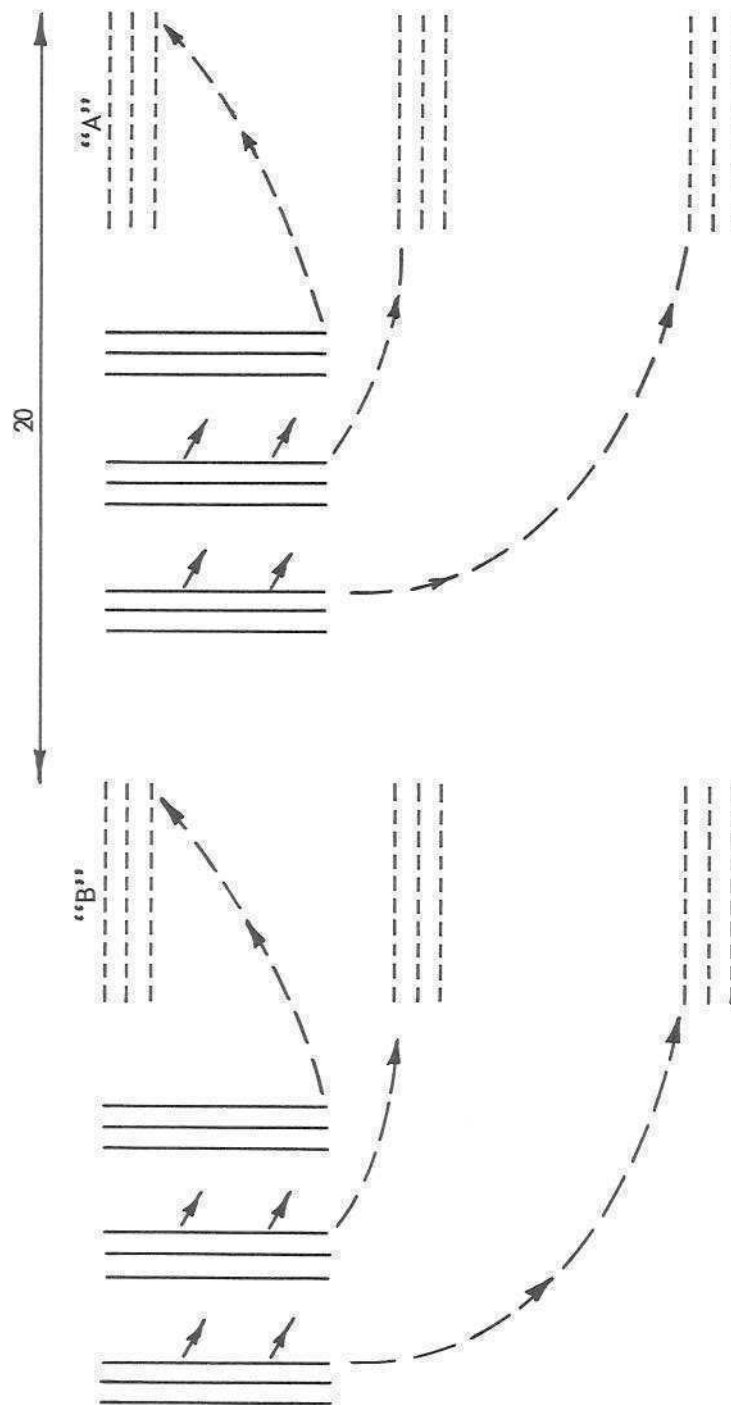


Figure 5-12 Battalion Close Column Forming Mass Facing a Flank  
("C" Company Formed 20 Paces to the Left of "B")

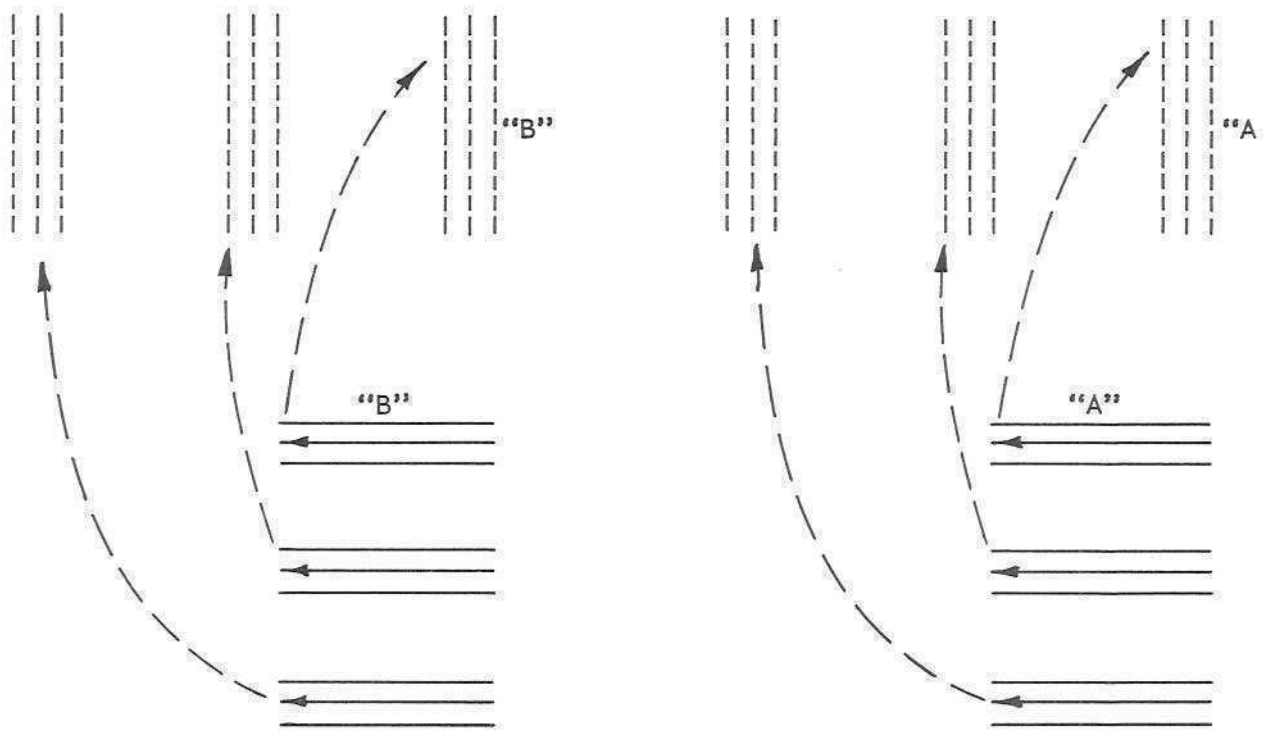


Figure 5-13 Battalion in Mass at the Halt Forming Battalion Close Column at the Halt Facing a Flank  
 ("C" Company Formed 15 Paces in Rear of "B")

## 5-20 BATTALION IN MASS AT THE HALT FORMING BATTALION CLOSE COLUMN AT THE HALT FACING A FLANK

(1) The battalion commander orders:

**"Facing right\* form battalion close column"**

(2) Battalion officers and the battalion chief petty officer only, move to their positions for dressing the battalion in *close column*. Left\* and centre company commanders order:

**"... company, move to the left\* in threes, left\* turn, by the right quick - march"**

(3) The company commander of the right company then wheels his company through a quarter of a circle to the right. Having moved their companies the necessary distances to form battalion close column, company commanders order their companies to mark time and turn them to the right\*. They then wheel their companies through a quarter of a circle to the right\*, halting them on completion of the wheel. Dressing in close column is carried out without further orders.

**ORIGINAL**

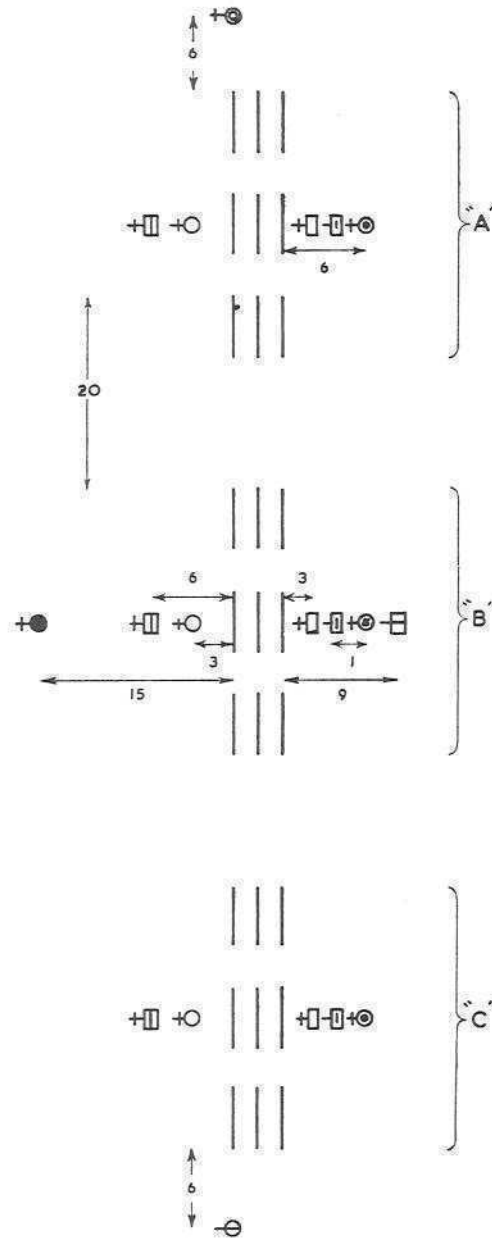


Figure 5-14 A Battalion in Line

**5-21 A BATTALION IN LINE**

- (1) Companies are in line.
- (2) Each company is on the same alignment as the company of formation.
- (3) The interval between companies is to be 10 paces from the left flank of one company to the right flank of the next company.
- (4) The company of formation is normally the right company and the battalion marches and dresses by the right unless otherwise ordered.

(5) When companies form up in succession, the first formed is the company of formation, and on it the remaining companies are formed and dressed.

(6) The dressing of a battalion in line is carried out as laid down in Article 4-27 for a *company* in line, with the exception that the battalion second-in-command carries out the duties laid down for the company second-in-command, the battalion chief petty officer steps off the distance between companies, and the battalion commissioned officer marks the far point of the alignment.

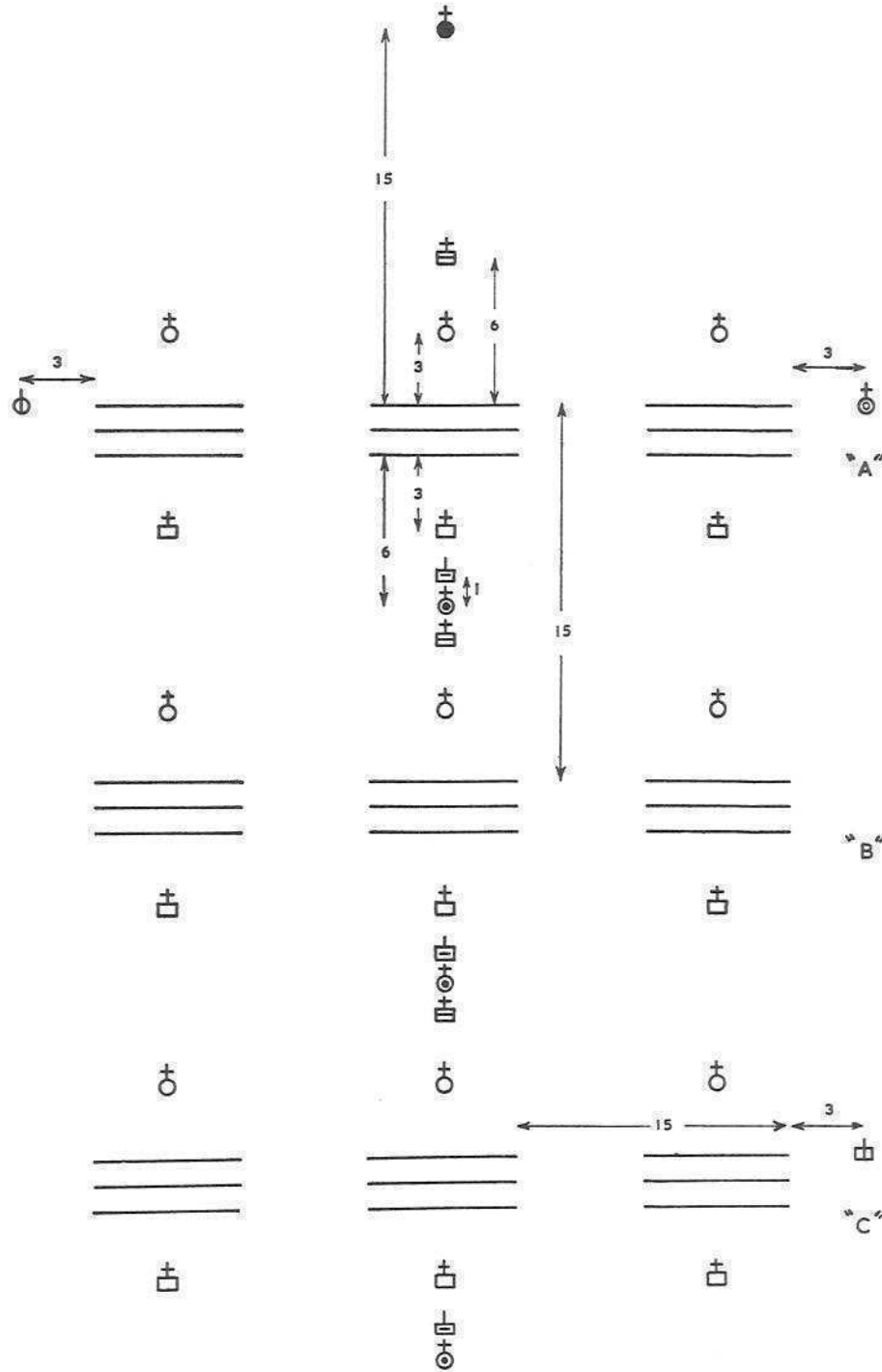


Figure 5-15 A Battalion in Column or Close Column of Companies in Line

**5-22 A BATTALION IN COLUMN OR CLOSE COLUMN OF COMPANIES IN LINE**

(1) The distance between companies is to be 50 paces in a *column of companies in line* and 15 paces in a *close column of companies in line*.

(2) The dressing of companies is carried out as laid down in Article 4-27, for a *company in line*. The battalion second-in-command covers the guides and the battalion chief petty officer steps off the distances between companies.

## PART 6

# RIFLE DRILL

### 6-1 GENERAL INSTRUCTIONS

(1) Before men begin rifle drill they are to be taught the names of the various parts of the rifle.

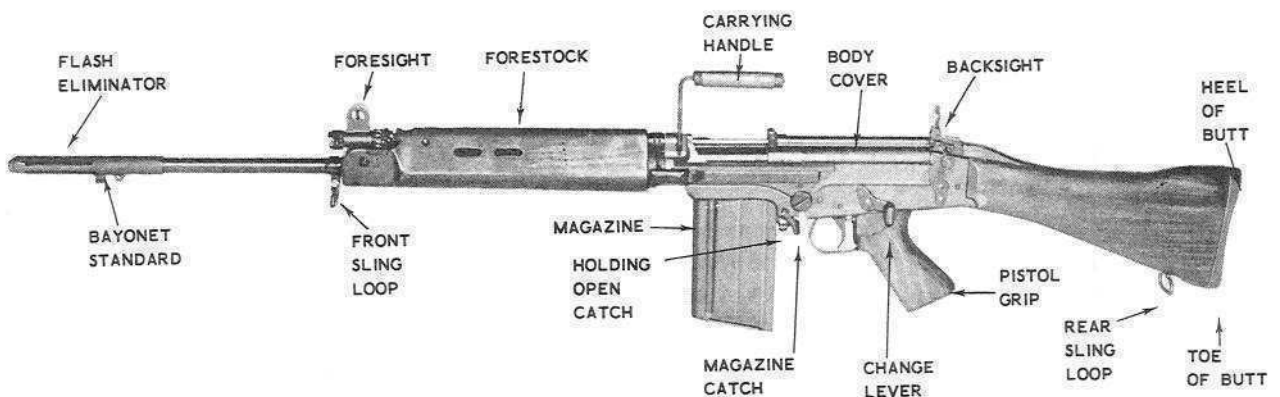


Figure 6-1 Rifle 7.62 MM, FN (C1)

(2) Unless stated otherwise in the detail, during the execution of rifle movements:

- (a) The sling of the rifle is to be kept taut, and on the left hand side of the magazine.
- (b) The rifle is to be moved as quickly as possible between positions and kept close to the body.
- (c) The head, body, and legs, are to be maintained in the position of attention.
- (d) The fingers are to be kept close together.
- (e) When the disengaged hand is brought to the rifle or from the rifle to the position of attention, it is to move as quickly as possible and "strike and grasp".

(3) Men should be in single rank when being taught rifle drill.

(4) The interval between rifle movements is known as the *Standard Pause*.

- (a) *At the Halt*, the standard pause is the equivalent of two marching paces.
- (b) *On the March*, movements are made at every third step.

**ORIGINAL**

(5) Rifle movements are to be taught in three stages:

- (a) By numbers.
- (b) Counting the timing aloud.
- (c) Men count the timing to themselves.

(6) When teaching rifle movements "by numbers", the instructor is to give commands in accordance with the following example:

**"By numbers, shoulder - arms"**

**"Squad - two"**

(7) The commands, "arms" and "two" are the executive words.

(8) Before teaching rifle movements by "counting the timing aloud", men are to be taught that the standard pause is to be observed between the first and second and all subsequent movements.

(9) The best method of teaching men to observe the standard pause is to have them "count the timing aloud" between movements. To warn men that the time is to be "counted aloud" the instructor is to precede the command for the movement by the cautionary command, "Counting the timing aloud"; e.g. **"Counting the timing aloud, shoulder - arms"**

- (a) On the first movement of the rifle, the men are to call "Up".
- (b) When the rifle is in the first position of the shoulder from the order they are to call out "Two - three" to mark the standard pause.
- (c) As the left arm is brought to the side to the position of attention the men are to call out "Down".

(10) When men have been sufficiently exercised in rifle movements "counting the timing aloud", they are to execute the rifle movements "counting the timing to themselves," observing the standard pause between the first and second and each subsequent movement.

(11) Men are to be exercised in carrying out rifle movements while marching in quick time.

(12) In marching in quick time, the disengaged arm is to be swung as when marching without rifles.

(13) In marching in slow time the disengaged arm is not swung, and must be kept steady at the side.

(14) The commands for rifle movements on the march are to be given on two successive beats of the right foot. The first movement of the rifle is carried out as the left foot comes to the ground; succeeding rifle movements are carried out on each successive third step.

**ORIGINAL**

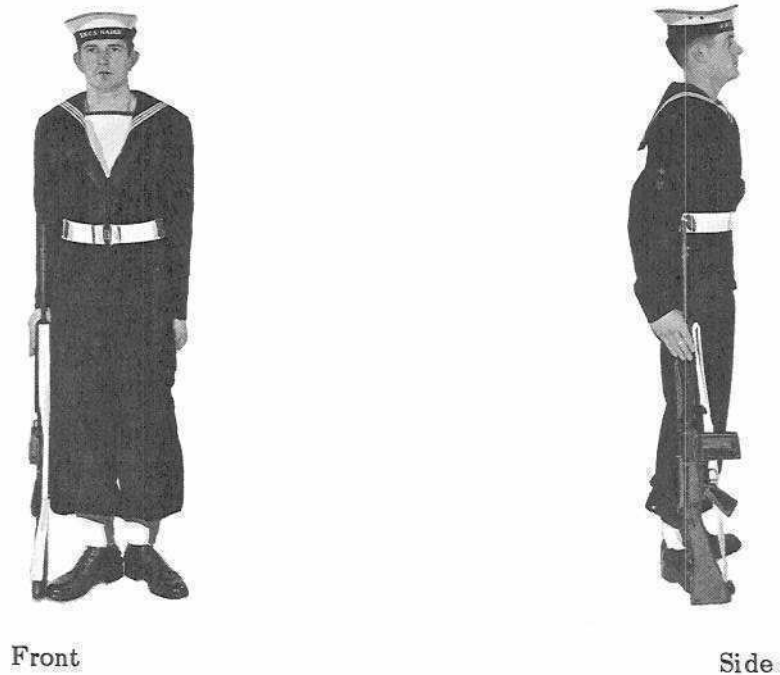


Figure 6-2 The Order

## 6-2 THE ORDER

With the body in the position of attention, the rifle is held at the right side. The right hand grasps the rifle, with the fingers straight down the right side and the thumb around the left side. The foresight is held in the palm of the right hand. The right arm is kept as straight as possible without raising or lowering the shoulder. The elbow is directly to the rear and close to the body. The left arm remains at the left side as in the position of "attention". The heel of the butt is on the ground with the toe of the rifle in line with, and close to, the toe of the right foot. The rifle is pulled back until it is vertical and the magazine is straight to the front.

### COMMON FAULTS

- Butt in wrong position.
- Magazine not straight to the front.
- Fingers of the right hand not together and allowed to curl around the front of the rifle.
- Rifle thrown away from the side of the body.

ORIGINAL



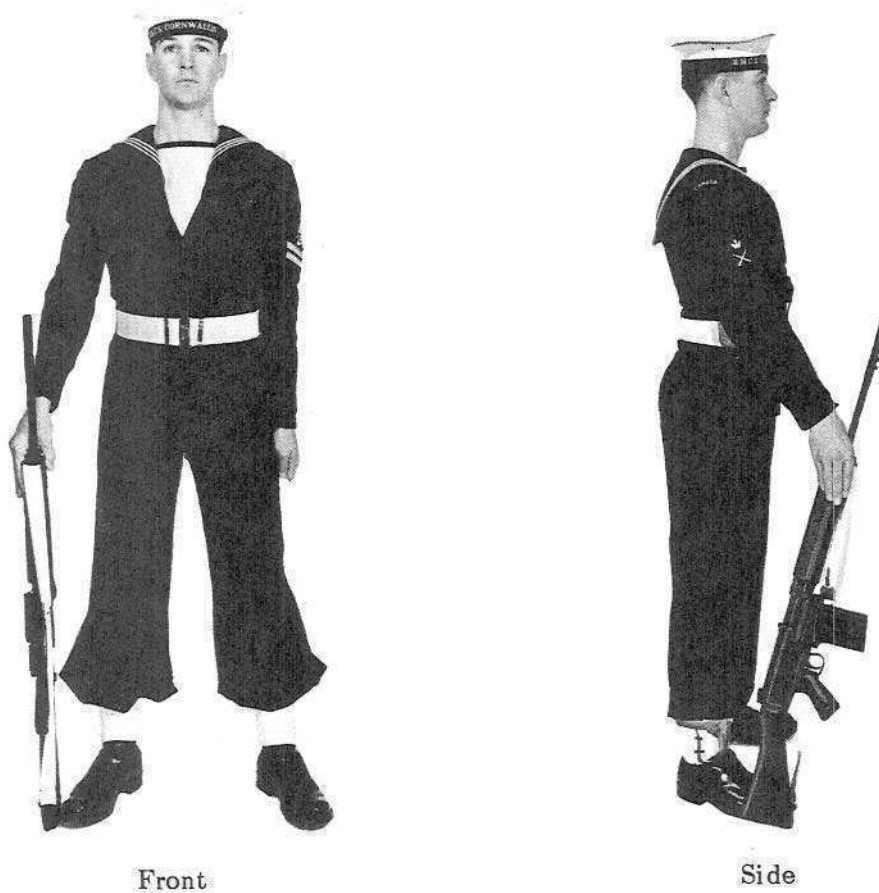


Figure 6-3 Stand at Ease from the Order

### 6-3 STAND AT EASE FROM THE ORDER

(1) At the cautionary order:

"Squad" (or other formation), "stand at - ease"

(2) Force the muzzle of the rifle directly to the front with the right hand, to the full extent of the arm. At the same time carry the left foot 12 inches to the left. The left arm is kept straight to the side.

#### COMMON FAULTS

- Moving the butt.
- Bending the left knee and stamping the foot.



Figure 6-4 Stand Easy from Stand at Ease

#### 6-4 STAND EASY FROM STAND AT EASE

##### "Stand - Easy"

- (1) Swing the muzzle of the rifle to the centre of the body, magazine to the left, keeping the toe of the butt on the ground. Grasp the muzzle of the rifle at the flash eliminator with an all round grasp of the left hand.
- (2) After a standard pause, relax the body.

#### COMMON FAULTS

- Moving the feet.
- Slouching and talking.
- Not waiting the standard pause before relaxing.

#### 6-5 STAND AT EASE FROM STAND EASY

- (1) At the cautionary order:

"Squad", (Platoon, etc.)

ORIGINAL

(2) Brace the body. At the same time force the rifle to the position of the "stand at ease" and cut the left hand to the side.

#### COMMON FAULT

- Failing to brace up quickly.

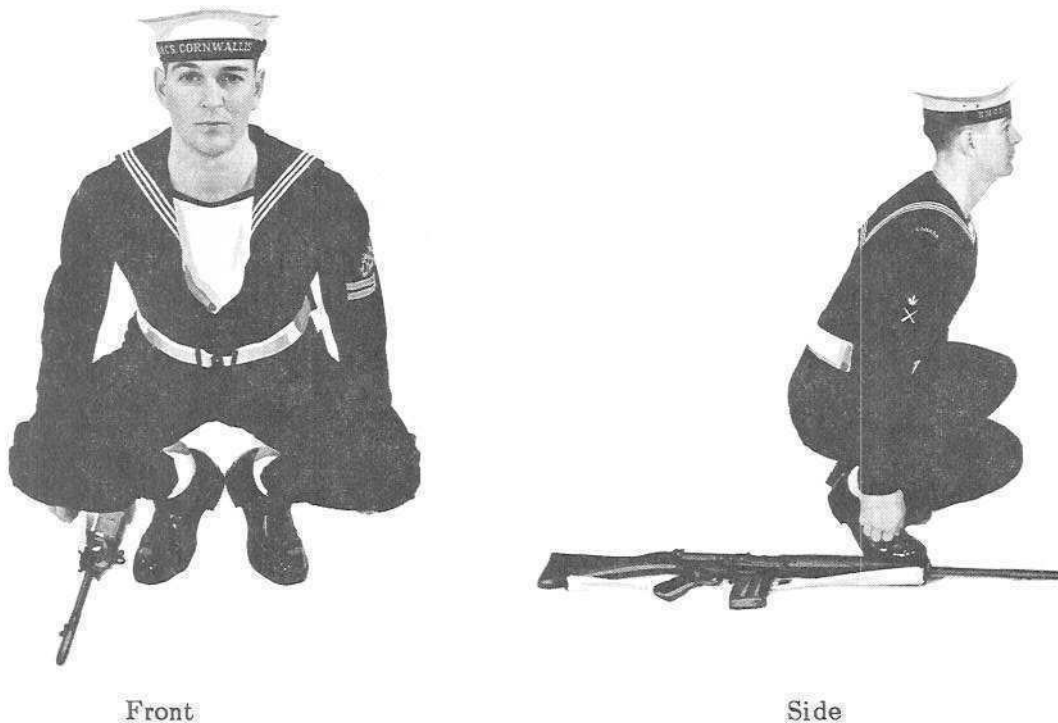


Figure 6-5(A) Ground Arms

## 6-6 GROUND ARMS

### "Ground - arms"

(1) Bend the knees, keeping the back straight but inclined slightly forward and allowing the heels to leave the ground. Place the rifle on the ground at the right side, with the magazine to the right, the muzzle pointing straight to the front, and the foresight in line with the toe of the right boot. Release the grasp of the rifle and lightly clench the right hand at the knuckle. Square off the shoulders, keeping the back straight and erect. Keep the left arm straight against the body and hip, and the head erect.

ORIGINAL



Figure 6-5(B) Ground Arms "Two"

### "Two"

- (2) Return smartly to the position of "attention".

#### COMMON FAULTS

- Looking down.
- Dropping the rifle to the ground.
- Muzzle not pointing to the front.
- Leaning too far forward.
- Returning too slowly to the position of attention.

#### ORIGINAL

**6-7 TAKE UP ARMS****“Take up – arms”**

(1) Bend the knees as in the first movement of grounding arms and grasp the rifle at the foresight. Raise the muzzle sufficiently off the ground to put the thumb and fingers around the rifle, keeping shoulders square, and the back erect.

**“Two”**

(2) Return smartly to the “order”

**COMMON FAULTS**

- Looking down.
- Leaning too far forward.
- Dragging the butt along the ground.
- Returning too slowly to the position of attention.



Figure 6-6 Short Trail from the Order

**6-8 SHORT TRAIL FROM THE ORDER****"Short - trail"**

Raise the rifle one inch off the ground, keeping it vertical and close to the side.

**COMMON FAULTS**

- Failing to hold the rifle still.
- Leaning to one side.

**NOTE**

1. If, with arms at the "order", men are ordered to close or take any specified number of paces, they are to do so at the "short trail" coming to the "order" on the last movement.
2. If the order "short trail" is not given before "Quick march", the rifle is to be "shouldered" on stepping off.

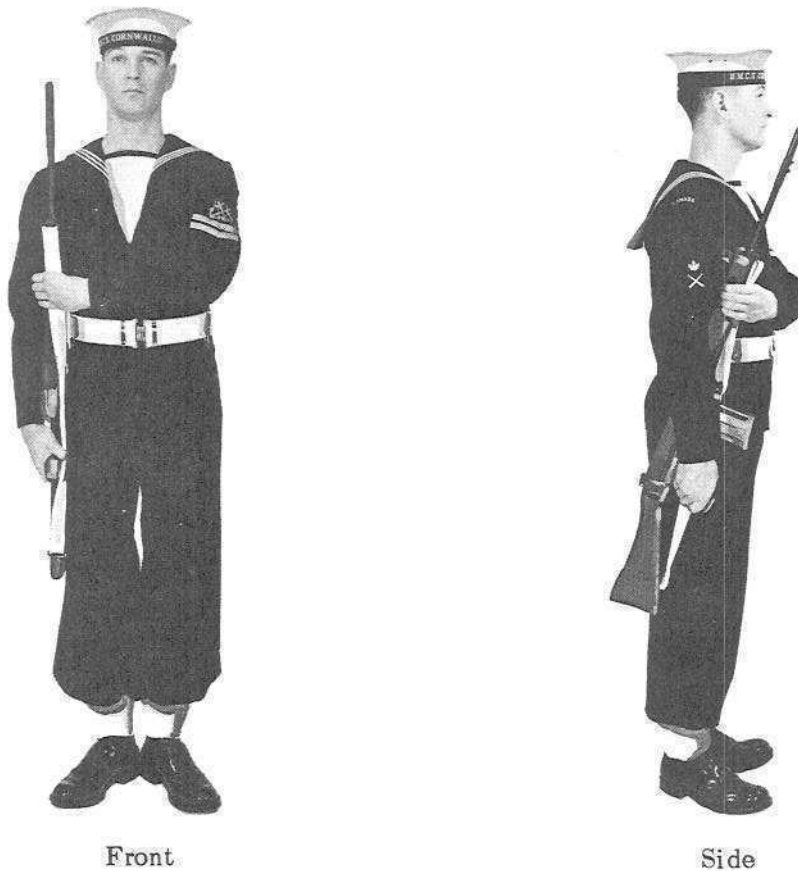


Figure 6-7(A) Shoulder Arms from the Order

## 6-9 SHOULDER ARMS FROM THE ORDER

### "Shoulder - Arms"

(1) Cant the rifle upwards with the right hand, catching it with the left hand at the fore-stock and forcing the rifle into the shoulder. At the same time grasp the pistol grip with the right hand, knuckles to the right, thumb around the pistol grip alongside the seam of the trousers. Hold the rifle at the full extent of the right arm with the muzzle slightly forward.

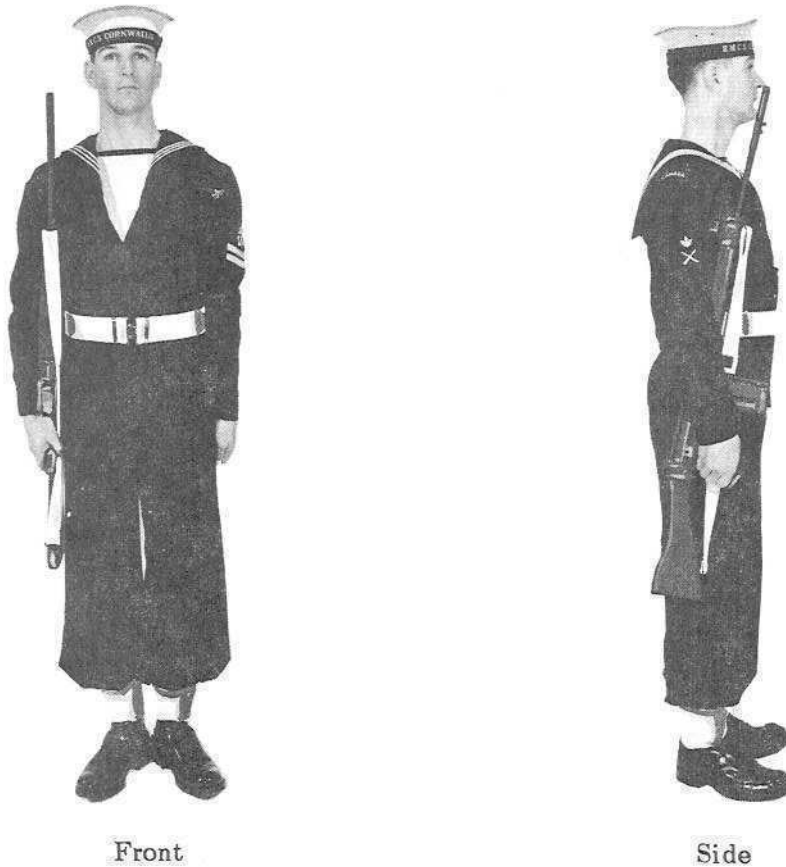


Figure 6-7(B) Shoulder Arms from the Order - "Two"

### "Two"

(2) Cut the left hand to the side.

#### COMMON FAULTS

- Failing to catch the rifle with both hands at the same time.
- Failing to keep the rifle close to the body.
- Cutting the left hand away too slowly.



Side

Front

Figure 6-8(A) Order Arms From the Shoulder

## 6-10 ORDER ARMS FROM THE SHOULDER

### "Order - Arms"

- (1) Grasp the barrel at the bayonet standard with an all round grasp of the left hand.

### "Two"

- (2) Release the right hand and lower the rifle smartly down the right side until the butt is one inch from the ground. At the same time grasp the rifle with the right hand, palm over the foresight, fingers straight and extended down.

ORIGINAL





Figure 6-8(B) Order Arms from the Shoulder - "Two"



Figure 6-8(C) Order Arms from the Shoulder - "Three"

### "Three"

(3) Cut the left hand to the side and lower the rifle to the ground, assuming the position of the "order".

#### COMMON FAULTS

- Failing to keep the elbow close to the body.
- Failing to keep the shoulders square to the front.
- Butt too high off the ground in the second movement.
- Banging the butt to the ground.
- Cutting the left hand away slowly.
- Fingers of the right hand curling around the rifle.

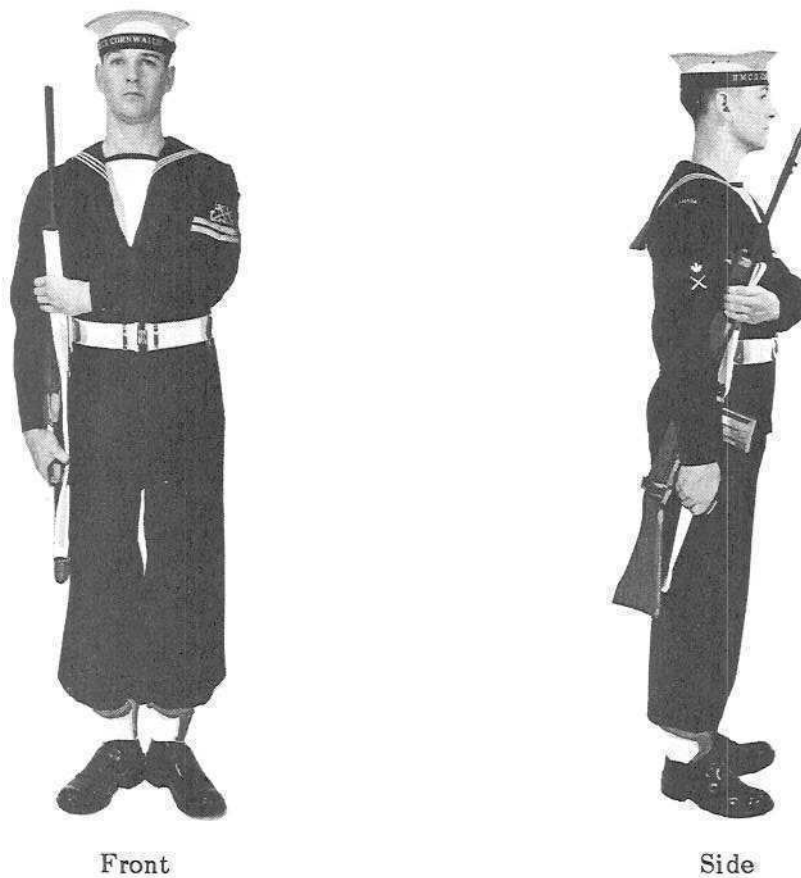


Figure 6-9(A) Present Arms from the Shoulder

## 6-11 PRESENT ARMS FROM THE SHOULDER

### "Present - Arms"

(1) Carry the left hand across the body and grasp the rifle at the forestock with the fingers and thumb in an all-round grasp, in such a manner that the left forearm is horizontal.

### "Two"

(2) Force the rifle over and up to a central, vertical position in front of the body, with the foresight in line with the eyes. At the same time grasp the small of the butt with the right hand. The hand is behind the rifle, with the fingers together and pointing straight downward and the thumb around the rifle to the left. The thumb of the left hand points up the forestock.

ORIGINAL

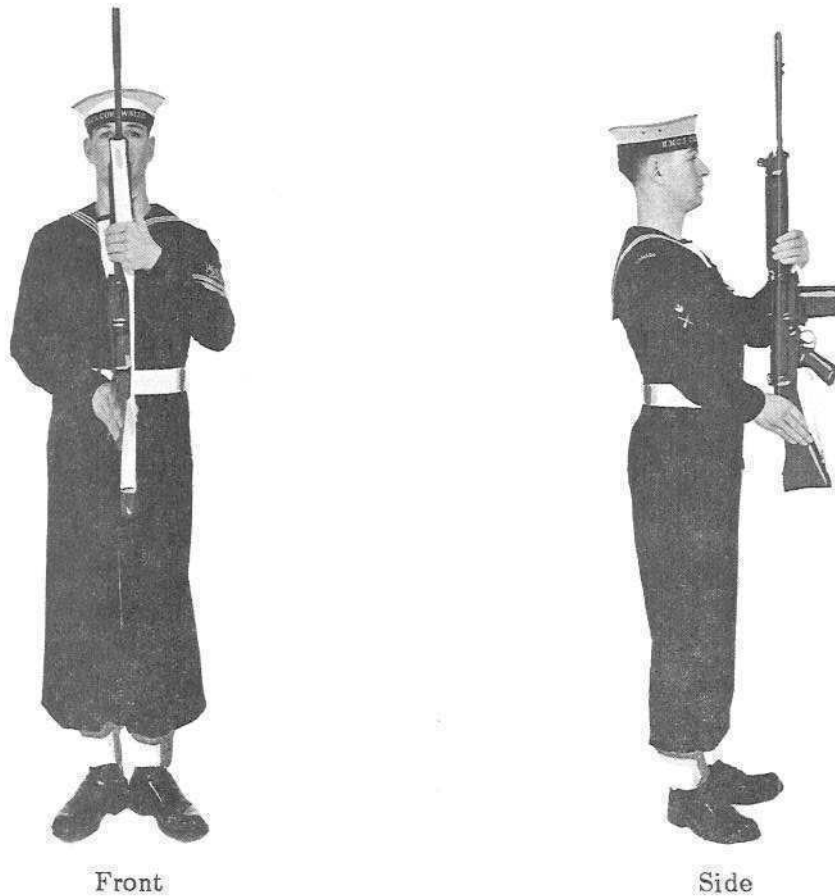


Figure 6-9(B) Present Arms from the Shoulder - "Two"

### "Three"

(3) Force the rifle downward to the full extent of the right arm. Slide the left hand down to just above the magazine, with the fingers around the forestock and the thumb pointing up the forestock. At the same time place the hollow of the right foot against the heel of the left foot, keeping both legs straight.

ORIGINAL



Figure 6-9(C) Present Arms from the Shoulder – “Three”

## 6-12 SHOULDER ARMS FROM THE PRESENT

### “Shoulder – Arms”

- (1) Force the rifle to the “shoulder arms” position, grasping the pistol grip with right hand, and bring the right foot in line with the left.

### “Two”

- (2) Cut the left hand to the side.

ORIGINAL



Figure 6-10(A) Shoulder Arms from the Present

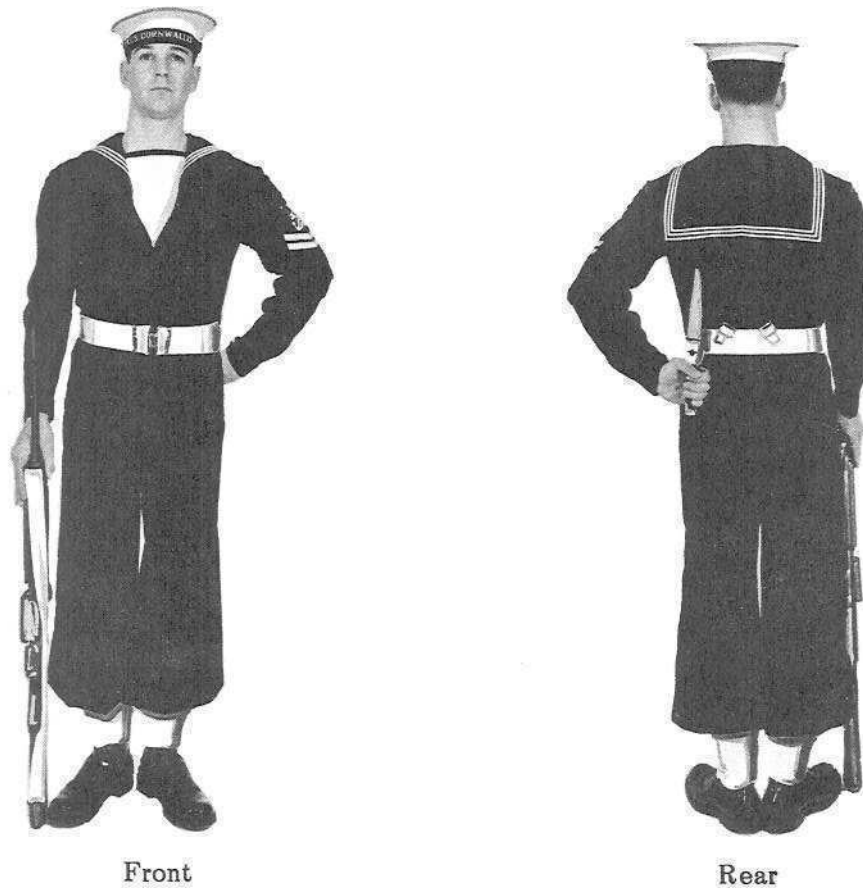


Figure 6-10(B) Shoulder Arms from the Present - "Two"

#### COMMON FAULTS

- Failing to keep the elbows close to the body.
- Stamping the foot.
- Failing to bring the rifle to a vertical position in the first movement.
- Failing to bring the muzzle slightly forward in the second movement.

ORIGINAL



Front

Rear

Figure 6-11(A) Fix Bayonets - "Fix"

### 6-13 FIX BAYONETS AT THE ORDER

(1) Before fixing bayonets, a squad in more than one rank should be inclined, or should be in "open order".

**"Squad will fix bayonets, squad - fix"**

(2) Force the rifle out to the full extent of the right arm as in the position of "Stand at Ease". At the same time grasp the bayonet handle with the left hand, with the thumb around the ring of the bayonet, the back of the hand to the body, and the fingers around the handle. Rotate the scabbard counter-clockwise. Hold the scabbard point upward in line with the left shoulder blade. The fingers are to be held together, pointing across the body.

**ORIGINAL**



Figure 6-11(B) Fix Bayonets – “Bayonets”



Figure 6-11(C) Fix Bayonets – “Attention”

### “Bayonets”

(3) Lower the head smartly and look directly at the muzzle. At the same time, withdraw the bayonet from the scabbard and carry it up to its position on the rifle, keeping the point close in to the left leg during the movement. Fix the bayonet to the bayonet standard, retaining an all-round grip of the bayonet handle with the left hand.

(4) When he hears or sees no further movement, the instructor will give the order:

“Atten - tion”

(5) At this command, the position of the “order” is resumed.

### COMMON FAULTS

- Looking down during the first movement.
- Not keeping the body erect.
- Moving the body and the rifle during the second movement.
- Not keeping the left arm close to the body.

ORIGINAL

## 6-14 UNFIX BAYONETS AT THE ORDER

(1) Before unfixing bayonets, a squad of more than one rank should be inclined, or should be in "open order."

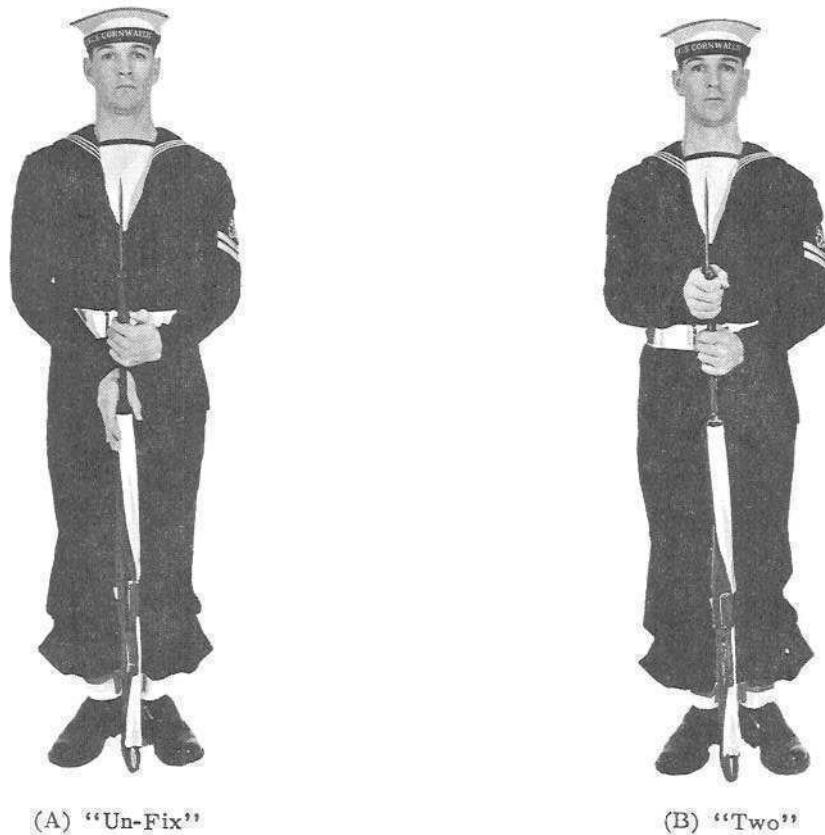


Figure 6-12 Unfix Bayonets

**"Squad will unfix bayonets. Un - fix".**

(2) Place the rifle between the legs, forcing the heel of the butt into the angle formed by the heels. Grip the rifle between the knees, bending them slightly. Keep the body upright. At the same time grasp the barrel with the left hand, pressing on the bayonet catch with the thumb.

**"Two"**

(3) Release the right hand and grasp the bayonet handle with an upward motion, forcing the bayonet ring just clear of the rifle. Keep the blade in line with the barrel, curl the fingers around the bayonet handle, keeping the thumb close to the knuckles.

**ORIGINAL**





(C) "Bayonets"



(D) "Two"

Figure 6-12 Unfix Bayonets

**"Bayonets"**

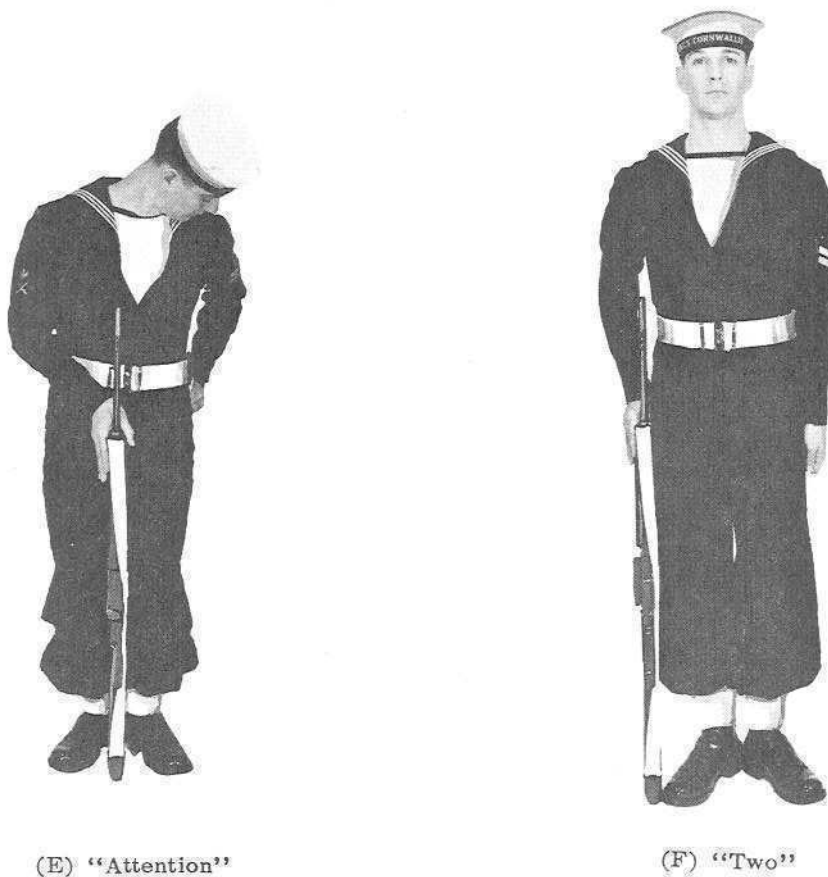
(4) Grasp the scabbard at the frog with the left hand, pushing the mouth of the scabbard forward to receive the bayonet. Point the left elbow straight to the rear. At the same time bring the bayonet to the left side, blade down, and just enter its point in the mouth of the scabbard. At the same time bend the head downward and to the left, and look directly at the scabbard.

**"Two"**

(5) Force the bayonet fully home in the scabbard, keeping the body square to the front, the thumb and fingers of the right hand together and straight along the bayonet handle.

**"Atten - tion"**

(6) Grasp the rifle with the right hand as for the "order", keeping the rifle still.



(E) "Attention"

(F) "Two"

Figure 6-12 Unfix Bayonets

**"Two"**

- (7) Resume the position of the "order".

**COMMON FAULTS**

- Not waiting a standard pause before changing the grasp of the right hand to the bayonet.
- Leaning forward or to the side.
- Failing to grasp the rifle securely between the knees.
- Fingers of the right hand not together and extended down the bayonet handle when the bayonet is home in the scabbard.
- Moving the head on the first movement when resuming the "order".

**ORIGINAL**



Figure 6-13 Examine Arms from the Order

#### 6-15 EXAMINE ARMS FROM THE ORDER

“For inspection, examine – arms”

(1) Take a half pace forward with the left foot. At the same time throw the rifle up and forward with the right hand to an angle of 60 degrees to the ground. Grasp the forestock with the left hand, knuckles down, thumb on top of the rifle. At the same time grasp the pistol grip with the right hand, with the forefinger alongside the trigger guard, forcing the butt into the side between the right forearm and body.

“Two”

(2) Grasp the cocking handle between the thumb and forefinger of the left hand and unfold it.

“Three”

(3) Pull the cocking handle to the rear and return it to its housed position.

**“Four”**

(4) Place the left hand on the magazine, with the fingers extended horizontally and the thumb on top of the magazine platform.

**NOTE**

1. When the rifle has been inspected, return the left hand to the forestock as in the first movement.
2. For drill purposes, at the cautionary order “Squad”, return the left hand to the forestock.
3. This movement can be carried out from the shoulder arms position.

**6-16 EASE SPRINGS AT THE EXAMINE****“Ease – Springs”**

(1) Put the change lever to “R” with the right thumb.

**“Two”**

(2) Place the left hand on the magazine so that the thumb rests on the holding-open catch.

**“Three”**

(3) Push down the holding-open catch, releasing the breech-block.

**“Four”**

(4) Press the trigger with the right forefinger.

**“Five”**

(5) Put the change lever to “S” with the right thumb.

**“Six”**

(6) Return the left hand to the forestock and at the same time place the forefinger of the right hand alongside the trigger guard.

**COMMON FAULTS**

- Looking down.
- Not observing a standard pause between each movement.

**ORIGINAL**



Figure 6-14(A) Order Arms from the Examine



Figure 6-14(B) Order Arms from the Examine - "Two"

## 6-17 ORDER ARMS FROM THE EXAMINE

### "Order - Arms"

(1) Grasp the forestock with the right hand as for the order. At the same time bring the left foot in line with the right.

### "Two"

(2) Force the rifle to the right side, stopping the butt one inch from the ground, and grasp the rifle at the flash eliminator with an all round grasp of the left hand. Keep the rifle vertical.

### "Three"

(3) Cut the left hand to the side and lower the rifle to the ground, assuming the position of the "order".

### COMMON FAULTS

- Not moving the left foot on the first movement.
- Moving the rifle on the first movement.

- Butt too high off the ground in the second movement.
- Banging the butt on the ground.
- Not cutting the left hand away smartly.

#### INSTRUCTIONS FOR INSPECTING ARMS

- (4) When arms are inspected, as in inspecting a platoon on parade, the officer or petty officer should see that the outside of the rifle is clean and free from rust; that the magazine and action are clean and in good order; that the sights are set at zero, and that no parts are loose or damaged.
- (5) As the inspecting officer comes to each man, he may take the rifle by the muzzle. The man then lowers the rifle to allow the officer to inspect the bore, and places the thumb-nail of his right hand in front of the breech to reflect the light down the barrel.
- (6) Each man, when the officer has passed the file next to him, is to ease springs, order arms, and stand at ease, without further orders.
- (7) The last two men of each rank ease springs, order arms, and stand at ease together. If it is desired to examine bayonets, they should be fixed and examined at the "order".



Figure 6-15 Salute at the Shoulder

**6-18 SALUTE AT THE SHOULDER****“To the front – Salute”**

(1) Strike the forestock of the rifle with the flat of the left hand, keeping the thumb and fingers together and straight, the forearm horizontal and the elbow forced into the body.

**“Two”**

(2) Cut the left hand to the side.

**NOTE**

When an armed man salutes, he does so at the shoulder, giving “eyes left” or “eyes right” where appropriate, using the same timing as for salutes without arms.



Figure 6-16 High Port from the Shoulder

**6-19 HIGH PORT FROM THE SHOULDER****“High – Port”**

Carry the rifle across the body with the right hand, keeping the magazine to the front, to such a position that the rifle is diagonally across the chest, with the barrel passing

**ORIGINAL**

through a point in line with the point of the left shoulder. Grasp the forestock with the left hand just above the left shoulder. At the same time change the grasp of the right hand so that the back of the hand is upward and the forefinger is along the trigger guard. Keep the elbows close to the body.

#### COMMON FAULTS

- Not keeping the elbows close to the body.
- Allowing the magazine to droop.
- Not keeping the rifle close to the body.

### 6-20 SHOULDER ARMS FROM THE HIGH PORT

#### "Shoulder - Arms"

(1) Bring the rifle to the shoulder arms position, changing the grip of the right hand as the rifle is moved to the right side.

#### "Two"

(2) Cut the left hand to the side.

### 6-21 THE HIGH PORT FROM THE ORDER

#### "High - Port"

Throw the rifle across the body, muzzle leading, with the magazine to the front, so that the rifle lies diagonally one inch in front of the chest and its barrel passes through a point in line with the point of the left shoulder. Catch the rifle at the forestock with the left hand, at or just above the point of the left shoulder. As the left hand catches the forestock, grasp the pistol-grip with the right hand, with the forefinger outside the trigger guard. Keep the elbows close to the body.

#### COMMON FAULTS

- Leaning backwards during the first movement.
- Failing to catch the rifle with both hands simultaneously.
- Rifle too far from the body.
- Muzzle too high or too low.

**ORIGINAL**





Figure 6-17(A) Order Arms from the High Port



Figure 6-17(B) Order Arms from the High Port - "Two"

## 6-22 ORDER ARMS FROM THE HIGH PORT

### "Order - Arms"

(1) Grasp the rifle at the foresight with the right hand, with the fingers together above the rifle and the thumb underneath, keeping the forearm parallel to the barrel.

### "Two"

(2) With the right hand, force the rifle down the right side, arresting it when the butt is one inch from the ground. With an all-round grasp of the left hand at the flash eliminator, force the rifle into the vertical position.

### "Three"

(3) Cut the left hand to the side and lower the rifle to the ground, assuming the position of the "order".

ORIGINAL

## COMMON FAULTS

- Failing to keep the forearm and elbow close to the body during the first movement.
- Failing to have the rifle vertical in the second movement.
- Butt too high off the ground.
- Banging the butt on the ground.
- Cutting the left arm away too slowly.



Figure 6-18(A) Trail Arms from the Shoulder



Figure 6-18(B) Trail Arms from the Shoulder - "Two"



Figure 6-18(C) Trail Arms from the Shoulder - "Three"



Figure 6-18(D) Trail Arms from the Shoulder - "Four"

## 6-23 TRAIL ARMS FROM THE SHOULDER

### "Trail - Arms"

(1) Grasp the forestock with an all round grasp of the left hand, keeping the elbow close to the body and the forearm parallel to the ground. Force the rifle to a vertical position.

### "Two"

(2) Shift the grasp of the right hand from the pistol grip and slap the magazine, so that the carrying handle is in the palm of the right hand. Extend the fingers along the magazine, together and parallel to the ground. Keep the elbow close to the body, pointing to the rear.

### "Three"

(3) Unfold the carrying handle with the right hand and pull it directly to the rear.

### "Four"

(4) Lower the rifle to a horizontal position at the full extent of the right arm, with the muzzle pointing directly to the front. At the same time cut the left hand to the side.

ORIGINAL

## NOTE

When turning about with the rifle at the trail, the rifle is to be brought to a vertical position at the right side of the body, with the forearm parallel to the ground, to prevent the clashing of rifles.

## COMMON FAULTS

- Moving the rifle before the last movement.
- Failing to keep the elbow and arm close to the body.
- Rifle not horizontal and not pointing directly to the front.

**6-24 CHANGE ARMS AT THE SHOULDER****"Change – Arms"**

(1) Force the rifle to a central position in front of the body and grasp the forestock with an all round grip of the left hand just above the magazine. Keep the rifle vertical, four inches in front of the body.



Figure 6-19(A) Change Arms at the Shoulder



Figure 6-19(B) Change Arms at the Shoulder – "Two"



Figure 6-19(C) Change Arms at the Shoulder - "Three"



Figure 6-19(D) Change Arms at the Shoulder - "Four"

#### "Two"

- (2) Grasp the forestock with the right hand immediately above the left hand.

#### "Three"

- (3) Grasp the pistol grip with the left hand, with the back of the hand to the left and the fingers under the grip.

#### "Four"

- (4) Bring the rifle into the left side and assume the position of "shoulder arms". At the same time cut the right hand to the side.

#### COMMON FAULTS

- Failing to keep the elbows close to the sides in all movements.
- Moving the rifle while changing hands in the second and third movements.

ORIGINAL

**6-25 CHANGE ARMS AT THE TRAIL****“Change – Arms”**

(1) Bend the right arm and raise the rifle to the vertical in front of the centre of the body, keeping the right forearm horizontal, the elbow in close to the body, and the magazine to the front. At the same time grasp the lower end of the forestock with the left hand, keeping the elbow in close to the body.

**“Two”**

(2) With the right hand, grasp the forestock immediately above the left hand.

**“Three”**

(3) Grasp the carrying handle with the left hand.

**“Four”**

(4) Lower the rifle to a horizontal position at the full extent of the left arm, with the muzzle pointing directly to the front. At the same time cut the right hand to the side.



Figure 6-20(A) Change Arms at the Trail



Figure 6-20(B) Change Arms at the Trail – “Two”



Figure 6-20(C) Change Arms  
at the Trail – “Three”



Figure 6-20(D) Change Arms  
at the Trail – “Four”

#### NOTE

To change arms from left to right, reverse the above drill.

#### COMMON FAULTS

- Moving the rifle while changing hands in the second and third movements.
- Failing to keep the elbows close to the side in all movements.

#### 6-26 OPEN OUT SLINGS

Carry the rifle butt forward, at the same time bending the trunk of the body, resting the muzzle on the right shoulder. Dwell a standard pause and open out the sling. When the sling has been opened, return independently to the position of “order arms”.

#### NOTE

“Sling arms” is used by operational sentries. The rifle is slung over the right shoulder, muzzle up with the right hand as far up the forestock as possible.

2. "Reversed sling" is used by operational sentries in wet weather. The rifle is slung over the right shoulder, muzzle down. It is held in close to the right side of the body, keeping the right hand as high as possible on the sling.

3. "Sling arms" is ordered when both hands are required to be free for any purpose. The rifle is slung at the back, muzzle upward, by passing the head and right arm through the sling.

### RIFLE DRILL FOR FUNERALS

#### 6-27 GENERAL

- (1) The instructions given in the section on rifle drill apply to rifle drill for funerals.
- (2) Unless otherwise stated in the detail, the standard pause between succeeding movements of the rifle is to be the same as for quick time.
- (3) Men are to be exercised in rifle drill for funerals, marching in quick time and in slow time as applicable.



Figure 6-21(A) Reverse Arms from the Present



Figure 6-21(B) Reverse Arms from the Present - "Two"



## 6-28 REVERSE ARMS FROM THE PRESENT

### "Reverse - arms."

(1) Seize the rifle with the right hand just above the magazine, with the thumb to the rear. Cut the left hand away smartly to the side, and at the same time bring the feet to the position of "attention."

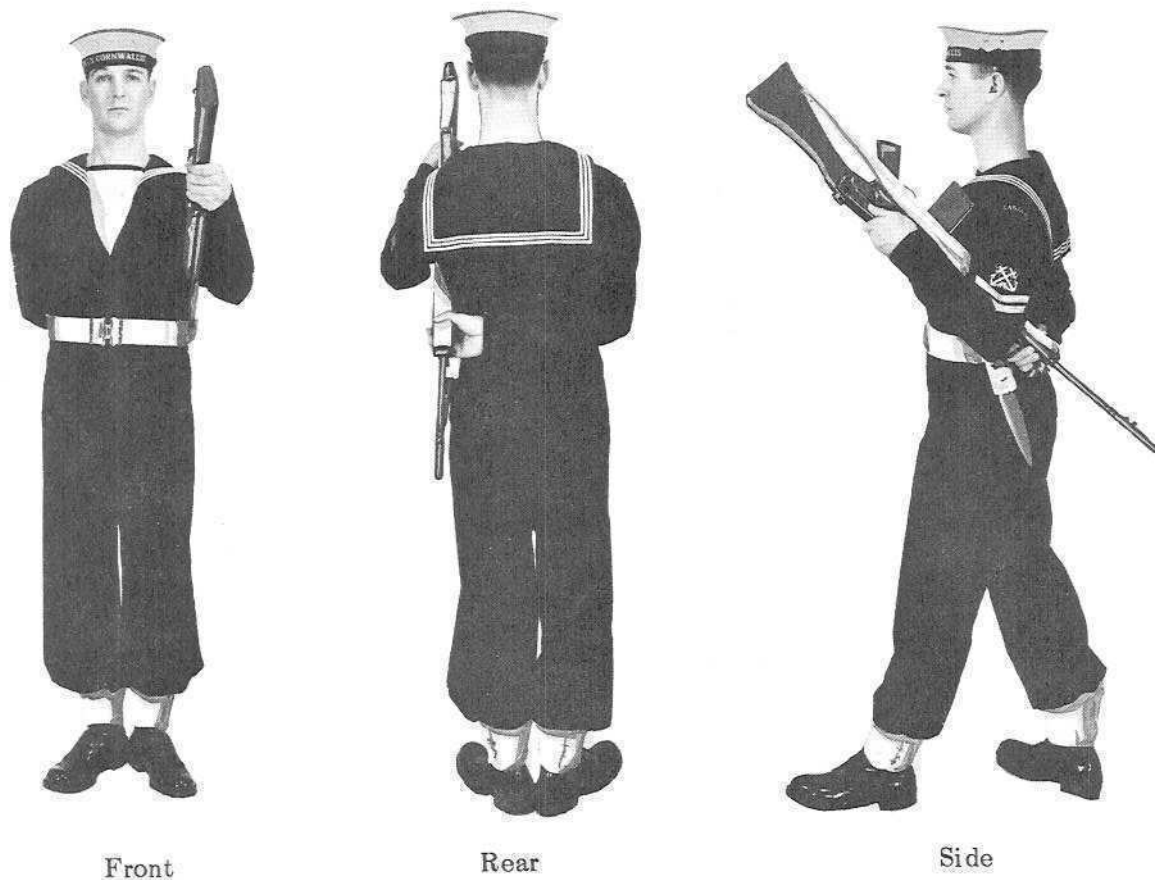


Figure 6-21(C) Reverse Arms from the Present - "Three"

### "Two"

(2) Tilt the muzzle of the rifle to the rear and down outside the left shoulder, and then up under the left armpit, with the sling uppermost. Seize the small of the butt with the left hand, palm downward. The toe of the butt should be level with the eyes.

### "Three"

(3) Carry the right hand behind the back to seize the rifle just behind the foresight, with the thumb over the sling and the back of the hand towards the body. The right forearm should be horizontal.

## COMMON FAULTS

- Not keeping the elbows close to the side.
- Rifle not pointing directly to the front.

## NOTE

Marching with arms at the "reverse" is carried out in slow time.

## 6-29 REST ON ARMS REVERSED, FROM THE REVERSE

**"Rest on your arms – reversed"**

(1) Cut the right hand to the side. At the same time force the rifle to a vertical position, with the muzzle resting on the toe of the left boot and the magazine towards the left leg.

**"Two"**

(2) Place the right hand on the butt plate, keeping the thumb close to the fingers.



Figure 6-22(A) Rest on Arms Reversed, from the Reverse



Figure 6-22(B) Rest on Arms Reversed, from the Reverse – "Two"

ORIGINAL



Figure 6-22(C) Rest on Arms Reversed, from the Reverse – “Three”



Figure 6-22(D) Rest on Arms Reversed, from the Reverse – “Four”

### “Three”

- (3) Place the left hand over the right and lower the head smartly until the chin touches the chest.

### “Attention”

- (4) Raise the head smartly.

### COMMON FAULTS

- Not keeping the elbows close to the sides.
- Fingers of the left hand not pointing towards the front.
- Raising the head on the cautionary order before being called to “attention.”
- Bending the body instead of just lowering the head until the chin touches the chest.

ORIGINAL



Figure 6-23(A) Reverse Arms from Rest on Arms Reversed



Figure 6-23(B) Reverse Arms from Rest on Arms Reversed – “Two”

### 6-30 REVERSE ARMS FROM REST ON ARMS REVERSED

#### “Reverse – arms”

- (1) Grasp the small of the butt with the left hand, with the back of the hand to the front.

#### “Two”

- (2) Force the rifle up into the “reverse arms” position under the left arm. At the same time grasp the forestock with the right hand behind the back, with the back of the hand towards the body.

#### COMMON FAULTS

- Moving the rifle on the first movement.
- Moving the body.

#### ORIGINAL



Figure 6-24(A) Present Arms from Rest on Arms Reversed



Figure 6-24(B) Present Arms from Rest on Arms Reversed - "Two"



Figure 6-24(C) Present Arms from Rest on Arms Reversed - "Three"

### 6-31 PRESENT ARMS FROM REST ON ARMS REVERSED

#### "Present - arms"

(1) Raise the rifle with the right hand until the heel of the butt is level with the shoulder. At the same time, grasp the forestock with the left hand, with the back of the hand to the rear.

#### "Two"

(2) Grasp the small of the butt with the right hand, with the back of the hand to the rear. Keep the elbow close to the body.

#### "Three"

(3) Moving the butt towards the body, rotate the rifle into the position of "present arms". At the same time place the hollow of the right foot against the left heel, keeping both knees straight.

#### COMMON FAULTS

- Moving the body.
- Stamping the right foot.

ORIGINAL



Figure 6-25(A) Rest on Arms Reversed from the Present



Figure 6-25(B) Rest on Arms Reversed from the Present - "Two"



Figure 6-25(C) Rest on Arms Reversed from the Present - "Three"

## 6-32 REST ON ARMS REVERSED FROM THE PRESENT

### "Rest on your arms - reversed"

(1) Lower the muzzle forward and downward, catching the butt just below the heel with the left hand. Place the muzzle on the toe of the left boot, with the rifle vertical and the magazine towards the left leg. At the same time bring the right foot back in line with the left.

### "Two"

(2) Place the right hand on the butt plate, with the thumb around the toe of the butt and fingers together.

### "Three"

(3) Place the left hand over the right and lower the head smartly until the chin touches the chest.

### "Atten - tion"

(4) Raise the head smartly.

### COMMON FAULTS

- Not keeping the elbows close to the sides.
- Bending the body when lowering the head.

ORIGINAL



Figure 6-26(A) Shoulder Arms from Rest on Arms Reversed



Figure 6-26(B) Shoulder Arms from Rest on Arms Reversed - "Two"



Figure 6-26(C) Shoulder Arms from Rest on Arms Reversed - "Three"

### 6-33 SHOULDER ARMS FROM REST ON ARMS REVERSED

#### "Shoulder - arms"

(1) Raise the rifle with the right hand until the heel of the butt is in line with the shoulder. At the same time grasp the forestock with the left hand, with the back of the hand to the rear.

#### "Two"

(2) Shift the right hand to the top of the pistol grip, with the back of the hand down.

#### "Three"

(3) Moving the butt towards the body; rotate the rifle to the position of "shoulder arms", shifting the grip of the right hand to an all around grip.

#### "Four"

(4) Cut the left hand to the side.



Figure 6-27 Reverse Trail Arms from Reverse Arms – “Two”

### 6-34 REVERSE TRAIL ARMS FROM REVERSE ARMS

#### “Trail – arms”

- (1) Bring the left hand to the point of balance of the rifle.

#### “Two”

- (2) Drop the rifle to the full extent of the left arm, with the butt leading and the sling uppermost. At the same time cut the right arm to the side.

#### NOTE

1. This movement is carried out automatically at the order “Quick – march,” when breaking into the quick from the slow march with arms reversed.
2. As the left foot comes forward after the order “March,” the left hand is shifted to the point of balance of the rifle. No movement is carried out when the right foot comes forward. When the left foot comes forward for the second time, the rifle is dropped to the full extent of the left arm, with the butt leading and the sling uppermost, and the right arm is swung.

ORIGINAL



**6-35 REVERSE ARMS FROM REVERSE TRAIL ARMS****"Slow - march"**

Cant the rifle to the "Reverse arms" position in one movement as the left foot comes forward.

**CEREMONIAL FIRING****6-36 LOADING THE MAGAZINE**

At the forming-up area, the necessary number of blank rounds are loaded in the magazine and the magazine is fitted in the rifle with the bolt forward. The change lever is put to "S".



Figure 6-28 Volleys with Blank Cartridge Load (from the Shoulder)

**6-37 VOLLEYS WITH BLANK CARTRIDGES LOAD, FROM THE SHOULDER****"Volleys with blank cartridges - load"**

(1) Take a half pace forward with the left foot. At the same time throw the rifle up, grasping the forestock with the left hand and the pistol grip with the right, placing the forefinger

**ORIGINAL**

of the right hand alongside the trigger guard. With the muzzle at an angle of 60 degrees with the ground, grasp the forestock with the left hand at a point slightly higher than, and in line with, the left shoulder. Force the butt into the right side between the forearm and the body.

**“Two”**

(2) Grasp the cocking handle with the left thumb and forefinger, and unfold it.

**“Three”**

(3) Cock the rifle and house the cocking handle.

**“Four”**

(4) Put the change lever to “R” with the right thumb.

**“Five”**

(5) Return the left hand to the forestock.

**COMMON FAULTS**

- Not holding the rifle steady.
- Muzzle not at 60 degrees with the ground.
- Left hand not in line with, and slightly above, the left shoulder.
- Forefinger not alongside the trigger guard.
- Not observing the standard pause between movements.

**NOTE**

For drill purposes, when exercising “volleys with blank cartridges – load” and “Re-load” the magazine should be removed from the rifle to allow the necessary bolt action.

**6-38 PRESENT**

**“Pre-sent”**

Bring the rifle to the right shoulder at an angle of 60 degrees. At the same time place the right forefinger inside the trigger guard.

**COMMON FAULTS**

- Rifle not at 60 degrees and not straight to the front.
- Not keeping the head and eyes to the front.

**ORIGINAL**

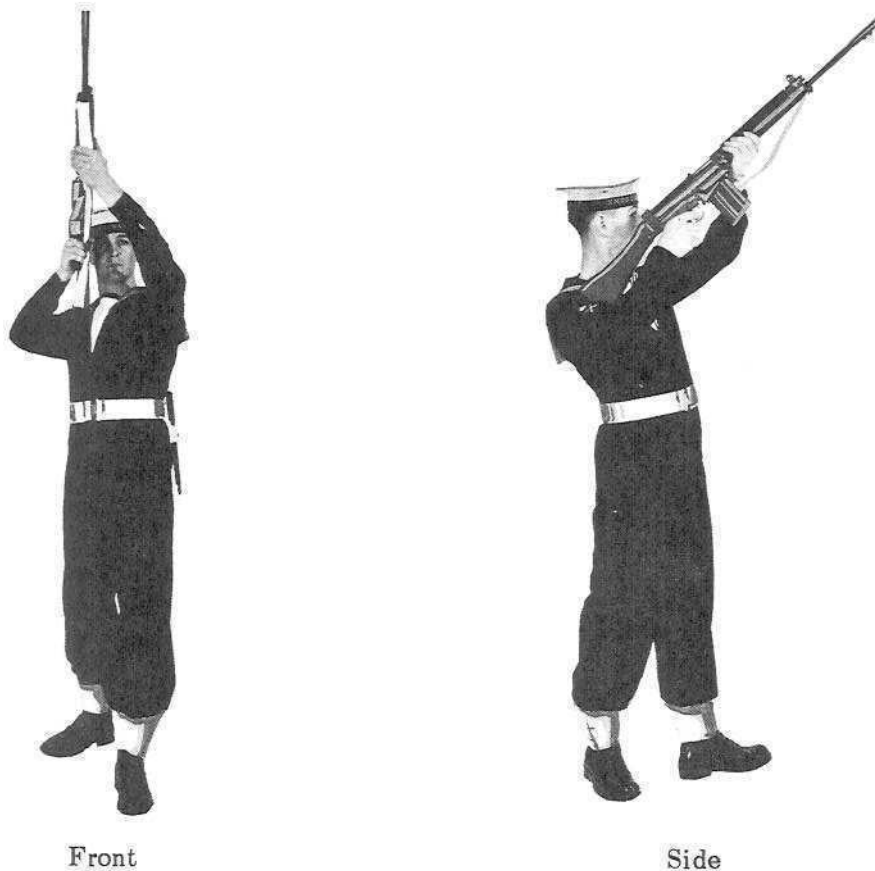


Figure 6-29 Volleys with Blank Cartridge Load (from the Shoulder) – “Present”

### 6-39 FIRE

#### “Fire”

Press the trigger, and release it.

#### COMMON FAULT

- Squeezing the trigger.

### 6-40 RELOAD

#### “Re-Load”

- (1) Return to the position of “Volleys with blank cartridges – load”.

#### “Two”

- (2) Grasp the cocking handle with the left thumb and forefinger and unfold it.

#### “Three”

- (3) Cock the rifle and house the cocking handle.

**“Four”**

- (4) Return the left hand to the forestock.

## COMMON FAULTS

- As for “Volleys with blank cartridges – load”.

**6-41 UNLOAD****“Un – Load”**

- (1) Return to the position of “Volleys with blank cartridges – load.”

**“Two”**

- (2) Grasp the cocking handle with the left thumb and forefinger and unfold it.

**“Three”**

- (3) Cock the rifle and house the cocking handle.

**“Four”**

- (4) Place the left hand on the magazine, with the fingers together and the thumb on the holding-open catch.

**“Five”**

- (5) Push down on the holding-open catch, releasing the breech-block.

**“Six”**

- (6) Press the trigger.

**“Seven”**

- (7) Put the change lever to “S” with the right thumb.

**“Eight”**

- (8) Return the left hand to the forestock.

## NOTE

If a blank firing adaptor is fitted, omit steps 2 to 7 inclusive.

## COMMON FAULTS

- Allowing the muzzle to drop.
- Loosing the timing and sequence of movements.

**ORIGINAL**



Figure 6-30(A) Order Arms from the Unload



Figure 6-30(B) Order Arms from the Unload—"Two"

## 6-42 ORDER ARMS FROM THE UNLOAD

### "Order - Arms"

(1) Grasp the forestock with the right hand, with the palm of the hand over the foresight, the fingers together, and the thumb on the inside of the rifle. At the same time bring the left foot in line with the right.

### "Two"

(2) Bring the rifle to a vertical position at the right side with its butt one inch from the ground. At the same time grasp the flash eliminator with an all round grasp of the left hand.

### "Three"

(3) Lower the rifle to the ground, at the same time cutting the left hand to the side.

### COMMON FAULT

- Not keeping the rifle and body steady during the first movement.

ORIGINAL

## PART 7

# SWORD AND CUTLASS DRILL

### 7-1 GENERAL RULES

- (1) The Commanding Officer of a parade, or of an armed body of men, does not draw his sword unless a senior officer is present.
- (2) Other officers on ceremonial parades should, as a rule, fall in with swords drawn and scabbards hooked up. When this has not been done, officers draw and return swords to conform with the movements of fixing and unfixing bayonets.
- (3) Officers hook up scabbards after drawing swords, and unhook scabbards after returning swords, without further orders. Officers should look down for these movements.
- (4) As these are not movements of precision they are performed by each officer independently.
- (5) Officers of the Brigade Staff do not draw their swords.
- (6) Sword drill is always to coincide with the first and last motions of the rifle.

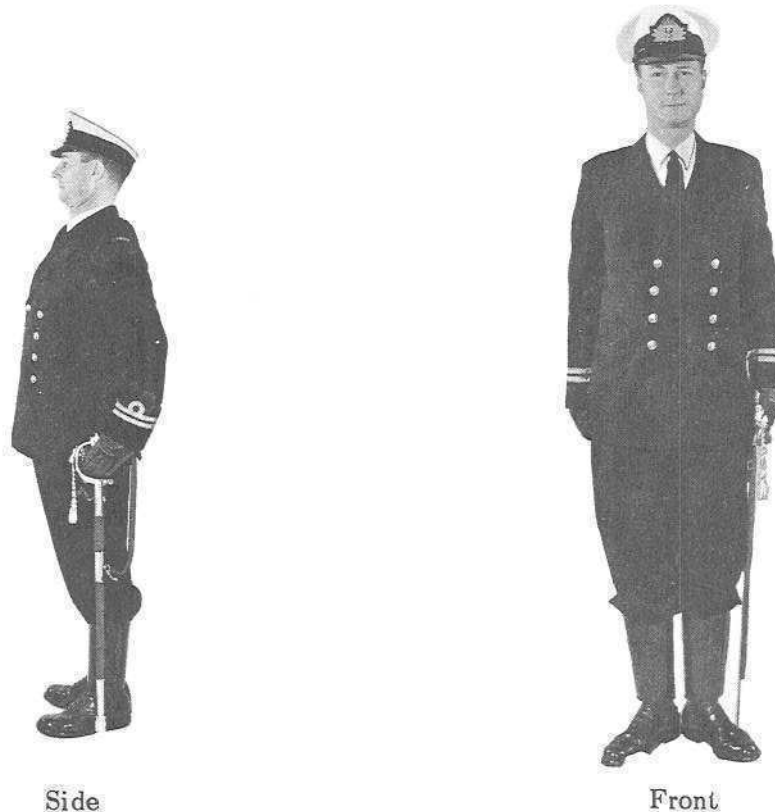


Figure 7-1 Position of Attention

## 7-2 POSITION OF ATTENTION

### "Atten - tion"

The sword is held upright by the side, the shoe of the scabbard resting on the ground close to the left foot and just in front of the heel. The grip is grasped between the thumb and forefinger of the left hand, keeping the elbow to the rear and the fingers straight and together.

## 7-3 POSITION OF STAND AT EASE

### "Stand at - ease"

Both legs are to be kept straight. Carry the left foot about twelve inches to the left, moving the scabbard with it so that the shoe of the scabbard maintains its position relative to the foot. Grasp the hilt with the left hand, as in the position of "attention" (Article 7-2). Push the hilt to the front. The right arm remains at the side.



Figure 7-2 Position of Stand at Ease



Figure 7-3 The Quick March

## 7-4 THE QUICK MARCH

### "Quick - march"

Cant the hilt of the sword smartly upwards and to the rear with the left hand at the first pace, without stooping or disturbing the position of the body; and, grasping the scabbard at the point of balance, hold it at an angle of 45 degrees with the ground, with the thumb and fingers round the scabbard. The arm is to be fully extended and at the side. The rings of the scabbard are downwards.



Figure 7-4 The Short Trail

## 7-5 THE SHORT TRAIL

When it is necessary to move only a few paces, the sword may be carried at the "short trail". Raise the sword vertically about three inches from the ground on stepping off, and lower it to the position of attention on halting.

## 7-6 THE HALT

"Halt"

As the right foot comes into line with the left, lower the sword to the ground and assume the position of "attention".

## 7-7 WHEN HALTED

Swords are to be at the "carry":

On all occasions when armed men have their rifles at the "order" or the "shoulder."

At funerals, during the firing of the volleys.

During the firing of a feu-de-joie.

ORIGINAL



## 7-8 ON THE MARCH

Swords are to be at the "slope" except on the following occasions, when they are to be at the "carry":

When on the review ground.

During guard mounting.

When marching with a guard of honour.

When paying or returning compliments.

### NOTE

When marching at the "quick" with the sword drawn, the left arm is swung from the shoulder, except during salutes.

## 7-9 AT THE DOUBLE

The sword is brought down and laid alongside the scabbard. The sword and scabbard are grasped with the left hand between the rings of the scabbard, the points being to the rear at an angle of 45 degrees.

## 7-10 GUARD OF HONOUR

The officer-in-charge salutes the inspecting officer when he approaches to inspect the Guard after the General Salute. He salutes again when the inspection has been completed.

## 7-11 MAKING A REPORT WITH SWORD DRAWN

- (1) Approach the senior officer, halt three paces in front of him, and make the salute. (See Article 7-21.) The senior officer acknowledges the salute by coming to the "recover" and "carry".
- (2) If the report is of considerable length, the junior officer comes back to the "recover" and "carry" before reporting, and salutes again after making his report. Otherwise he remains at the salute until the completion of his report and then returns to the "carry".

ORIGINAL



Figure 7-5(A) Drawing Swords

## 7-12 DRAWING SWORDS

### "Draw - swords"

- (1) Raise the sword smartly with the left hand, grasping the scabbard at the upper ring and canting it to the rear at an angle of 45 degrees. At the same time grasp the hilt with the right hand and raise the catch with the right thumb.

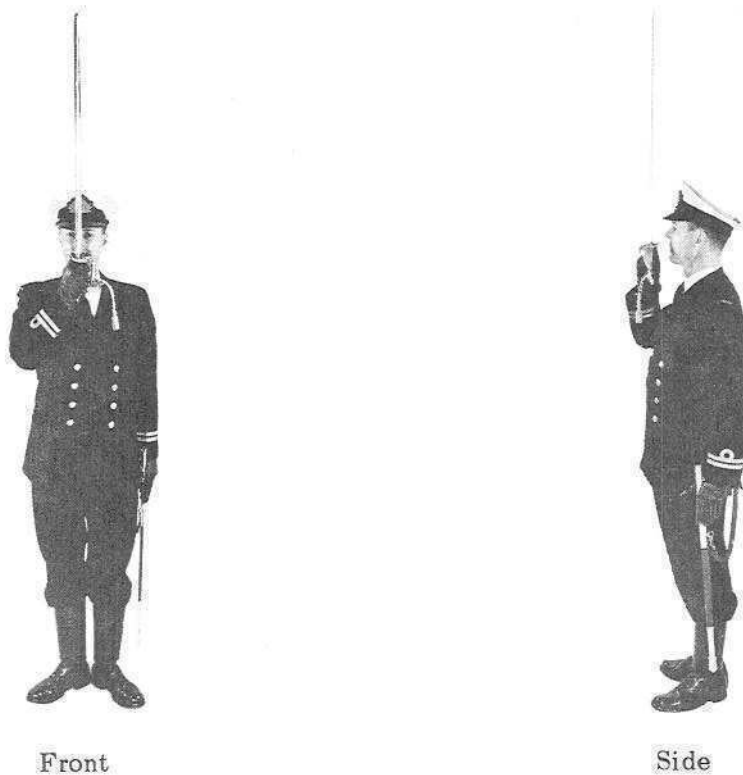


Figure 7-5(B) Drawing Swords - "Two"

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**“Two”**

(2) Draw the sword and come to the “recover”. (See Article 7-15). With the left hand, bring the scabbard back in line with the left leg, keeping the left arm bent. The thumb is to be between the scabbard and the body, the fingers together and across the scabbard.



Figure 7-5(C) Drawing Swords – “Three”

**“Three”**

(3) Bring the sword to the “carry.” (See Article 7-14.) Hook up the scabbard, performing the movement independently, lowering the head and eyes to look at the scabbard.

**7-13 DRAWING SWORDS AT THE ORDER “FIX BAYONETS”****“Fix”**

(1) As for “Draw swords” (Article 7-12).

**“Bayonets”**

(2) As for “Two” in Article 7-12.

**“Atten - tion”**

(3) As for “Three” in Article 7-12.

**NOTE**

Normally, swords are drawn and returned independently, as stated in Article 7-1.

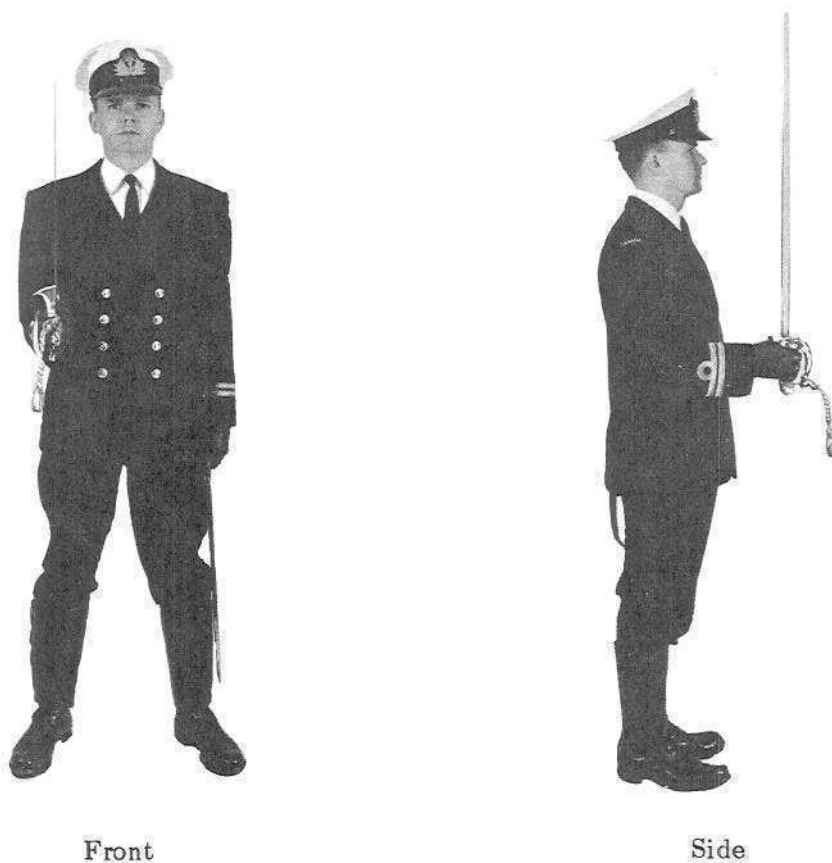


Figure 7-6 Carry Swords

**7-14 THE POSITION OF THE “CARRY”**

The sword is held perpendicular in the right hand, with the fingers and thumb around the grip. The forearm is to be horizontal, the upper arm close to the side, and the hand directly in front of the elbow.

**ORIGINAL**

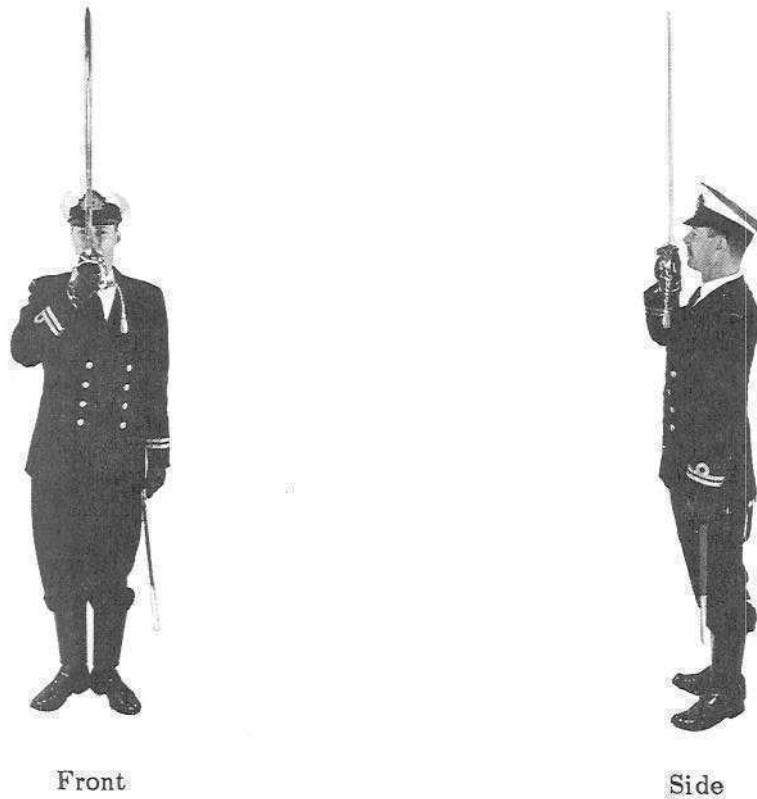


Figure 7-7 Recover Swords

**7-15 RECOVER SWORDS****“Recover – swords”**

Raise the sword until the cross is level with the mouth, with the guard to the left and the blade vertical in front of the centre of the face; at the same time shift the grasp so that the thumb is vertical and in line with the flat of the blade.

**7-16 STAND AT EASE****“Stand at – ease”**

Carry the left foot off about twelve inches to the left. At the same time bring the sword to the “slope.”

**“Atten – tion”**

Spring to attention, bringing the sword to the “carry”.



Figure 7-8 Stand at Ease with Sword Drawn



Figure 7-9 Stand Easy with Sword Drawn

### 7-17 SLOPE SWORDS

#### “Slope – swords”

Loosen the grasp of the fingers and, without disturbing the position of the hand, drop the back of the sword smartly on to the shoulder, midway between the neck and the point of the shoulder.

### 7-18 STAND EASY

#### “Stand – easy”

- (1) Bring the sword down to a position with the point resting on the ground between the feet. The edge is to be to the right, the blade vertical, fingers of the right hand straight on the grip of the sword, and the left hand is to grasp the back of the right.
- (2) On the caution “Squad”, etc., resume the position of “stand at ease”.

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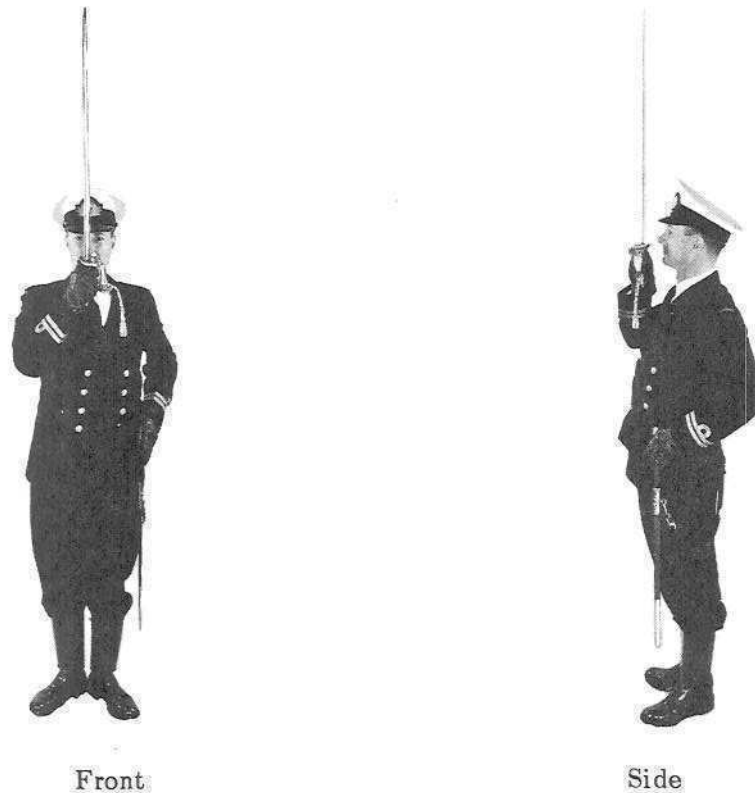


Figure 7-10(A) Returning Swords

## 7-19 RETURNING SWORDS

### "Return - swords"

(1) Bring the sword to the position of the "recover" (see Article 7-15). At the same time grasp the scabbard with the left hand, keeping it vertical, with the securing stud towards the body. The fingers are to be kept straight and together.

### "Two"

(2) Cant the shoe of the scabbard to the rear at an angle of 45 degrees, lower the point of the sword smartly and push it half way home, keeping the right forearm horizontal. At the same time lower the head so as to look at the scabbard.

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Figure 7-10(B) Returning Swords – “Two”



Figure 7-10(C) Returning Swords – “Three”

**“Atten - tion”**

(3) Push the sword home smartly and turn down the catch with the thumb of the right hand.

**“Two”**

(4) Come to the position of “attention”. Bring the scabbard close to the side with the left hand. At the same time turn the head and eyes to the front.

(5) Then unhook the scabbard, independently, lowering the eyes to look at the scabbard, and using both hands.

**ORIGINAL**





Figure 7-10(D) Returning Swords – “Four”

## 7-20 RETURNING SWORDS WHEN UNFIXING BAYONETS

“Un – fix”

(1) As for “Return swords” (Article 7-19).

“Bayonets”

(2) As for “Two”, in Article 7-19.

“Atten – tion”

(3) As for “Atten – tion” in Article 7-19.

### NOTE

1. The Officer-in-Charge of the party is to raise his head before giving the order “Attention”. Other officers keep their heads down until they come to the position of attention.
2. Normally swords are drawn and returned independently, as stated in Article 7-1.

ORIGINAL



Figure 7-11(A) Saluting with the Sword, at the Halt



Front



Side

Figure 7-11(B) Saluting with the Sword, at the Halt – “Two”

### Saluting with the Sword

#### 7-21 AT THE HALT

“To the front – salute”

- (1) Bring the sword to the “recover”.

“Two”

- (2) Lower the sword smartly to the salute. The point of the sword is to be about twelve inches from the ground, pointing in the same direction as the right foot. The edge is to be to the left. Keep the right arm straight, with the hand just behind the thigh and the thumb flat on top of the grip of the sword.

ORIGINAL



Figure 7-12(A) Carry Swords from the Salute, at the Halt



Figure 7-12(B) Carry Swords from the Salute, at the Halt – “Two”

**“Carry – swords”**

- (3) Bring the sword to the “recover”.

**“Two”**

- (4) Bring the sword to the “carry”.

**7-22 SHORT REPORT**

When making a short report, the sword is to be held at the position of the salute whilst reporting. On completion of the report the sword is brought first to the “recover” then to the “carry”.

**7-23 LONG REPORT**

When making a long report, all movements are to be completed and the sword at the “carry” whilst making the report. On completion of reporting, all movements are to be repeated.

**7-24 SENIOR OFFICER’S REPLY**

When a senior officer with his sword drawn receives a report, he replies by bringing his sword first to the “recover” and then to the “carry.”

## 7-25 SALUTING IN TIME WITH THE MOVEMENTS OF THE RIFLE

**“Present – arms”**

- (1) Bring the sword to the “recover”.

**“Two”**

- (2) No action.

**“Three”**

- (3) Bring the sword to the “salute.”

**“Shoulder – arms”**

- (4) Bring the sword to the “recover.”

**“Two”**

- (5) Bring the sword to the “carry”.

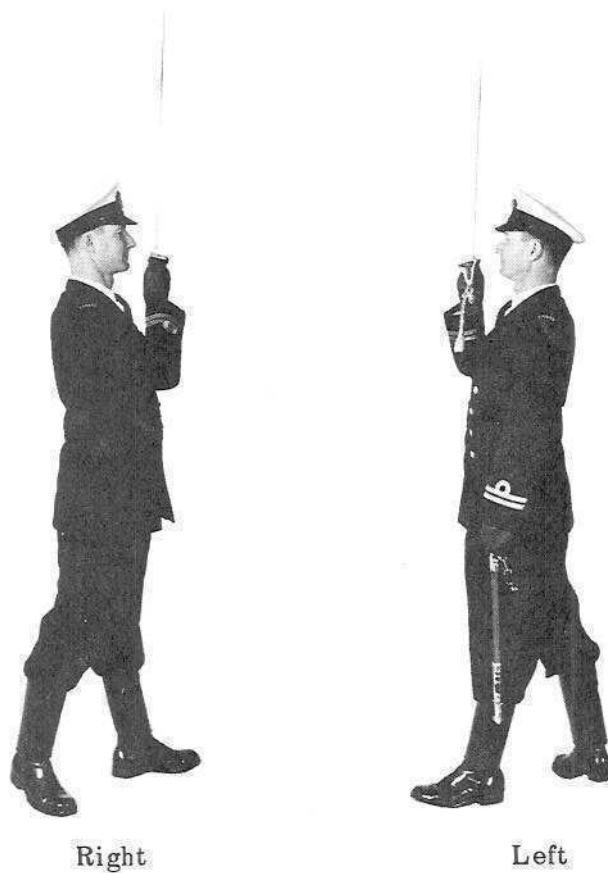


Figure 7-13(A) Saluting on the March

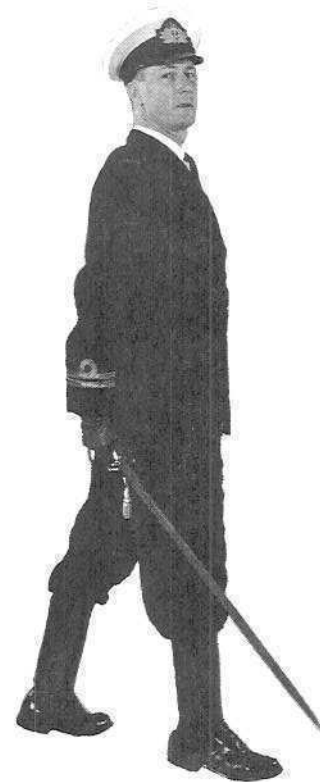


Figure 7-13(B) Saluting on the March – “Two”

ORIGINAL

**7-26 ON THE MARCH****“Eyes – right”**

(1) Bring the sword to the “recover”, and grasp the scabbard with the left hand in a vertical position by the side, with the fingers together and round the scabbard and the thumb pointing straight down the scabbard.

**“Two”**

(2) Lower the sword to the same position as for the salute at the halt, at the same time turning the head and eyes to the right.

(3) The cautionary and executive words of command are to be given on two successive paces of the right foot.

(4) Separate motions of the sword are to be performed every third step, commencing with the next pace of the left foot after the executive order.

**“Eyes – front”**

(5) Bring the sword to the position of the “recover”, at the same time turn the head and eyes to the front. On completion of two further paces, bring the sword to the “carry”. Take two further paces and then swing the left arm to the rear.

**Funeral Drill**

This is always to conform with the movements of the rifle.



Figure 7-14(A) Reverse Arms from the Present



Figure 7-14(B) Reverse Arms from the Present – “Two”

**ORIGINAL**

**7-27 REVERSE ARMS FROM THE PRESENT****“Reverse – arms”**

(1) Come to the “recover”.

**“Two”**

(2) No action.

**“Three”**

(3) Drop the point of the sword downwards under the right arm. At the same time turn the sword between the fingers and thumb of the right hand, so that the edge is upwards and the grip is held between the thumb and the base of the forefinger. Keep the fingers extended and together, the thumb on a level with the mouth and the elbow in.

**7-28 QUICK MARCH FROM SLOW MARCH WITH ARMS REVERSED****“Quick – march”**

(1) No action.

**“Two”**

(2) Drop the point of the sword and return it to the “slope”.

**7-29 SLOW MARCH FROM QUICK MARCH****“Slow – march”**

Reverse arms without coming to the “recover”.

**7-30 RESTING ON ARMS REVERSED, FROM REVERSE ARMS****“Rest on your arms – reversed”**

(1) Drop the point of the sword between the feet.

**“Two”**

(2) Place the left hand over the right.

**“Three”**

(3) Lower the head smartly on to the chest.

**ORIGINAL**



Figure 7-15 Resting on Arms Reversed from the Reverse

### 7-31 REVERSE ARMS FROM REST ON ARMS REVERSED

**“Atten – tion”**

- (1) Raise the head smartly.

**“Reverse – arms”**

- (2) Come to the “recover”.

**“Two”**

- (3) Reverse the sword under the right arm.

### 7-32 SHOULDER ARMS FROM REST ON ARMS REVERSED

**“Atten – tion”**

- (1) Raise the head smartly.

**“Shoulder – arms”**

- (2) Come to the “recover”.

ORIGINAL

**“Two” and “Three”**

- (3) No action.

**“Four”**

- (4) Come to the “carry”.

### **7-33 REST ON ARMS REVERSED FROM PRESENT ARMS**

(For use by parties lining the streets.)

**“Rest on your arms – reversed”**

- (1) Bring the sword to the “recover”.

**“Two”**

- (2) Drop the point of the sword between the feet.

**“Three”**

- (3) Place the left hand over the right, and at the same time lower the head smartly on to the chest.

### **7-34 PRESENT ARMS FROM REST ON ARMS REVERSED**

(For use by parties lining the streets.)

**“Atten – tion”**

- (1) Raise the head smartly.

**“Present – arms”**

- (2) Bring the sword to the “recover”.

**“Two”**

- (3) No action.

**“Three”**

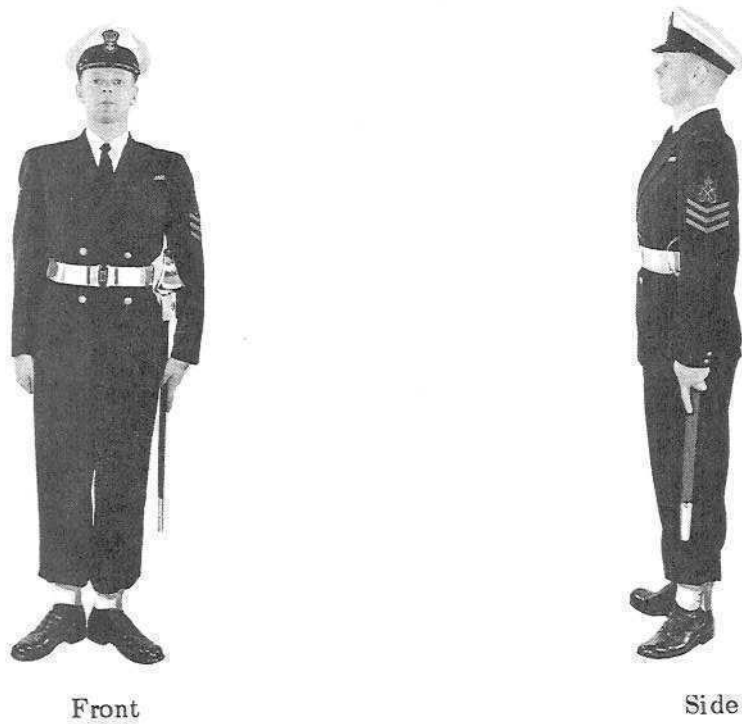
- (4) Come to the “salute.”

### **7-35 CUTLASS DRILL**

The drill for men armed with cutlasses is the same as sword drill, except as stated below.

**ORIGINAL**





Front

Side

Figure 7-16 Position of Attention with Cutlass Sheathed

### 7-36 POSITION OF ATTENTION WITH CUTLASS SHEATHED

#### “Atten - tion”

The scabbard is to be gripped by the left hand, with the first finger extended down the outside. The cutlass is to be vertical and close in to the left leg.



Figure 7-17 Stand at Ease with Cutlass Sheathed

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**7-37 STAND AT EASE WITH CUTLASS SHEATHED**

**“Stand at – ease”**

Both legs to be kept straight. Carry the left foot about twelve inches to the left. The hands remain as in the position of “attention.”



Figure 7-18 Moving at the Quick with Cutlass Sheathed

**7-38 MOVING AT THE QUICK OR DOUBLE WITH CUTLASS SHEATHED**

When moving at the quick or at the double, grasp the scabbard in the left hand and cant it forward to an angle of 45 degrees.

**7-39 CEREMONIAL**

- (1) On ceremonial parades, petty officers and men armed with cutlasses do not draw them, except the chief petty officer of the colour party.
- (2) If a petty officer is in charge of a funeral firing party he draws his cutlass and proceeds as laid down under “Sword Drill.”

**ORIGINAL**

# PART 8

## FUNERALS

### 8-1 GENERAL

- (1) The regulations with regard to funeral honours are contained in QRCN Articles 24-15 to 24-99 and 63-85 to 63-98 which determine the honours to be paid. This will depend upon whether the deceased had retired from the service, or died whilst on active service.
- (2) The following instructions are applicable only in the case of death during active service.
- (3) For further details of funeral drill refer to Part 6 (Rifle Movements) and Part 7 (Sword Movements).

### 8-2 COMPOSITION OF FUNERAL PARTIES

- (1) The strength of the parties to be landed is laid down in Table 8-1.
- (2) The following units are included in a Naval funeral:

- Firing Party — See Table 8-1, columns 6 & 7
- Gun Carriage Crew — See Table 8-1, column 8
- Escort — See Table 8-1, columns 4 & 5.

NOTE

Gun carriage crews consist of: one officer or petty officer and 32 leading seamen or below (see Figure 8-1).

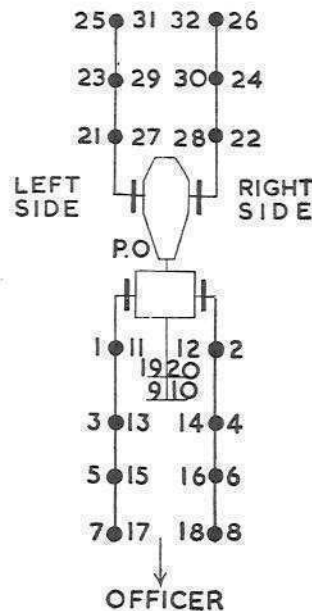


Figure 8-1 Gun Carriage Crew and Order of March

RANK  (1)	MINUTE GUNS  (2)	IN CHARGE OF FUNERAL  (3)	ESCORT		FIRING PARTY		IN COMMAND OF GUN CARRIAGE CREWS  (8)
			STRENGTH; OFFICERS AND MEN  (4)	IN COMMAND  (5)	STRENGTH  (6)	IN COMMAND  (7)	
Admirals of the Fleet	In accordance with QRCN Art. 63	Senior Captain	500	CDR	24	Commander	An officer junior
Admirals Other Flag Officers Captains in Command Other Captains and Commanders in Command	Section 7 for Flag Officers, Commodores Captains, Commanders in Command	Captain Captain Commander Commander	400 300 200 150	CDR CDR CDR CDR	24 24 24 24	Commander Commander Commander LCDR or LT	to officer in charge of the  escort.
Other Commanders and Lieutenant Commanders	Nil	LCDR	100	LCDR/LT	12	LCDR or LT	
Lieutenants	"	Lieutenant	50	LT	12	Lieutenant	P.O.
Sub-Lieutenant	"	Lieutenant	25	--	6	Officer of Equivalent Rank	P.O.
Subordinate Officers	"	Lieutenant	20	--	6	" " "	P.O.
Chief Petty Officers and Petty Officers	"	Lieutenant	15	--	6	CPO or PO	P.O.
All other Men	"	Lieutenant	10	--	6	CPO or PO	P.O.

- NOTES: 1. The numbers shown in Column 4 are subject to the means at the disposal of the senior officer present.  
2. The numbers shown in Column 6 should be adhered to whenever possible.  
3. This table does not include mourners, on whose numbers there is no restriction, subject to the means at the disposal of the senior officer for transport, etc.  
4. At small funerals, the officer in charge of the funeral may also be in command of the escort.

Table 8-1 - Strength of Funeral Parties

**8-3 ESCORT**

- (1) See Table 8-1, columns 3, 4, and 5.
- (2) Consists of all officers and men other than firing party, gun's crew and mourners.

**8-4 MOURNERS**

- (1) Relatives and intimate friends of the deceased.
- (2) Deceased's messmates.
- (3) Representative officers and men from each branch of the service borne in the ship. There is no restriction on numbers.

**8-5 PALL BEARERS**

Pall bearers are detailed only when the deceased is of commander's rank or above. Up to 8 officers of the same rank as the deceased (if practicable) may be used as pall bearers. They wear swords, sheathed, and march in single file on either side of the gun carriage, the senior officers leading.

**8-6 BEARERS**

Pall bearers do not carry the coffin. Six additional men are therefore required for this purpose. These may be taken from the gun carriage crew. If bearers other than the gun carriage crew are used, they should not march in the procession, but should meet the coffin at the place of burial.

**8-7 INSIGNIA BEARERS**

Insignia bearers, if present, march in rear of the reverse drag-rope numbers of the gun carriage crew.

**8-8 BAND**

Drums are to be muffled.

**8-9 OFFICER IN CHARGE**

The officer in charge of a large funeral should have no other duties.

**ORIGINAL**

## 8-10 GENERAL RULES

- (1) The coffin of any naval officer or man is to be draped with a white ensign. The appropriate ensign or national flag of the country should be used for members of Commonwealth navies.
- (2) Three volleys of musketry are to be fired over the grave at the funeral of any officer or man.
- (3) In addition to the three volleys of musketry at the grave, a salute of minute guns is to be fired at the funerals of all Flag Officers, Commodores, Captains and Commanders in Command (QRCN 63.87 and 63.88).
- (4) The officer in charge of the funeral is responsible for the conduct of the funeral as a whole, and he places himself where he can best supervise the procedure when the party has halted. When on the march, his place is immediately in front of the gun carriage, except in small funerals, when he may also be in command of the escort.
- (5) The senior officers in the escort lead the escort; the junior ranks or men bring up the rear. The same applies to the officers and men among the mourners.
- (6) At a senior officer's funeral the medals of the deceased are carried on a dark blue cushion by an officer who was his personal friend. Medals are to be carried behind the coffin.
- (7) At an officer's funeral, his hat and sword are placed on top of the coffin as shown in Figure 8-2.
- (8) Officers in command of the firing party and gun carriage crew draw swords when the funeral assembles. All other officers keep their swords sheathed.
- (9) Officers with sheathed swords remove their head-dress at the beginning of the service at the grave-side, and replace it at the end of the service, before the volleys are fired.
- (10) Officers stand to attention and salute while the coffin is being placed on, or removed from, the gun carriage.
- (11) At funeral processions attended by officers of other services in uniform, special positions are to be allocated to:
  - (a) Officers representing the Army, the Royal Canadian Air Force, and other services.
  - (b) Officers of Flag rank and officers of corresponding rank in the Army and the Royal Canadian Air Force.
- (12) Officers of each service form separate groups in the cortège.
- (13) The firing party is to be provided with blank ammunition.
- (14) If civil officials are present in their official capacity, the senior Naval officer is to allocate to them a position in the cortège appropriate to the circumstances of the funeral.
- (15) Female members of the Royal Canadian Navy who die on service may receive the same funeral honours as those accorded to their male equivalent ranks.

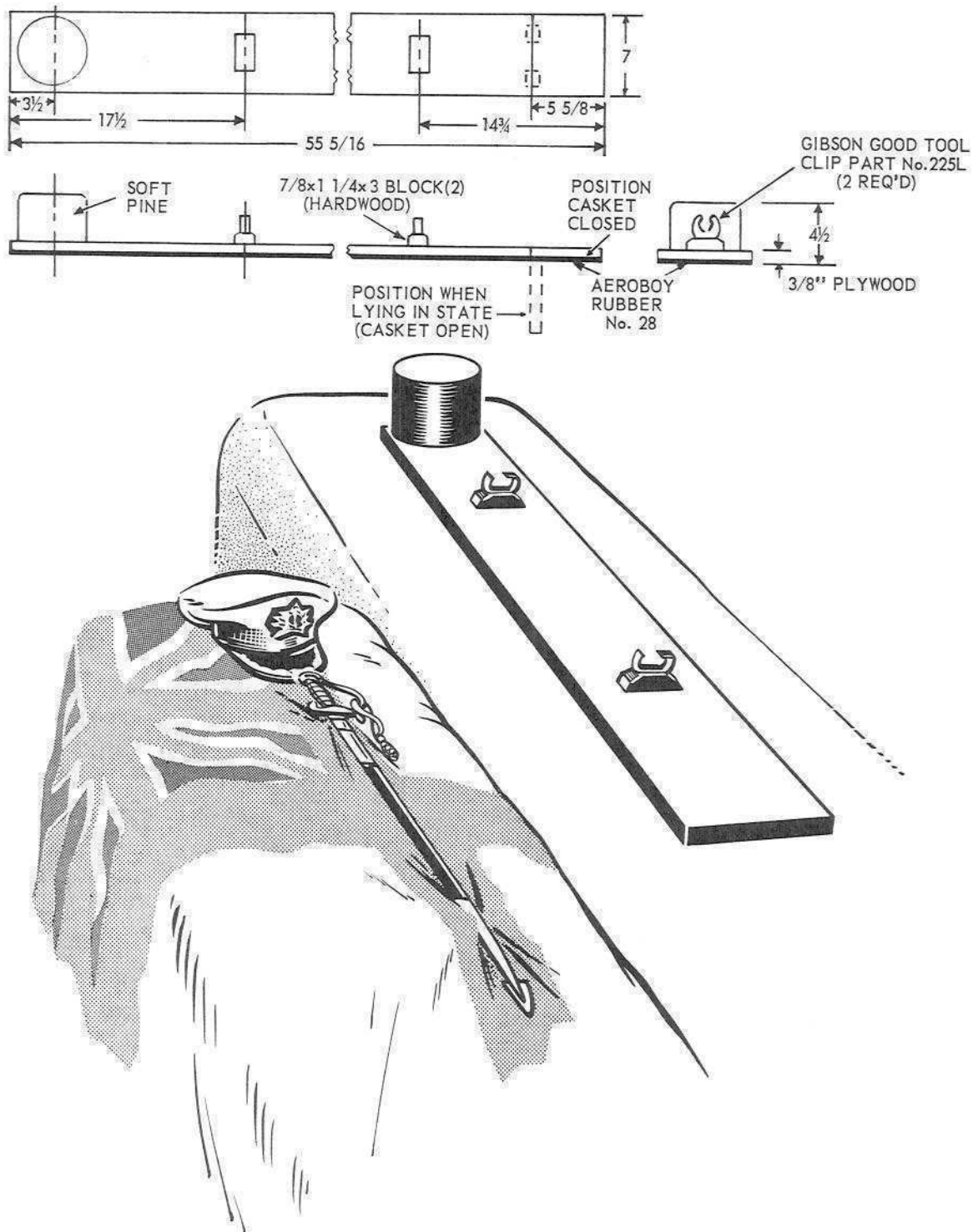


Figure 8-2 Device for Securing Regalia to Funeral Casket

**8-11 EQUIPMENT**

- (1) Unless orders to the contrary are issued, the firing party and gun carriage crew will wear white drill order. Chin stays are to be down. Petty officers, if in command, are to wear cutlasses and gaiters.
- (2) Should the weather make it necessary, the senior officer will order, by message, a suitable dress to be worn with the above equipment.

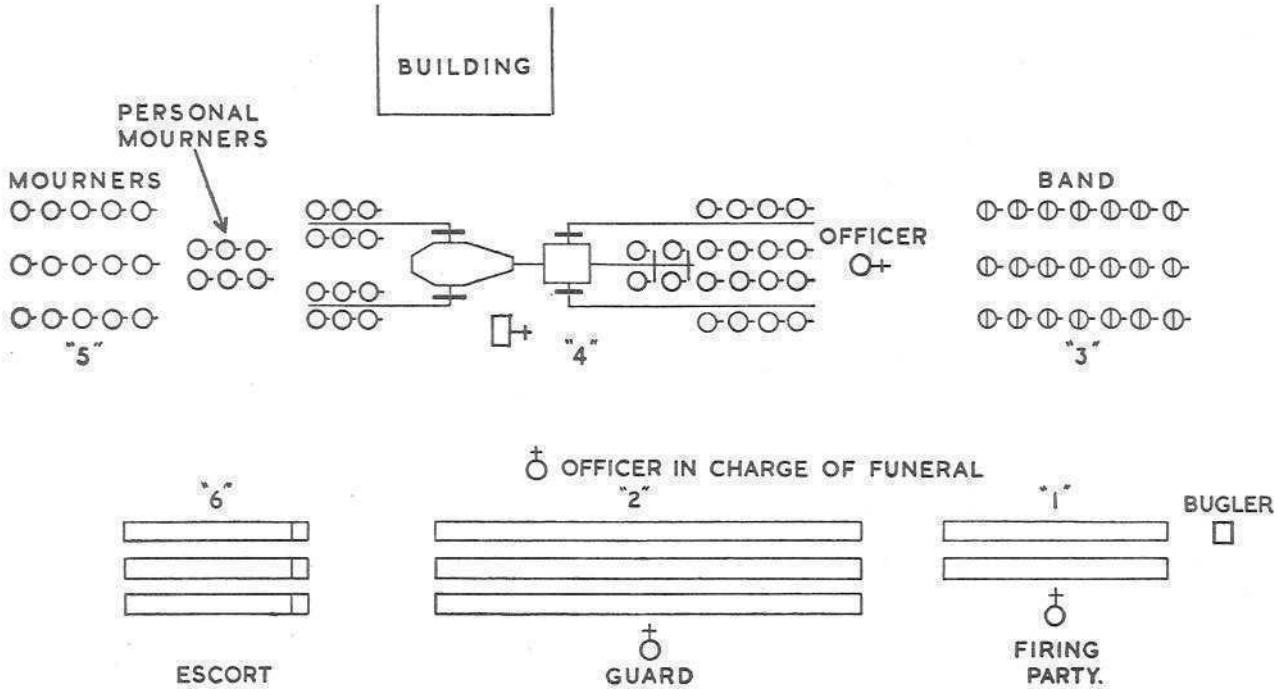


Figure 8-3 Forming the Procession: Funeral Party Moving off to the Right

**8-12 FORMING THE PROCESSION**

- (1) The various parties are drawn up outside the building from which the procession is to start, as shown in Figure 8-3. The numbers indicate the sequence in which the parties move off. The figure shows the formation of the procession when it is to move off to the right. If movement is to be to the left, the bugler will be on the left of the firing party; the gun carriage will be reversed, facing left; the mourners will be in rear of the gun carriage; and all other parties would have their positions reversed, left for right, so as to move off in the sequence shown.
- (2) The band and the mourners fall in on either side of the gun carriage, the band facing the centre of the road, the mourners in threes facing the gun carriage.
- (3) The escort and the firing party form up on the opposite side of the road, facing the centre of the road. The escort is in three ranks, the firing party in two.



(4) The actual arrangement of parties must be altered to suit the particular circumstances of the funeral.

(5) The officer or petty officer in charge of the firing party should draw his sword (or cutlass) as soon as the party has formed up, and should bring it to the "shoulder" before the coffin is brought out of the building.

(6) The gun carriage crew should be in formation ready to receive the coffin.

(7) When in position, the officer or petty officer in charge of the gun carriage crew orders:

**"Gun carriage crew, about - turn"**

(8) The forward drag rope numbers act as in squad drill, men changing hands on the drag ropes as they turn.

**"Reverse drag rope numbers, open order - march"**

(9) The reverse drag rope numbers take three side paces outwards, and turn inwards to allow the bearers to approach the carriage from the rear.

**"Off - caps"**

(10) Caps are removed with the hand not holding the drag rope.

(11) Officers or petty officers in command of other unarmed parties order:

**"Off - caps"**

(12) As the coffin is brought out of the building, the officer in command of the firing party orders:

**"General Salute - Pre - sent Arms"**

(13) The firing party act as in rifle drill, officers as in sword drill.

#### NOTE

Officers do not remove their caps, but come to the salute as the firing party carries out the last movement of the present. They return to the position of "attention" as the firing party carries out the last movement of "reverse arms".

(14) When the coffin has been placed on the gun carriage, the officer in charge of the firing party orders:

**"Reverse - arms"**

(15) The firing party acts as in funeral drill, the officers as in sword drill.

(16) The officer in charge of the gun carriage crew orders:

**"On - caps"**

**ORIGINAL**

**“About – turn”**

(17) Forward drag rope numbers turn about, men changing hands on the drag rope as they turn.

**“Reverse drag rope numbers, close order – march”**

(18) Reverse drag rope numbers turn to their front and take three side paces inwards.

(19) The officers or petty officers in charge of other unarmed parties order:

**“On – caps”****8-13 PROCESSION TO THE CEMETERY****“Firing party, move to the right\*. Right\* – turn”**

(1) The firing party acts as in squad drill.

**“Slow – march”**

(2) The firing party steps off, leading the procession, and is followed by the band, gun carriage, mourners and escort.

**NOTE**

1. If some of the mourners are in carriages, it is recommended that they should not take part in the procession but should go directly to the cemetery.
2. The band plays the “Dead March.”
3. If the procession starts from a hospital, the band must not play until it is three hundred yard clear of the hospital.

(3) When the band ceases to play, the officer in charge of the firing party orders:

**“Quick – march”**

(4) The firing party act as in funeral drill. Officers of parties order “Quick – march” in succession.

(5) When at the perimeter of the cemetery, the officer in charge of the firing party orders:

**“Slow – march”.**

(6) The firing party act as in funeral drill (Article 1-28). The band again plays the “Dead March” and officers of parties order:

**“Slow – march”.**

(7) When the head of the procession is a few paces from the cemetery gates, the officer in command of the firing party orders:

**“Form – lane”**

(8) The ranks incline outwards, take three paces, and then incline in the original direction. The bugler conforms to the movements of the front rank.

(9) The officer of the firing party then orders:

**“Halt”**

(10) The firing party acts as in squad drill.

**“Inwards – turn”**

(11) The firing party acts as ordered. The officer of the firing party aligns himself with the rear rank, facing the bugler.

**“Rest on your arms – reversed”**

(12) The firing party acts as in funeral drill (Article 6-29).

(13) The band forms lane with the firing party.

#### 8-14 PROCEDURE AT CEMETERY

(1) The gun carriage crew, mourners, and escort, proceed through the ranks of the band and firing party into the cemetery. The mourners and escort are formed up by the graveside.

#### NOTE

1. In certain cemeteries the gun carriage is not allowed to enter. It is then necessary for the bearers to carry the coffin from the cemetery gates.
2. The gun carriage crew, escort, and mourners, pay the same marks of respect when the coffin is removed from the gun carriage as when it is placed upon it, all officers saluting at the order “Off – caps”.

(2) After the escort has passed through the ranks of the firing party, the officer of the firing party orders:

**“Atten – tion”**

(3) The firing party raise their heads smartly.

**“Reverse – arms”**

(4) See Article 6-30.

**“Ranks, right and left, in – cline”**

(5) The firing party turns towards the cemetery.

**ORIGINAL**

**“Slow – march”**

(6) The firing party steps off as ordered and after taking three paces, again inclines towards the cemetery. The bugler and the officer resume their marching positions.

(7) The firing party is then marched to the graveside, halted, and turned towards the grave.

## NOTE

1. If the coffin is carried directly to the grave, the firing party follows the escort.
2. The coffin is placed to the right of the grave.

(8) On arrival at the graveside, the officer in command of the firing party orders:

**“By the right\* – dress”**

(9) Dressing is carried out as in squad drill; if necessary, without intervals.

**“Rest on your arms – reversed”**

(10) See article 6-30.

(11) Before the service begins, the officers or petty officers in charge of the mourners and the escort order:

**“Off – caps”**

(12) All officers and men act as ordered.

(13) On completion of the service, the officers or petty officers in charge of the mourners and escort order:

**“On – caps”**

(14) The officer in charge of the firing party then orders:

**“Atten – tion”**

(15) The firing party raise their heads smartly.

**“Shoulder – arms”**

(16) See Article 6-33.

(17) The officer in command of the firing party orders:

**“Volleys with blank cartridges – load”**

(18) See Article 6-37.

**“Pre – sent”**

(19) See Article 6-38.

**“Fire”**

(20) See Article 6-39.

**“Re – load”**

(21) See Article 6-40.

(22) Two more volleys are fired in the same manner.

**“Un – load”**

(23) See Article 6-41.

**“Order – arms”**

(24) See Article 6-42.

(25) The officer in command of the firing party next orders:

**“Fix – bayonets”**

(26) See Article 6-13.

**“Shoulder – arms”**

(27) See Article 6-9.

**“General salute, present – arms”**

(28) The firing party presents arms as described in Article 6.11. All officers salute with the hand, taking the time from the firing party.

(29) After a short pause the bugler sounds the “Last Post.”

(30) On completion, the officer in command of the firing party orders:

**“Shoulder – arms”**

(31) The bugler then sounds the “Reveille.” The firing party shoulder arms. The officers resume the position of “attention” on the last movement of the rifle.

**“Move to the right in file. Right – Turn. Quick – march”**

(32) The firing party turn in the direction ordered and step off. They are then marched as necessary to leave the cemetery.

(33) When all the funeral parties are outside the cemetery, the officer in charge of the funeral organizes them for marching back, with the band leading, followed by the firing party, mourners, and escort gun carriage. Bayonets may be unfixd.

**ORIGINAL**

## NOTE

1. The band does not begin to play until it is clear of the perimeter of the cemetery.
2. Where the number of officer mourners is considerable, special orders should be issued concerning the time and place of their dispersal.

**8-15 ARMY AND RCAF PROCEDURE**

- (1) The following notes are issued for the guidance of officers and men taking part in funerals conducted by the other services:
- (2) *Army Procedure.* Officers and men following as mourners march in their order of seniority, with the senior officer or other rank leading.
- (3) *RCAF Procedure.* Officers march in reverse order of seniority from front to rear, and airmen march in a similar manner, in rear of the officers. This order of marching applies to all parties attending the funeral except the firing party.
- (4) *Army and RCAF Procedure at the Graveside.* During the service at the graveside (except when the actual burial takes place in a consecrated building) the head-dress of those attending in uniform in any capacity is not removed.

**8-16 DRILL FOR A FUNERAL GUN CARRIAGE**

- (1) The equipment consists of a field gun carriage and limber. A platform to support the coffin is built up on the gun carriage. The ordinary limber drag ropes are used, and a pair of reverse drag ropes should be stowed in the limber boxes. The gun carriage crew consists of a petty officer and 32 men; No. 9 should be a leading seaman.
- (2) *Preliminary Drill.* The gun carriage crew is fallen in, in two ranks, facing the carriage. They are then detailed for their positions in the order of march, so that the short lead and the tallest are in rear.
- (3) *Forming the Order of March.*
  - (a) The officer in command orders:

**"Form the order of march"**

- (b) The crew, moving at the double, place themselves as follows, facing in the direction of advance:

On the left, in line with the trail, clear  
of the track of the wheels. . . . . The petty officer,  
On the left drag rope, outside . . . . . 1, 3, 5 and 7.  
On the right drag rope, outside . . . . . 2, 4, 6 and 8.  
On the pole on the left . . . . . 9.

- On the pole on the right . . . . . 10.
- On the left drag rope, inside . . . . . 11, 13, 15 and 17.
- On the right drag rope, inside . . . . . 12, 14, 16 and 18.
- In rear of 9 . . . . . 19
- In rear of 10 . . . . . 20
- On the left reverse drag rope, outside 21, 23, 25
- On the right reverse drag rope, outside 22, 24, 26
- On the left reverse drag rope, inside 27, 29, 31
- On the right reverse drag rope, inside 28, 30 32

(4) *Taking Up Drag Ropes.*

**“Take up – drag ropes”**

The drag ropes are taken in hand and the pole is pulled down. No.’s 17 and 18 join hands. No. 9 then orders:

**“March”**

The numbers on the drag ropes take a pace forward to tauten them, the numbers on the pole setting back to prevent the limber from moving.

(5) *Grounding Drag Ropes.*

**“Ground – drag ropes”**

All numbers except 9, 10, 19 and 20 take a pace to the rear. 17 and 18 release hands. 9, 10, 19 and 20 then allow the pole to go up and the remainder ground drag ropes, bending the knees but keeping the back upright and the head up. After a short pause the crew return to the position of “attention”.

(6) *Falling Out.*

**“Gun carriage crew to the front (right, left or rear)”**

(a) The petty officer, moving at the double, places himself six paces clear in the named direction, facing the gun and limber.

**“Double – march”**

(b) The remainder double out and fall in in rear of the petty officer thus:

- 11 13 15 17 10 18 16 14 12 31 29 27 25 23 21
- 1 3 5 7 9 8 6 4 2 32 30 28 26 24 22

(7) *Marching, Changing Direction and Halting.*

**“Carriage will advance”**

(a) This is a caution for No. 8 to select points to march on.

**“Quick – march”**

- (b) The crew move straight to their front, marching by the left.

**“Slow – march”**

(c) At the first step taken at the slow, whether from the halt or from the quick, the drag ropes are brought up outside the elbow. The forearm is horizontal, the hand grips the front part of the loop with the back of the hand down and the back of the wrist touching the rear side of the loop. At the same time, 17 and 18 lock their forearms in a horizontal position, with their hands joined, and 9, 10, 19 and 20 raise the slat in line with their chests.

**“Quick – march”**

- (d) The drag ropes and pole are brought down at the first pace of the quick.

**“Halt” (from the slow)**

(e) The drag ropes and pole are brought down as the rear foot comes up to the position of “attention”.

**“Right\* – wheel”**

(f) The gun carriage crew gradually change direction by circling round until the order “For – ward” is given.

**“Halt”**

(g) The gun carriage crew halt. The numbers on the forward drag ropes take a pace forward on receiving the order “March” from No. 9, so as to tauten the drag ropes.

**“Open order – march”**

(h) The reverse drag rope numbers take 3 side paces outwards and turn inwards to allow the bearers to approach the carriage from the rear.

**“Close order – march”**

(j) The reverse drag rope numbers turn to their front and take three side paces inwards.

- (8) *Carrying the Coffin.* Nos. 27, 28, 29, 30, 31, 32 act as bearers if required.

**8-17 FUNERALS AT SEA**

(1) The procedure depends upon whether Naval funeral honours may or may not be paid (QRCN Chapter 63, Article 63.91).

(2) *When Honours are Paid.* The procedure and the size of the funeral parties should conform as far as possible with those laid down for funerals ashore.

**ORIGINAL**



(3) When Honours Are Not Paid

(a) *Provision of Parties.* Four men are mounted as sentries, one at each corner of the coffin. The necessary bearers should be provided. An escort and a firing party are not paraded.

(b) *Procedure.* The sentries rest on their arms reversed during the service and while the corpse is being committed to the sea by the bearers; they then shoulder arms and present arms, after which the "Last Post" is sounded.

(c) After the "Last Post," sentries shoulder arms. The bugler then sounds "Reveille". Bayonets are not fixed.

(d) Officers and ship's company without arms remove caps during the funeral service.

(e) During the sounding of the "Last Post," officers salute with the hand, taking the time from the sentries.

(4) *Scattering of Ashes at Sea After Cremation.*

(a) If honours have not been paid at the crematorium, para. 2 above applies.

(b) If honours have been paid at the crematorium, the ashes are conveyed to the delegated ship by the officiating Chaplain. The ship then proceeds to sea and stops engines over the prearranged position. The ensign is lowered to half-mast. The Committal Service is then read, and at the appropriate moment the ashes are scattered over the leeward side. The ship's ensign is then hauled close-up and the ship proceeds. Ship's company attending the service are to be ordered to remove caps before the service begins. Caps are replaced on completion.

NOTE

When honours are not paid, (b) applies.

## PART 9

# ARMED AND UNARMED PARTIES, GUARDS AND SENTRIES

### NOTE

For Salutes and Marks of Respect, see Article 9-15.

For Guards of Honour, see Article 10-5.

### 9-1 DEFINITIONS

(1) *Guards*. Armed detachments, for the protection of camps, shore establishments, Naval headquarters ashore, and any other places for which Naval forces are responsible.

(2) *Guards of Honour*. Armed detachments:

(a) Receiving, attending upon, and guarding the Sovereign or representatives, of the Sovereign members of the Royal Family, Flag Officers and other distinguished personages, in accordance with QRCN 63.99.

(b) Receiving and escorting the Colour of the reigning Monarch.

(c) Taking part in state and national ceremonies.

(3) *Armed Parties*. All parties carrying arms, except:

(a) Guards of Honour when posted or engaged in their duties.

(b) Parties bearing the Colour of the reigning Monarch, escorts and escort companies with the Colour uncased.

(c) Units actually on ceremonial parade or on the review ground.

(4) *Unarmed parties*. Parties without arms, or wearing side arms only.

### 9-2 METHOD OF ADDRESSING PARTIES OF SEAMEN ASHORE

If a unit consisting of men from different ships, or from a single ship, is with military or air force units, the prefix to orders should be "Royal Canadian Naval"; e.g., "Royal Canadian Naval guard, shoulder - arms". If units are from different ships, each should be distinguished by the name of its ship; e.g., "Nadens, atten - tion". When there is no likelihood of confusion, units should be addressed by their ordinary designations; e.g., "guard", "platoon", etc.

**ORIGINAL**

### 9-3 ARMED AND UNARMED PARTIES

- (1) Armed parties may march through cities and towns in the Commonwealth with drums beating and bayonets fixed. The civil authorities should be notified in advance when any large armed or unarmed party is being landed, in order that the traffic may be regulated accordingly.
- (2) Armed parties must not be landed in foreign countries without permission from the local authorities. Permission to march with bayonets fixed must also be obtained.
- (3) Armed parties ashore are normally to march in column of route. Small unarmed parties may march in column of threes.
- (4) Bands are desirable to maintain a high standard of marching. They also serve as a warning to point duty police on the route.

### 9-4 INSPECTION

- (1) All armed parties are inspected at the order, both on ceremonial and non-ceremonial occasions. When the inspecting officer arrives at the unit, men should therefore be at the order, and the unit should be reported to him in this state.
- (2) When an armed party is being reported, other than for inspection, arms should be at the shoulder.

### 9-5 OFFICERS' SWORDS

- (1) Officers draw swords if bayonets are fixed, except for the commander of a parade or of an armed party, who does not draw his sword unless a senior officer is present. (For Guards of Honour, see Part 10.)
- (2) In the case of a large armed party such as a battalion, with bayonets fixed, where orders to salute are normally given by platoon and company commanders to their sub-units, these sub-unit commanders make the full salute with the sword on the following occasions only:
  - (a) *On the March.* When marching past the saluting base.
  - (b) *At the Halt.* When reporting personally to the senior officer. On other occasions of saluting (for example, when saluting a senior officer being passed, or acknowledging the salute of a passing subordinate), sub-unit commanders will salute by bringing their swords to the recover, then return them to the carry.

### 9-6 GUARD TURNING OUT

- (1) Guards are to turn out and fall in in case of alarm, on the occasions shown in the Table of Salutes (Article 9-15), and when Colours are hoisted in the morning.
- (2) Guards turn out only between Reveille and Sunset, except in case of alarm or on the approach of an armed party. They pay compliments only between those times (QRCN 63.61.)

### 9-7 GUARD FALLING IN, AND ON THE MARCH

- (1) Guards are to fall in at the double with arms shouldered and bayonets fixed. When the guard is commanded by an officer, he is to be three paces in front of the centre of the front rank.
- (2) A petty officer, whether in charge or not, falls in on the right of the front rank. He conforms to the movements of the mens' rifles, but when in charge of the guard he does not fix his bayonet.
- (3) A petty officer's guard consists of one petty officer and twelve junior men.
- (4) The bugler falls in on the right of the front rank of the guard, one pace clear.
- (5) Guards, including reliefs, rounds, and patrols, march with arms shouldered and bayonets fixed. In wet weather, bayonets are not to be fixed, and arms should be slung, butt uppermost.

### 9-8 RELIEVING A GUARD

The new guard advances in line, with arms at the shoulder, towards the front of the old guard, and is halted when 15 paces distant from it; or, if this is not possible, 6 paces on the left. The old guard presents arms. The new guard returns the salute. Commanders of guards, if officers, salute with the sword; if petty officers, they present arms at the same time as the men. The old guard, followed by the new guard, shoulder arms, order arms, and stand at ease. The new guard is then detailed and the first relief sent out. The petty officer of the old guard is detailed to go out with them and bring in the old guard. When the men relieved have returned, the old guard moves off, the new guard presenting arms and the old guard giving an eyes right\*. The new guard moves off as necessary. If it is necessary to pay other compliments during guard mounting, words of command are given to both guards by the senior officer or petty officer on parade.

## OPERATIONAL SENTRIES

(See Handbook of Naval Landing Parties BR 1920A (5), Chapter 14.)

### 7-9 CONDUCT OF CEREMONIAL SENTRIES

- (1) Sentries may not quit their arms, lounge about, or converse with anyone for any reason; neither may they stand in their sentry boxes, except in very bad weather.
- (2) They always wear white drill order and are armed with a rifle, with bayonet fixed.
- (3) Sentries pay marks of respect as laid down in Article 9-15. They patrol their posts with arms at the shoulder. On arriving at the limit of their posts, they turn to their front and then turn again as necessary.

**ORIGINAL**

### 9-10 ORDERS FOR CEREMONIAL SENTRIES

- (1) Whenever sentries are posted in ships or on shore, detailed orders are to be given to each sentry at the beginning of his watch regarding:
  - (a) The reasons for which he is posted.
  - (b) The extent of his post, and the position of any neighbouring posts.
  - (c) Such special orders as the officer ordering his post may direct.
- (2) The officer ordering the posting of sentries should take into consideration standing instructions issued by the Headquarters and by the Administrative Authority.

### 9-11 MARCHING RELIEF SENTRIES

Reliefs of five or less are formed in single rank; of six to nine, in two ranks; of ten or more, in three ranks. (In streets or narrow places, reliefs should always be marched in single file.) When marching in line, the petty officer should be three paces in rear of the centre. When in threes, file, or single file, he should be on the right of the rear file or man.

### 9-12 RELIEVING AND POSTING SENTRIES

- (1) On the approach of the relief, the sentry, with rifle at the shoulder, places himself in front of the sentry box. The petty officer of the relief marches the relief up in line and proceeds with the following orders:

**“Relief – halt”**

- (2) This order is given at about six paces from the sentry. The relief halts. The new sentry then moves out from the relief and falls in on the left of the old sentry, facing in the same direction. The old sentry then turns over his orders, the petty officer seeing they are correctly given and understood.

**“Pass”**

- (3) The old sentry moves to his place in the relief, and the new sentry closes two paces to his right.

**“Relief, Quick – march”**

- (4) The relief is marched off.
- (5) When a sentry who has been assigned to a new post reaches his post, he is to be ordered to halt and face in the required direction. The petty officer then reads and explains the orders to him (see Article 9-10).

**ORIGINAL**

## 9-13 MARKS OF DISTINCTION AND EQUIVALENT RANKS IN THE SERVICES

NAVAL RANK	ARMY		AIR FORCE	
	Equivalent Rank	Badge on Cuff or Shoulder Strap	Equivalent Rank	Distinguishing Marks on Cuff or Shoulder Strap
Acting Sub-Lieutenant	2nd Lieut.	One star	Pilot Officer	One Half Stripe
Sub-Lieutenant	Lieutenant	Two stars	Flying Officer	One Full Stripe
Commissioned (Branch) Officer	Captain	Three stars	Flight Lieutenant	Two Full Stripes
Lieutenant				
Lieut.-Commander	Major	Crown	Squadron Leader	Two and a half stripes
Commander	Lieut. Colonel	Crown and one star	Wing Commander	Three Full Stripes
Captain	Colonel	Crown and two stars	Group Captain	Four Full Stripes
Commodore	Brigadier	Crown and three stars	Air Commodore	One Broad Stripe
Rear-Admiral	Major-General	Crossed sword and baton and star	Air Vice-Marshal	One Broad Stripe and One Full Stripe
Vice-Admiral	Lieutenant-General	Crossed sword and baton and crown	Air Marshal	One Broad Stripe and Two Full Stripes
Admiral	General	Crossed sword and baton, crown and star	Air Chief Marshal	One Broad Stripe and Three Full Stripes
Admiral of the Fleet	Field Marshal	Crossed baton on a wreath of laurel with crown above	Marshal of the Royal Canadian Air Force	One Broad Stripe and Four Full Stripes

## 9-14 PROVISION OF GUARDS OF HONOUR: RESPONSIBILITY WITHIN THE THREE SERVICES

(1) The provision of Guards of Honour, within the three services, is covered in General Orders, Articles 61.00/12 and 61.00/13.

(2) No exceptions should be made to these orders, except with the agreement of the services concerned.

**ORIGINAL**

9-15 TABLE OF SALUTES BY ARMED AND UNARMED PARTIES, GUARDS AND SENTRIES

(For Salutes by Guards of Honour, Article 10-4)

PERSONAGE OR UNIT SALUTED								
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	The Sovereign, Member of the Royal Family, Governors-General.	As for (A) but passing in cars or carriages	The Colour of the reigning Monarch, uncased, with its guard or escort.	Governors, Lieut. Governors, and officers of or above Commodores and equivalent ranks, funeral corteges.	Armed parties, including those with the Queen's Colour cased.	White Ensign carried ashore unfurled, Sentries.	Officers senior to the CO. of the Saluting Unit.	Officers, men and unarmed parties that salute.
Armed party commanded by an officer, halted & passed by:	<u>Present Arms.</u> C.O. salutes with the hand, or with the sword if bayonets are fixed.				<u>Shoulder arms.</u> C.O. salutes with the hand.			Remain at the "order." C.O. salutes with the hand.
Armed party not commanded by an officer, halted and passed by:	<u>Present Arms.</u> Man in charge salutes with the hand, or presents arms if armed.				<u>Shoulder Arms.</u> Man in charge salutes with the hand.			<u>Shoulder Arms.</u> Senior man salutes with the hand.
Armed party commanded by an officer, on the march.	Halt, turn into line, and act as at the halt, C.O. draws sword if bayonets are fixed.	"Eyes right or Eyes left." C.O. salutes with the hand.			C.O. salutes with the hand.	Eyes right or eyes left C.O. salutes with the hand	As for (E) unless officer is of Captain's rank, when C.O. also orders "Eyes right" or "Eyes left."	C.O. acknowledges salute with the hand.



Armed party, not commanded by an officer, on the march	Halt, turn into line, and proceed as at the halt.	“Eyes right” or “Eyes left.” Man in charge salutes with the hand.	Eyes right or eyes left. Senior man salutes with the hand.	“Eyes right” of “Eyes left.” Man in charge salutes with the hand.	Eyes right or eyes left. Man in charge salutes with the hand.
Guards	Turn out and <u>present arms</u> for (A), (B), (C), (D) and (E) with band and bugle if applicable, in accordance with QRCN 63.99.			Turn out and <u>present arms</u> to the Commanding Officer daily, to armed parties and to funeral corteges. Guards and reliefs on the march to act as other armed parties. See also Article 9-6.	
Unarmed parties	As for armed parties, omitting all reference to arms and swords.		Unarmed parties without officers are not saluted, but their salutes are acknowledged.		
Armed parties with arms slung or changed.	<u>Shoulder Arms</u> and act as described for armed parties.				
Sentries guarding personages in Column (A)	<u>Present Arms</u>		<u>Present Arms</u> to armed parties of approximately 100 or more. Salute with a <u>shoulder salute</u> all other officers and parties normally entitled to a salute.		
Sentry to Flag Officer	<u>Present Arms</u>		<u>Shoulder salute</u>		
Sentry	<u>Present Arms</u> to Lieutenant Commanders and above, and to parties entitled to any salute. <u>Shoulder-Salute</u> Lieutenants or equivalent ranks or below, female members of the Canadian services, unarmed parties commanded by men.				
Individual Officer or man.	Salute		Salute if C.O. is senior to themselves.	Salute White Ensign unfurled. Sentries are not saluted, but their salutes must be acknowledged.	

For notes on salutes see Article 1-15. For salutes by officers with swords drawn - see Article 9-5.  
If a party is “Marching easy”, the order “March at attention” must be given before any salute in the above table is carried out.



## PART 10

# GUARDS OF HONOUR AND LINING THE STREET

### GUARDS OF HONOUR

#### 10-1 FORMATION OF GUARDS OF HONOUR

- (1) Guards of honour form up in three ranks, dressed with intervals. The petty officers act as flank markers for the front rank and, in the case of Royal Guards, for both front and rear ranks.
- (2) The officer commanding the guard is to take post three paces in front of the file midway between the centre of the guard and the right flank; the second officer of the guard, three paces in front of the file midway between the centre of the guard and the left flank. If there is only one officer, he takes post three paces in front of the centre of the guard.
- (3) The bugler falls in one pace clear of the right flank marker. At the order "Right – dress" he takes one pace to the rear, resuming his position when dressing is complete.

#### 10-2 DRAWING SWORDS AND FIXING BAYONETS

- (1) Guards of honour are normally formed up and inspected by the senior officer of the guard in some convenient position. After the preliminary inspection, bayonets are fixed and officers draw swords. The guard of honour then marches to its place of duty.
- (2) Swords may be at the slope when the Guard of Honour is marching to or from its place of duty, but at its place of duty swords are always to be at the carry unless the guard is standing at ease.
- (3) All officers salute with the sword when the guard presents arms.

#### 10-3 GUARD OF HONOUR ON THE MARCH

A guard of honour marches in line or in column of route, with bayonets fixed and all officers' swords drawn; if in column of route the guard is to revert to column of threes before halting. In column of route the commanding officer marches three paces ahead of the guard, the second officer three paces in rear; the bugler marches at the head of the centre rank, in line with the guides. Only the commanding officer salutes with the sword at the order "Eyes – right.\*"

#### 10-4 COMPLIMENTS PAID BY GUARDS OF HONOUR

- (1) The particular ceremonial associated with Guards of Honour is only applicable when such guards are actually mounted or engaged in their duties. At all other times, guards of honour are considered to be armed parties and act in accordance with orders for such parties.

**ORIGINAL**

(2) When actually mounted or engaged in its duties, a guard of honour is to act as follows:

(a) Salutes by officers junior to the officer of the guard, by men or by unarmed parties are not to be acknowledged.

(b) When passed by officers who are entitled to be saluted by presenting arms, but who are of lesser degree than those for whom the guard is mounted, the guard is to be called to attention.

(c) The Guard is to salute the Colour of the reigning Sovereign, uncased, or persons of degree equal to or higher than those for whom the guard is mounted, acting in accordance with the orders for an armed party (Article 9-15).

(3) Guards of honour, escort companies and escort parties accompanying the Colour of the reigning Sovereign, uncased, salute only the Sovereign and other personages specified in Article 62.37, to whom the colour is dipped.

#### 10-5 COMPOSITION OF GUARDS OF HONOUR

TYPE OF GUARD OF HONOUR	LCDR OR LT	LT	LT OR SUBLT	OTHER CMD.O.	PO's	JUNIOR MEN	BUGLER
Royal Guard*	1	—	—	1	4(P1's)	96	1
Lieutenant's Guard	—	1	—	1	2	48	1
Petty Officer's Guard	—	—	—	—	1	12	—
State or National Ceremonial			As considered suitable				

#### NOTE

1. Royal Guard.\*
2. When a band is paraded, the bugler will form part of the band.
3. When local circumstances preclude the provision of a guard of honour of the required strength, the numbers may be reduced, but such diminution in numbers is not to affect the honours accorded.
4. When guards of honour are paraded by two or more services, each guard should be paraded as a separate guard, strengths being adjusted according to the space available.

#### 10-6 PETTY OFFICER'S GUARD

Is to be paraded for a captain, or for a commander attending a court martial.

#### 10-7 A LIEUTENANT'S GUARD

Is to be paraded in all other cases except for those personages entitled to a royal guard.

ORIGINAL

## 10-8 ROYAL GUARD

See QRCN Chapter 63 Section 5, Articles 63.46 and 63.47.

## 10-9 INSPECTION OF A GUARD OF HONOUR

- (1) The guard is inspected in two ranks with arms at the "order," bayonets fixed and in "open order".

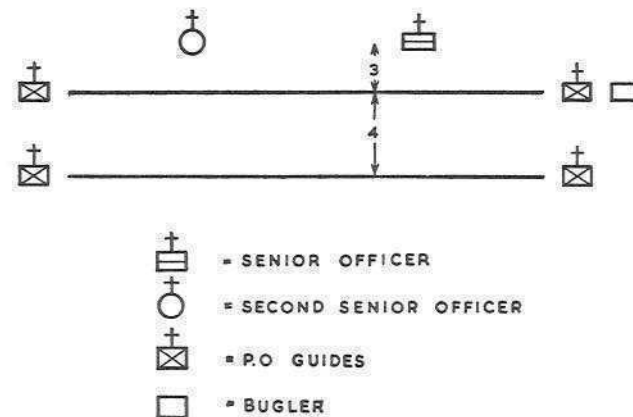


Figure 10-1 Inspection of a Guard of Honour

- (2) The orders for opening the ranks are:

**"Form two - deep"**

**"Without intervals, by the right - dress"**

**"Open order - march"**

- (3) The rear rank take two paces back.

**"Without intervals, right - dress"**

- (4) At this order the right guide "shoulders arms", turns right, takes four paces forward, turns about and dresses the front rank as follows: "Guard, front rank, two - dress up. Well. Carry it on to the left. Four dress back. Well" etc.

- (5) When the right guide is satisfied with the dressing of the front rank, he turns left, takes four paces forward, turns right and dresses the rear rank in the same manner as the front rank. On completion, he turns right, takes four paces forward, turns left and orders, "Guard - steady", "Eyes - front". He then takes up his original position, "orders arms", and picks up his dressing without interval.

**ORIGINAL**

## NOTE

1. The front and rear ranks do not pick up their dressing until they hear the right guide give the order, "Front rank", and "Rear rank," as applicable.
2. In confined spaces, the number of paces will be adjusted in accordance with the order, "Open order – march", or "One pace, open order – march".

(6) When the personage's conveyance approaches, the guard will shoulder arms. The officer meeting the personage conducts him or her to a position 15 paces in front of the centre of the guard. The guard then presents arms, all officers salute except those in personal attendance upon the personage being saluted (see Notes 1 and 2 below), the bugler sounds the salute or the band plays. The order for a Royal personage or Head of State is "Royal Salute, Present Arms". On all other occasions except when receiving a Governor General or the Commissioner General for the United Kingdom in South East Asia (see below) the order given is "General Salute, present arms". After acknowledgement of the salute the guard shoulders arms and then comes to the "order". The officer commanding the guard reports to the personage for whom it is mounted and accompanies him or her during the inspection.

## NOTE

1. Officers who have joined the personage's entourage for some reason (for example, after presentation), are "in personal attendance".
2. It is important that officers who are to salute should be facing the personage and those in attendance should take up position in rear of the personage.
3. See G.O. 61.05/1

(7) The orders for closing ranks and forming threes before marching off are:

**"Close order – march"**

(8) The rear rank take two paces forward.

**"Form – threes"**

**"By the right – dress"**.

## LINING THE STREETS

## 10-10 GENERAL

The streets may be lined for Royal processions or funeral processions. The following procedure is for a battalion or smaller unit and is to be used as a guide; the details of procedure will depend on the circumstances. Officers' swords are drawn. Men fix bayonets for Royal processions, but not for funeral processions.

**ORIGINAL**

**10-11 TAKING UP POSITION**

- (1) The battalion commander and officer instructor are to be on the flank of the unit which the procession approaches first. The second in command is on the other flank.
- (2) Officers and the Sovereign's Colour are positioned on the off side of the road (looking in the direction in which the procession is moving). They will be moved to the other side of the road, if the procession is returning by the same route, by order of the battalion commander.
- (3) The Sovereign's Colour is to be in the centre of the length of route allocated to the unit concerned.
- (4) Officers are stationed one pace in front of their men, on that flank of the platoon from which the procession approaches.
- (5) Petty officers are to be on the opposite flank of the platoon to the platoon commander, in line with the men in the ranks.
- (6) The band and drums may be placed where convenient, but not at points where the line is left open for traffic by the police. The leading rank of the band is in line with the remainder of the battalion, on the near side of the road; ideally, opposite the Sovereign's Colour.
- (7) The ground is usually allotted to battalions by the senior officer some days beforehand. The space to be occupied by each platoon, and the intervals at which men are to be placed, is then calculated.
- (8) Platoon markers are sent ahead under the battalion second-in-command and posted on the off side of the road.
- (9) The battalion approaches in column of route. Platoons are halted independently on their markers and turned towards the centre of the road. Platoon commanders form their platoons into two ranks and march the front rank across the road, both ranks extending as requisite (see Articles 1-62, 10-15, 10-16, and 10-17).

**NOTE**

1. Platoon commanders should fix bayonets, if the occasion demands, before forming their platoon into two ranks. Officers will draw swords after bayonets are fixed, or with the movements of the bayonet. All officers salute with the sword when the platoon is ordered to present arms.
  2. The platoon petty officer can assist in the even spacing of the men by stepping off the number of paces required.
- (10) Although it is primarily the task of the police to control the crowds, it should be understood by all officers, men and other ranks lining the streets, that they, no less than the police, are responsible for keeping the route clear.
  - (11) In the event, therefore, of the police cordons being broken by the press of people, or through any other cause, it is the duty of the naval and military personnel to prevent egress.

**ORIGINAL**

through their ranks on to the roadway, and to assist the police to restore the integrity of the cordon with the least possible delay. Persons who break through the line, however, are not to be pursued by men of the services; officers and men must concentrate their efforts on preventing further breaches of the line.

(12) In carrying out these duties every possible civility is to be exercised.

#### 10-12 ARRIVAL OF THE PROCESSION: SALUTES

(1) Platoon commanders are to be supplied with a table of salutes for the various personages in the procession.

(2) Salutes are to be given in succession by platoons. Men should be brought to the present 20 paces ahead of the leading horses or escort vehicle.

(3) Men should be cautioned to watch their platoon commander's sword as they may not hear the words of command owing to the cheering.

(4) Bands should start to play the appropriate salute when the motor car or the leading horses of the carriage carrying the personage to be saluted are 20 paces away.

#### 10-13 DEPARTURE

(1) When the procession has passed, the band should be moved to the flank away from the direction of march and proceed down the road at a short pace. The platoons will form up behind the band as convenient. When all the platoons have re-formed, the battalion commander orders "Quick - march".

(2) This arrangement is desirable because the band is of value in clearing the route of sightseers.

#### 10-14 SEQUENCE OF ORDERS

SITUATION	ROYAL PROCESSION (with bayonets fixed)	FUNERAL PROCESSION (with bayonets unfixd)
After forming up on either side of the road, etc.	"Stand at - ease"	"Stand at - ease"
Approach of the procession	"Atten - tion" "Shoulder - arms"	"Atten - tion" "Shoulder - arms" "Present - arms" "Rest on your arms - reversed"
While the carriage or gun carriage passes	"Royal (or General) Salute. Present - arms" "Shoulder - arms" "Order - arms"	"Rest on your arms reversed"
After procession has passed	"Stand at - ease" and await orders to march away.	"Atten - tion" "Present - arms" "Shoulder - arms" "Order - arms" "Stand at - ease". Then await orders to march away.

**10-15 DRILL FOR LINING THE STREETS**

To form two ranks from threes, the squad should be made up of a complete number of files. For ease in handling a platoon, it is recommended that it be made up of no more than eight files.

**10-16 DRILL FOR OPENING TO DISTANCE ORDERED**

(1) The platoon approaches its marker in column of route on the side of the street ordered, and is halted on that side of the marker on which it is required to open the platoon.

**“Platoon into line left\* – turn”**

**“By the right\* – dress”**

**“Form two – deep”**

**“Without intervals by the right\* – dress”**

**“Platoon – number”**

(2) The platoon commander then informs each file individually of the number of paces to be marched (see Note 1) at the order “Open to distance ordered”.

**NOTE**

1. The number of paces to be marched should be calculated to the nearest whole pace. An allowance must be made for the space (24 inches) occupied by each man dressed without intervals; e.g., when the intervals are to be four paces, the platoon commander orders the first file to stand fast, the second file to march three paces, the third 7 paces, the fourth 10 paces, etc.
2. In certain exceptional cases it may be necessary for adjacent platoons to open in opposite directions; e.g., when inserting extra platoons in an area already partly lined. This will necessitate opening from the end men on the flank furthest from the men numbered One.

(In the ensuing drill only the normal procedure is described).

**“Front rank, quick – march”**

(3) The front rank marches across the street and on arrival one pace clear of the sidewalk, marks time and dresses without intervals on Number One.

**“Front rank – halt”**

**“About – turn”**

**ORIGINAL**

**“Platoon, from Ones open to distance ordered. Quick – march”**

(4) Number Ones stand fast. The remainder turn outwards from Number Ones, dwell a pause of two marching paces, step off, and march the number of paces previously ordered. They then halt, turn inwards and pick up their dressing on their Number Ones.

**“Platoon, stand at – ease”**

(5) The platoon commander and petty officer march down the ranks, adjusting individual intervals as required. They then position themselves as ordered.

#### **10-17 CLOSING ON THE ORIGINAL FLANK**

(1) The platoon commander orders:

**“Platoon, on Ones close. Quick – march”**

(2) Number Ones stand fast. The remainder turn towards their Number Ones, dwell a pause of two marching paces and step off. They halt in the correct position, turn inwards and dress without intervals on Number One.

**“Front rank. Quick – march”**

(3) The front rank marches across the street, marks time on arrival two paces short of the rear rank, and dresses without intervals on Number One.

**“Front rank – halt”**

**“About – turn”**

**“Platoon will form threes. Form – threes”**

**“By the right\* – dress”**

(4) The platoon may then be marched off as ordered.



## PART 11

# CEREMONIAL UNITS: TRAINING, EQUIPMENT AND DRESS

### 11-1 GENERAL

- (1) In order that a ceremonial unit such as a guard of honour may reach the required standard of smartness, not only must keen interest be shown by all officers and men, but the inaccuracies which are most prevalent in drill must be known and guarded against.
- (2) The following notes deal with these inaccuracies and other particular points; they are not exhaustive, and close attention must be given to other relevant sections of this book.

### 11-2 CHOOSING OF MEN

The men chosen should be as tall and as nearly the same height as possible. The right and left guides should be of approximately the same height as the men they stand beside. 25 per cent more men should be told off than will be required. During preliminary drills it will be found that some of them are unsuitable. These should be gradually eliminated until 10 per cent above the required strength remain. The additional men will complete the training and will be available as spares.

### 11-3 TRAINING

- (1) The guard should be drilled often, but for short periods so that men can use their maximum energy all the time. They should be told when, and for what purpose, the guard is required.
- (2) The guard as a whole should be sized and divided into sections. Each section should, if possible, have its own instructor.
- (3) Instructors themselves should first be drilled together with arms to obtain uniformity of position and movement.
- (4) The guard should first be trained by sections so that every man may perfect movements and positions of the rifle. The first few drills may be carried out without bayonets fixed, but they should always be fixed during the later drills.
- (5) As soon as the men are competent, the guard should be drilled as a whole, each instructor still supervising his section. It is important that the whole guard should work together as soon as possible, but training of individual sections should be continued even after the integrated drill has commenced.
- (6) It may be necessary for the guard to remain standing at ease for a long period during certain ceremonies. In this case they will require special training in standing still, yet relaxing their muscles, for periods starting at five minutes and increasing daily up to the maximum expected period. In some ceremonies it is the custom for Naval guards to remain

**ORIGINAL**

still even though the order "Stand easy" has been given, and though guards from other services may be moving about.

#### NOTE

Ceremonial guards when in two ranks and dressed without intervals shall not be ordered to "stand easy."

### 11-4 THE RIFLE

#### GENERAL POINTS

The drill in this manual is to be strictly adhered to, and every endeavour is to be made to detect and eliminate deviations from it. Particular attention should be paid to the following:

- (a) The fingers must always be kept close together.
- (b) The shoulders must always be square to the front and braced back, being kept as still as possible during movements of the rifle.
- (c) The head is to be kept absolutely still, with the eyes to the front (except when fixing and unfixing bayonets and when dressing). Chins are to be kept in.
- (d) Men must stand absolutely still at the completion of each movement.
- (e) The disengaged hand, when arms are at the "shoulder" or the "order," must be kept braced back; it is apt to creep forward.
- (f) (i) Each individual movement of the rifle must be as quick as possible, and a distinct pause is to be made between movements. During this pause the position is to be held rigidly. In the early stages, the correct time for movements and commands can be obtained by training a drummer to beat time by a metronome. (The drum should be without strings. This produces a sharp beat and avoids vibration.) Later, the men should call the numbers aloud with the words "two, three" inserted between each movement; e.g., "ONE, two, three - ONE, two, three, ONE," etc., the numbers being called smartly, with the emphasis on ONE.
- (ii) As a further advance, men should be instructed to count to themselves, so that they will maintain the correct timing.

#### COMMON FAULTS IN INDIVIDUAL MOVEMENTS

##### *The shoulder from the order*

##### First movement:

- Not a sharp enough jerk upwards, the left hand consequently meeting the rifle too high.
- Rifle canted to the front.

- Both hands should meet the rifle simultaneously, causing a sharp "click". It is fundamental to the precision of the subsequent movements that this should be attained.
- Fingers of both hands not kept closed.

**Second Movement:**

- Hand dropped instead of cut to the side.

## 11-5 DRESS AND EQUIPMENT

(1) OFFICERS. The dress for officers is ordered by the senior officer, who is to be guided by the instructions contained in BRCN 108, Uniform Instructions for the Royal Canadian Navy, table of "Dresses and Occasions on which they are worn" and by Port Orders. When No. 1 dress is ordered, swords and gaiters are to be worn.

(2) MEN. Men will wear drill order, irrespective of dress ordered. White webbing equipment is to be worn by guards of honour. Its use upon other occasions, e.g., by patrols, sentries, is to be at the discretion of senior officers, having regard to climate, weather conditions, etc.

(3) Boots are to be in good repair, well polished, all laced athwartships, and tied so that they do not come undone.

(3) Gaiters and belts are to fit the wearer. They are supplied in three sizes. Straps are to be tucked neatly under the buckles.

(4) Trousers are to be folded down to the ankle and tucked into the socks, with only a slight bag at the knees.

(5) Badges are to be sewn on in the correct position.

(6) Medals are to be very firmly sewn on, otherwise they may be torn off by the rifle.

(7) Lanyards are to be new.

(8) Collars must be of the same shade, and are to be pinned down at each corner with a small black safety pin.

(9) Caps are to be worn so that the air holes are over the ears. Chin stays are to be well-fitting and, if down, are to pass just in front of the ears. Cap ribbons are to be new and are to be tied with a small bow over the left ear, the centre letter being over the nose. Caps are to be worn square.

(10) Overcoats. Uniform Naval overcoats (not watch-coats) may be worn in very cold or wet weather if ordered by the senior officer. Officers are not to wear overcoats unless these are also ordered for the men of the unit.

**ORIGINAL**

## PART 12

# PROCEDURE FOR USE ON BOARD SHIP

### 12-1 INTRODUCTION

*This Part is intended as a guide for commanding officers.* These procedures may have to be altered to suit the circumstances in any particular ship, but they should be adhered to as closely as possible, thereby ensuring that they will become the standard procedures in use throughout the Fleet and will not vary to any great extent from ship to ship.

### 12-2 CEREMONIAL DIVISIONS (See QRCN 63.75)

#### (1) *Falling In.*

(a) Divisions should fall in in three ranks, dressed without intervals, and standing at ease. Where space permits, dressing should be carried out with intervals.

(b) Chief petty officers and petty officers are to form an extra rank in rear of their division; where space does not permit this, they should be fallen in on the right flank. The senior chief or petty officer is to take up a position from which he can best take charge of his division, falling in in the rear when the officer of the division has completed his inspection (see Note below).

#### (2) *Mustering, Proving and Inspection.*

(a) The chief or petty officer of the division is to muster the division. As each man's name is called he is to come to attention and reply "Here", standing at ease again as the next man's name is called.

(b) The chief or petty officer of the division is then to size the division by dismissing it and falling it in with the tallest men on the flanks and the shortest in the centre. The extra rank in rear is to comply with this order except that the chief petty officers are to fall in on the right and the leading seamen on the left.

#### NOTE

If a division consists entirely of petty officers and above, they are all to fall in together in three ranks, the chief petty officer falling in on the right, and next to them the petty officers.

(c) The chief or petty officer of the division is then to call the division to attention, dress and number it, give the command "Open order - march" (see note below), dress it and give the order "Stand at ease." He is then to call the division to attention and report to the officer of the division for inspection. The chief or petty officer of the division is to accompany the officer on his inspection. On completion of the inspection all officers are to fall in in front of their divisions, facing outboard, equally spaced. The chief or petty officer is to fall in on the right of the extra-rank in rear.

ORIGINAL

## NOTE

1. If space does not allow the division to be at open order, each rank should be moved forward one pace after the front of it has been inspected; or the order "One pace, open order – march" may be given.
2. When the division is large, each rank should be stood at ease after being inspected.

(d) The officer of the division is then to call his division to attention and report to the commander. On returning to his division, the officer of the division is to stand his men easy and take up a position on the flank from which the captain will approach.

**12-3 INSPECTIONS**

- (1) When inspected by a Flag Officer, Commodore, Captain or the officer appointed in command of the ship or Naval Establishment, all men below the rank of petty officer first class shall take off their caps when the order "Off – caps" is given by the officer in charge.
- (2) Chief petty officers and petty officers first class are to keep their caps on.
- (3) When chief and petty officers are fallen in with other ranks, the senior chief petty officer or petty officer first class is to salute when the order "Off – caps" is given.
- (4) When only chief petty officers and petty officers first class are fallen in together, the order "Off – caps" shall not be given; however, the inspecting officer shall be saluted by the right hand man of the front rank, who shall be the senior man fallen in.
- (5) Men without arms shall be called to attention on all occasions when they are to be inspected by an officer.

**12-4 DAILY DIVISIONS**

- (1) The procedure for daily divisions is the same as for ceremonial divisions, except that there is no captain's inspection and divisions need not be sized.
- (2) When all divisions have been reported to the Executive Officer, the order to close for prayers may be given. Divisions should be marched aft in single file, forming up again into three ranks on arrival on the quarter-deck. The drill for advancing in single file from threes and for forming up again into threes is laid down in Articles 1-56 and 1-57.

**12-5 EVENING QUARTERS**

The procedure for evening quarters is the same as for daily divisions.

**12-6 ENTERING AND LEAVING HARBOUR**

- (1) Hands fall in facing outboard in three ranks, by divisions. They are to be sized, with the tallest on the flanks and the shortest in the centre.

- (2) Officers, chief petty officers, and petty officers, are to fall in as for divisions; except for the cable officer, who is to stand in the "eyes" of the ship facing forward.
- (3) The guard and band are to fall in on the quarterdeck.
- (4) In the case of a division whose part of ship extends right across the ship, hands may be split up so that an even number fall in on either side of the ship.
- (5) On the "Alert" being sounded on the bugle, or the "Still" on the bos'un's pipe, divisions are to be brought to attention by their officers, and are to be stood at ease again when the "Carry on" is sounded. Officers of divisions do not salute when bringing their divisions to attention.

### 12-7 MARCH PAST IN SINGLE FILE

- (1) The ship's company fall in as for divisions.
- (2) The Commander (or Executive Officer) orders:

**"March past in single file"**

The officer of the leading division (starboard after) is to move his division aft in threes. He is then to order:

**"Advance in single file. Chief and petty officers quick - march"**

- (3) The officers of the division then take post in front of the chief petty officers, the officer in charge of the division leading. The rear, centre and front ranks follow on automatically.
- (4) The division is to wheel round the first marker, and every officer and man is to salute the captain as he passes him. The division is then to lead round the second marker and forward up the port side.
- (5) The officer of the division, having saluted the captain, is to take up a position alongside him until his division has completed the march past, when he is to salute the captain and rejoin his division.
- (6) When clear of the quarterdeck, the second officer of the division or the senior chief or petty officer is to re-form the division in three ranks, and then march it round the ship to its original position.

NOTE

There should be no gap between each rank of a division when marching past, but a gap of a few paces should be left between divisions.

### 12-8 MANNING SHIP AND CHEERING SHIP

- (1) At the order "Fall in for manning ship", the ship's company is to fall in as for divisions (see note below). Divisions are to be divided as necessary to ensure that there is an equal number of men on each side of the ship.

ORIGINAL

(2) Chief and petty officers are to form a rank in rear. Leading seamen are to fall in in the ranks, on the right flank.

(3) At the order "Stand by to man ship" or on the "Extend" being sounded on the bugle, the officer in charge of each division is to order:

**"Front rank turn forward, rear rank turn aft, ranks right and left - turn. Division, double - march".**

(4) Men double away, halt when in position, and turn to face outboard one pace clear of the guard rail. Dressing is automatically carried out "By Forward" at full arm intervals.

**"Man ship"**

(5) Each man is to take one pace forward and grasp the guard rail with both hands, crossing hands with the men adjacent to him when doing so. Officers and chief and petty officers attached to the division are to space themselves equally in rear of their division.

(6) The Executive Officer is then to order:

**"Stand by to cheer. Ship's company attention."**

(7) Everyone is to come to the position of attention. He is then to order:

**"Off - caps".**

(8) Caps are removed and held above the head at the full extent of the right arm, crown outboard. The Executive Officer is then to order:

**"Three cheers for... Hip, Hip, Hip-Hooray"**

(9) Caps are to be circled, keeping the crown outboard during the "Hooray". On completion of the three cheers the Executive Officer orders:

**"On - caps"**

(10) The "Disperse" is then to be sounded on the bugle, or the order to fall out is to be given, or divisions may be ordered to "man ship" again or fall in by divisions.

#### NOTE

Divisions may be fallen in in positions different from those they normally occupy, to suit the circumstances in any particular ship.

#### 12-9 GUARDS

(1) Guards fall in in two ranks, dressed with or without intervals as space permits. The bugler stands on the right of the right-hand man of the front rank except when persons entitled to a guard are being received at the starboard gangway, when he should be on the left of the left-hand man of the front rank.

(2) The decision whether bayonets are fixed or unfixed will depend upon the height of the awning.

ORIGINAL



(3) If space permits, bayonets are to be fixed and officers are to draw swords before the guard is marched into its ceremonial position. When in position, the guard should be stood at ease.

#### 12-10 COLOURS

- (1) One minute before Colours, the guard should be ordered to "shoulder arms".
- (2) When "Colours" is reported the bugler sounds the "ALERT" and the officer or petty officer-in-charge of the guard orders:

**"General salute, present – arms".**

(3) On completion of the sounding of the salute or the playing of the appropriate anthems, arms are returned to the "shoulder," the bugler sounds the "Carry on" and the guard is marched to the position selected for unfixing bayonets and dismissing.

#### 12-11 GUARDS OF HONOUR AND CEREMONIAL RECEPTION DRILL

(1) About 15 minutes before the expected time of arrival of the person for whom the guard is mounted, the bugle calls "Guard", "Band" and "Buglers" are sounded, and the ceremonial piping party is piped to muster. If a gun salute is to be fired, "Saluting Guns' Crews" is also sounded.

(2) The guard of honour falls in in two ranks in a position convenient to the gangway, facing outboard. The guard is dressed in open order and bayonets are fixed. Officers draw swords.

(3) When the boat is two to three lengths away from the accommodation ladder, the "Alert" is sounded and the guard is ordered to "shoulder arms". This is followed by the first pipe if the personage is so entitled. The second pipe is timed to end when the head of the personage reaches the level of the top of the gangway.

(4) As soon as the personage steps on board, the officer in charge of the guard orders:

**"General salute, present – arms" (See Note).**

(5) The appropriate musical salute is then played by the band or sounded by the bugler. On completion, arms are brought to the shoulder and the "Carry on" is sounded.

(6) The guard is then brought to the order and reported to the personage by the officer of the guard. The personage may then inspect the guard if he wishes.

(7) The ceremony for the departure of the personage is similar to that for his arrival. As he approaches the top of the gangway the "Alert" is sounded, the officer of the guard orders "General Salute, Present – arms" and the band or bugler plays the appropriate salute. On completion, arms are brought to the shoulder and the first pipe is given as the personage goes down the gangway. The second pipe is given as the boat leaves the accommodation ladder.

**ORIGINAL**



(8) If a gun salute is to be fired, it is usually done after the boat has left the ship and is lying off clear of the line of fire. The "Commence" is sounded and its last note is the executive signal for the firing of the first gun. The guard remains at the shoulder throughout the salute. Immediately the last gun has been fired, the "Cease Fire" is sounded. The "Carry on" is sounded after a suitable pause, or when the boat clears either the stem or the stern of the ship.

#### NOTE

In some circumstances when previous arrangements have been made, a gun salute may be fired directly before the person-  
age arrives. The procedure is similar to that described above.

#### 12-12 GUARDS PARADED FOR SHIPS PASSING

The procedure laid down in QRCN Articles 63.49, 63.50, and 63.59 is to be followed.

## PART 13

# CEREMONIAL PARADES AND REVIEWS

### NOTE

1. The procedure laid down in this Part cannot always be adhered to rigidly.
2. The considerations affecting the procedure to be adopted are:
  - (a) The size and shape of the ground available.
  - (b) The numbers taking part.
  - (c) The composition of the forces present (i.e., are Army or Air Force units present?)
  - (d) The wishes of the reviewing officer.
3. On ceremonial occasions in which units of other services are participating, the procedure followed is to be that of the service responsible for the general conduct of the ceremony. If, owing to the participation of more than one service, the correct procedure to follow is in doubt, the wishes of the reviewing officer are to be followed.
4. For training, equipment and dress for ceremonial units, see Part 11.

### 13-1 GENERAL RULES

- (1) From the time the unit falls in, before being proved, until it is dismissed, Ceremonial Drill is carried out. This means:
  - (a) Officers and men move at the quick.
  - (b) Officers' swords are at the carry.
  - (c) Ceremonial dressing is carried out.
- (2) Officers are free to take up positions from which they can best supervise and give orders to their units, until they have reported to their seniors; or, in the case of the senior officer, until the unit is stepped off to march to the review ground. From then onwards officers must retain their correct positions.
- (3) *Section Leaders.* All section leaders dressed as seamen are to be sized and proved in the ranks. Section leaders dressed as petty officers act as taught in Platoon Drill (Part 2).

ORIGINAL

(4) *When Marching To and From the Review Ground.*

(a) In cities and towns in the Commonwealth, units may march through the streets with drums beating, colours uncased, and bayonets fixed; the civil authorities should be notified in advance so that the traffic may be regulated accordingly.

(b) Outside the Commonwealth, permission must be obtained before armed units are landed, special permission being obtained if it is desired to march to the review ground with bayonets fixed.

(5) *Marking Points and Markers.*

(a) Flags or posts may be set up to mark out the line on which the men are to form, or the line may be picked out or marked by whitewash.

(b) Markers, if required, act as laid down in "Drill for Markers" (Article 3-6)

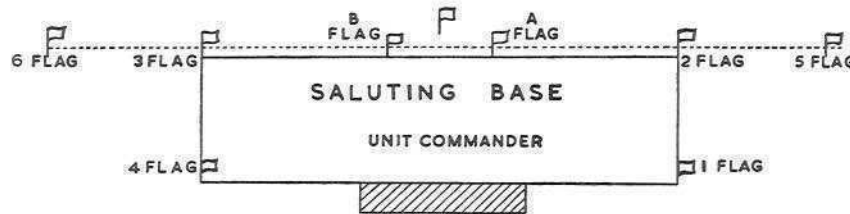


Figure 13-1 Marking out the Ground in Readiness for a March Past. Unit Formed for Inspection

(6) *Marking Out the Ground Preparatory To a March Past: Unit Formed for Inspection.*

(a) Flags should be placed, if possible, as shown in Figure 13-1.

(b) Dimensions of the rectangle:

For a platoon	100 paces by 40 paces
For a company	150 paces by 80 paces
For a battalion	} As requisite
For a brigade	
For a division	

(c) The line from flag 2 to flag 3, and its extension either way, is known as the saluting base. The flags 5 and 6 may be placed, as shown, to mark the extension of this line.

(d) The flags "A" and "B" are placed ten paces on either side of the centre of the saluting base.

(e) The saluting point is ten paces behind the centre of the saluting base (see Figure 13-1).

(7) *Unit Falling in For a Review or March Past.* The unit forms up on the line between flags 1 and 4, with the centre of the front rank on the centre of the line and facing the saluting base.

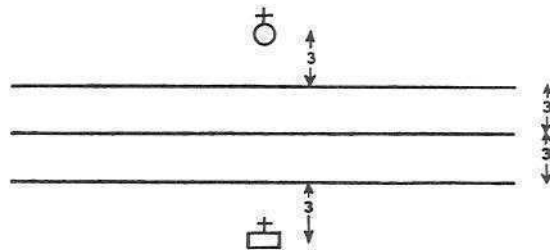


Figure 13-2 Platoon Formed for Inspection

### 13-2 DISTANCE APART OF RANKS OF A UNIT PARADED FOR INSPECTION

(1) Except when companies are in close column, units are to be in open order for the inspection. If the companies are in close column, units are to be in close order, and the front rank only will be inspected.

(2) Ranks are three paces apart during the inspection, except when companies are in close column. In the former case, before the inspection the unit commander orders:

**“Open order – march”**

(3) The front ranks and sub-unit commanders step forward two paces. The rear ranks and supernumerary ranks step back two paces.

(4) After the inspection the unit commander orders:

**“Close order – march”**

(5) The front ranks and sub-unit commanders step back two paces.

(6) The rear ranks and the supernumerary ranks step forward two paces.

(7) *Drums and Band (or Buglers)*. For inspection, the drums and band (or buglers) should fall in 10 paces in rear of the centre of the unit paraded for inspection.

(8) For marching past, the drums and band (or buglers) are fallen in in three or more ranks, 50 paces in advance of the leading sub-unit. The band advances and begins playing as the commander of the leading sub-unit steps off his sub-unit.

(9) When the drums and band (or buglers) approach the saluting point they will take up position at the halt, either on the left of the dais facing the parade, or in front facing the dais, allowing sufficient space for the parade to march past between them and the dais. The bandmaster faces the saluting point and the band continues to play until the last sub-unit has passed.

#### NOTE

When the parade has completed its march past (in column or close column) the band should step off, wheeling as necessary, and march past in rear of the last unit.

(10) *Standing Easy*. The unit or any sub-unit may be ordered to stand easy by permission of the commanding officer of the parade when there is to be a long wait.

**ORIGINAL**

**13-3 FALLING IN PREPARATORY TO SIZING, PROVING, DRESSING, ETC.**

(1) The platoon falls in as taught in Platoon Drill.

(2) The company falls in either in:

- |                   |   |                            |
|-------------------|---|----------------------------|
| (a) Line,         | } | As taught in company drill |
| (b) Column, or    |   |                            |
| (c) Close Column. |   |                            |

**NOTE**

(c) above is the normal formation.

(3) The battalion falls in either in:

- |   |   |   |
|---|---|---|
| (a) Mass,                                       | } | As taught in battalion drill.   |
| (b) Close column,                               |   |   |
| (c) Close column of<br>companies in<br>line, or | } | Companies in line as in company drill, distance<br>apart of companies to be 15 paces. |
| (d) Line.                                       |   |   |
- Each company in line. The front ranks of companies in the same alignment, intervals between companies to be ten paces.

**NOTE**

(a) above is the usual formation.

(4) The Brigade may fall in in line of battalions, the battalions being either in:

- (a) Mass, as taught in battalion drill;
- (b) Close column of companies in line; or
- (c) Line.

The distance apart of battalions is to be left to the discretion of the brigade commander.

**13-4 SIZING A UNIT**

(1) *Platoon.*

**NOTE**

- When section leaders are specially detailed they stand fast during the whole procedure. At other times they are sized in the ranks.

**ORIGINAL**

2. The platoon petty officer leaves his post only if required to assist the platoon commander. He does not conform to "Open order march".

(a) The platoon commander orders:

**"Tallest on the right, shortest on the left, in three ranks - size"**

(b) All turn right, break off and re-arrange themselves in three ranks, according to their size - the tallest on the right and the shortest on the left, and take up their dressing by the right. Rifles are carried at the short trail. If it is desired to dress without intervals, the caution "Without intervals" must precede the order.

**"Open order - march"**

(c) See Article 1-44.

**"Platoon - number"**

(d) See Article 1-8.

**"Shoulder - arms"**

(e) See Article 6-9.

**"Even numbers, one pace forward - march"**

As ordered.

**"Stand fast Ones; odd numbers right, even numbers left - turn"**

(f) Odd numbers (except "Ones" of each rank) turn right, even numbers turn left.

**"Form platoon, quick - march"**

(g) The whole platoon steps off, with the exception of "Ones" of each rank, who order arms, the even numbers wheeling left about and following the odd numbers of their respective ranks. Each rank then closes on its "One" and when each man is in place he halts, turns left into line, orders arms and takes up his dressing by the right. If it is desired to dress without intervals, the caution "Without intervals" must precede the order.

**"Close order - march"**

(h) As ordered.

(2) *Company*. When fallen in:

- (a) In line
- (b) In column
- (c) In close column

The platoons are sized separately, as taught above.

(3) *Battalion*. The companies are sized independently as described in Article 13-4

(4) *Brigade*. As for a battalion.

### 13-5 PROVING A UNIT

(1) *Platoon*. Platoon commanders carry out the drill prescribed in Article 2-3.

(2) *Company*. When fallen in:

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>(a) In line</li> <li>(b) In column</li> <li>(c) In close column</li> </ul> | } | <p>Platoons are proved separately as taught in platoon drill. The company is then proved as taught in company drill (Article 4-5).</p> |
|---|---|--|

(3) *Battalion and Brigade*. Companies are proved separately as above.

### 13-6 FIXING AND UNFIXING BAYONETS

(1) *Platoons* act under the orders of the platoon commanders.

(2) *Companies* act under the orders of the company commanders.

(3) *Battalion*. Each company acts independently.

### 13-7 DRESSING

(1) Ceremonial dressing is a special method of dressing a platoon or a company in line on ceremonial occasions. Dressing is carried out as laid down in Parts 2, 4 and 5, except that ceremonial dressing is to be carried out.

#### NOTE

1. Ceremonial dressing is carried out with arms at the order.
2. When dressing ceremonially, platoon commanders and company commanders (when their companies are in line) order "Right\* - dress". Battalion commanders and company commanders (when their companies are not in line) order "Dress by the right\*" when ordering their units to dress. Platoons then dress ceremonially.

(2) *A Platoon*.

(a) The platoon commander orders:

"... platoon right - dress"

(b) The men in the ranks act as taught in squad drill, except that they do not look to their front until so ordered. The platoon petty officer shoulders arms, turns right and marches out until he is four paces clear of the front rank. He then halts, turns about, and

ORIGINAL

dresses the front rank. Individual men ordered to dress up or back continue moving until they receive the order "Well"; e.g., "Front rank, four, dress up. Well - Carry it on to the left". The platoon petty officer then turns left, takes one pace forward (when the ranks are in open order he takes three paces forward) turns right and dresses the centre rank. He then turns left, takes one pace forward (3 paces in open order), turns right and dresses the rear rank. When the rear rank has been dressed, he turns right, takes two paces forward (six paces in open order), turns left and orders:

**"...platoon, eyes - front"**

(c) He then turns left, takes up his position in the rear of the platoon, and orders arms.

#### NOTE

1. The platoon petty officer does not swing his arm when taking paces forward.
2. Heads and arms are moved smartly and together at the order "Eyes front".

(3) *A Company in Line.*

(a) The company commander orders:

**"Company, right\* - dress"**

(b) The company as a whole acts in a similar manner to a single platoon. The company second-in-command, the company chief petty officer, and the platoon petty officers, act as laid down in Article 4-27. In addition, the company second-in-command carries out the duties of the platoon petty officer in (1) above and dresses each rank. On completion, the company second-in-command orders:

**"Company, eyes - front"**

(c) Company officers take post and platoon commanders turn about.

(4) *A Company in Close Column or Column.* See Article 4-6. Platoons dress ceremonially.

(5) *A Battalion in Mass or Open Mass.* See Article 5-8, Platoons dress ceremonially.

(6) *A Battalion in Close Column or Column.* See Article 5-6. Platoons dress ceremonially.

(7) *A Battalion in Close Column or Column of Companies in Line.* See Article 5-22. Companies dress ceremonially.

(8) *A Battalion in Line.* See Article 5-21. Companies dress ceremonially.

#### 13-8 COMPANY CEREMONIAL PROCEDURE

(1) A company may be inspected in line, column, or close column formation.

**ORIGINAL**



(2) In line and column, ranks are in open order. In close column, ranks are in close order. When in close order a front rank inspection only is carried out.

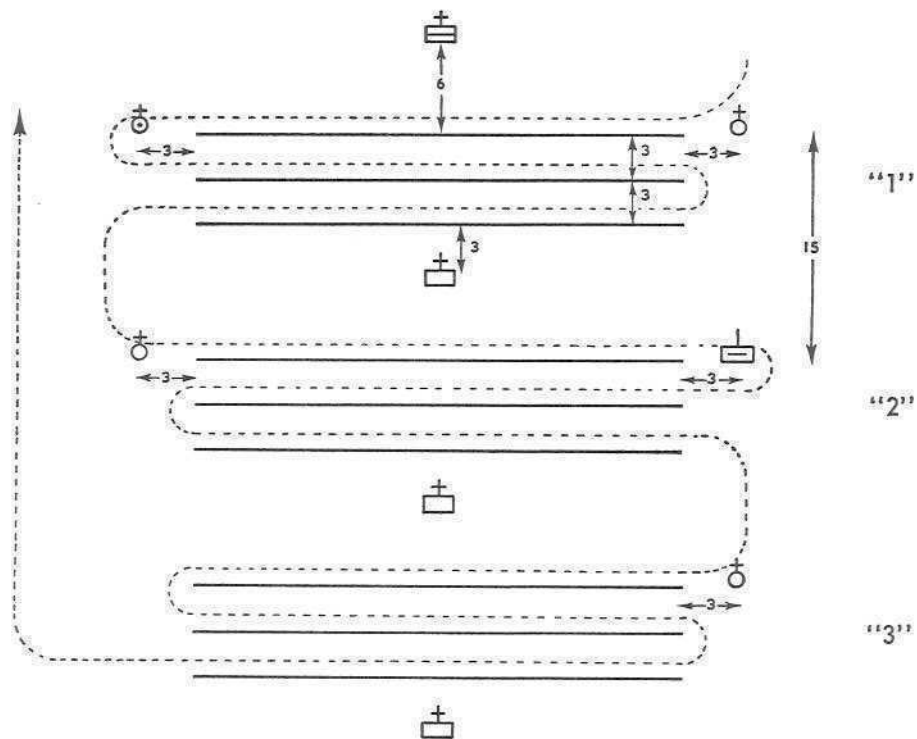


Figure 13-3(A) Company Formed for Inspection in Column  
(Inspecting Officer Approaching from the Right)

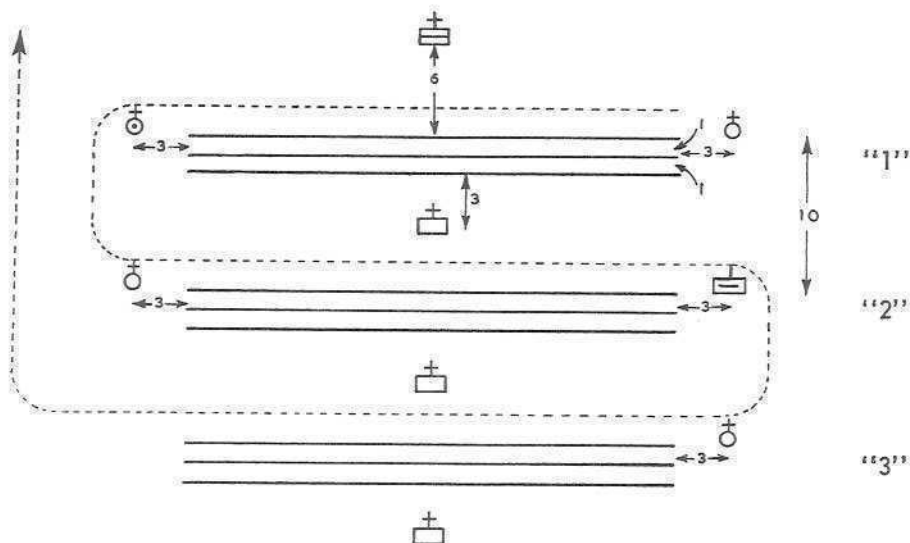


Figure 13-3(B) Company Formed for Inspection in Close Column  
(Inspecting Officer Approaching from the Right)

- (3) If the company is inspected in column, or close column, officers must take post in review order to receive the reviewing officer, and must return to their positions in the company before the inspection.
- (4) Only the company commander accompanies the reviewing officer during the inspection.
- (5) A company may march past in:
  - (a) Column;
  - (b) Close column after marching past in column;
  - (c) Line; or
  - (d) Column of route.
- (6) For officers' positions in the various formations, see Article 4-4.

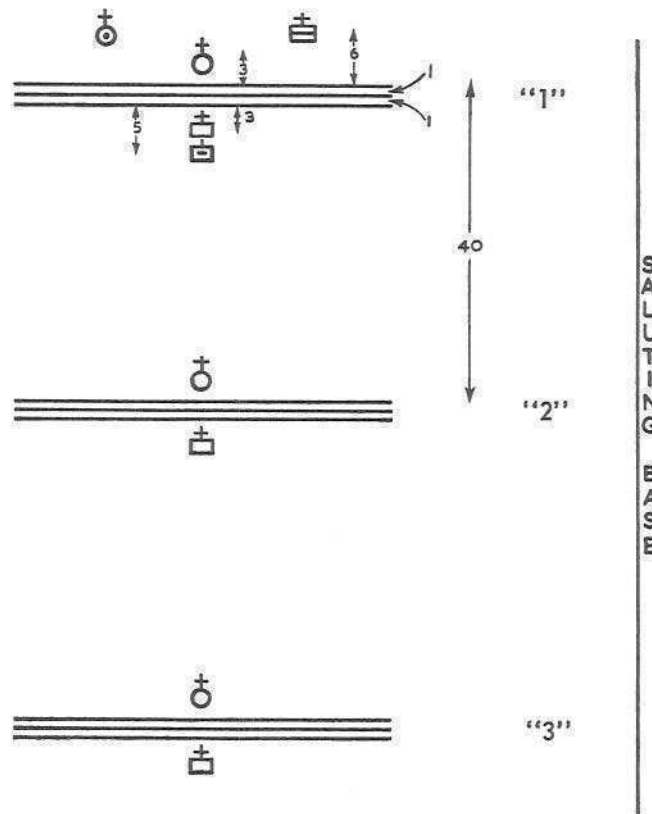


Figure 13-4(A) Company Marching Past in Column

### 13-9 COMPANY INSPECTED IN CLOSE COLUMN AND MARCHING PAST IN COLUMN

- (1) The company falls in on markers who have been posted in the usual manner, in close column, on a portion of ground clear of the review ground.

ORIGINAL

(2) Platoon commanders size, prove, and dress their platoons ceremonially, report to the company second-in-command in the usual manner, and then stand their platoons at ease.

(3) (a) The company second-in-command then orders:

**“Company – attention.**

**Shoulder – arms.**

**Tell off by platoons.”**

(b) He then reports to the company commander, who orders:

**“Company, order – arms.**

**Right in – cline.**

**Fix – bayonets.**

**Left in – cline.**

**Shoulder – arms.**

**Move to the right in column of threes, right – turn.”**

(4) (a) The company commander then wheels the company as requisite and, on arriving at the review ground, orders:

**“At the halt, facing left, form close column. Two and Three platoons right – turn.”**

(b) This order is given in time for the company to form up on the pre-arranged plates or marks. The company acts as ordered. Ceremonial dressing is then carried out without further orders, platoons being brought to the order by their platoon commanders.

(5) (a) The company commander then orders:

**“Officers will take post in review order. Officers, take post. Quick – march.”**

(b) At this order, the company second-in-command and platoon officers move out to a position three paces in front of the front rank of the leading platoon. All platoon officers move out by the left flank.

(c) Platoon officers should be sized, tallest on the flanks, shortest in the centre.

(d) The company second-in-command is on the right flank. As platoon officers come out they halt facing the second-in-command, who covers them, using his sword as in company drill. When covered, the company second-in-command brings his sword down to the carry, which is the signal for all officers to turn to the front.

(6) (a) On the approach of the reviewing officer, the company commander orders:

**“Shoulder – arms”**

**“General salute, present – arms”**

(b) The band plays the appropriate music. When this has been completed, the company commander orders:

**“Shoulder – arms”**

**“Order – arms”**

(7) (a) The company commander now orders:

**“Officers will take post for inspection. Officers, take post. Quick – march.”**

(b) Officers turn right and step off at the quick, wheeling right. The company second-in-command moves in rear of “One” platoon so as to take up a position three paces clear on the left\* of the front rank of one platoon. Platoon commanders take up position two paces clear of the front rank of their own platoons, on the flank from which the inspecting officer will approach. The company second-in-command and company chief petty officer take up their positions on the opposite flank to the platoon commanders of the first and second platoons.

(8) The company is then inspected at the order.

(9) (a) On completion of the inspection, the company commander orders:

**“Shoulder – arms”**

**“Move to the right in threes, right – turn”**

**“Quick – march”**

(b) While marching to No. 1 flag, platoon officers assume their normal positions. The company second-in-command and company chief petty officer take up positions ready for the close column wheel, using a step-out pace; the company second-in-command going to the left leading flank, the company chief petty officer to the right leading flank.

(c) Just before the company arrives at No. 1 flag, the company commander orders:

**“Change direction left”**

(d) When on No. 1 flag:

**“Left – wheel”**

(e) The close column wheel is carried out as taught in Company Drill. When the company has wheeled through a quarter of a circle, the company commander orders:

**“For – ward”.**

(f) When the leading guide of “One” platoon is one pace clear of No. 2 flag, the company commander orders:

**“Company mark – time. Into close column advancing, left – turn.”**

**ORIGINAL**

(10) On the command "Left - turn", the right guide of the leading platoon places himself one pace on the left of No. 2 flag. Remaining guides cover off, and men in platoons pick up their dressing by the right, without orders, as they mark time. Distances between platoons are not stepped off. Company officers and the company chief petty officer take up their positions for marching past: i.e., company commander six paces in front of the centre of the right half of "One" platoon; company second-in-command, six paces in front of the centre of the left half of "One" platoon; company chief petty officer two paces in rear of "One" platoon petty officer.

(11) As soon as the company has picked up its dressing, the company commander orders:

**"Halt".**

(12) (a) The company commander now orders:

**"March past in column by the right"**

(b) One platoon commander orders:

**"One platoon by the right - quick - march"**

(c) The company commander, second-in-command, and chief petty officer, step off with "One" platoon. Platoon commanders of succeeding platoons step their platoons off at such a time that they will have to mark time for about six paces on the line between flag 1 and flag 2, giving the order, "For - ward" when the platoon in front is 40 paces distant.

#### NOTE

As a rule, a flag or mark is placed at a distance of 40 paces from the line between flags 1 and 2, to assist platoon commanders of Two and Three platoons in judging the moment at which to give the order "For - ward".

(13) (a) Company officers salute with the sword so that they are at the salute on reaching "A" flag. After he has returned to the carry, the company commander moves out to the right and takes up a position on the right of the reviewing officer, remaining there until the company has passed. The company second-in-command assumes command of the company.

(b) Platoon commanders order their platoons:

**"Eyes - right"**

(c) They give this order, and salute with the sword, so that they are at the salute on reaching "A" flag.

**"Eyes - front"**

(d) They give this order, and bring their swords to the "recover" and the "carry" when the rear rank of the platoon reaches "B" flag.

(14) The company may then carry out one of the following movements:

(a) Leave the parade ground;

- (b) March past again in close column:
- (c) Resume its position on the original alignment, ready to advance in review order.

(15) For (14)(a): When the leading platoon is a suitable distance clear of No. 3 flag, the company second-in-command forms the company into the most convenient formation and marches off. When clear of the saluting base, company and platoon officers and supernumeraries resume their non-ceremonial positions.

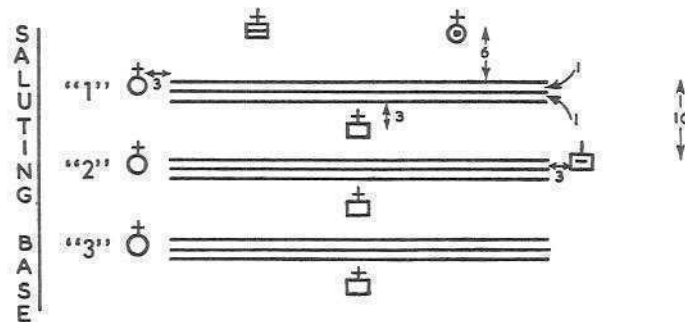


Figure 13-4(B) Company Marching Past in Close Column

(16) For (14)(b):

(a) When the leading platoon is a suitable distance clear of No. 3 flag, the company second-in-command orders:

**“Company, at the halt, form close column on one platoon”**

(b) Close column is formed as taught in company drill. Platoon commanders turn about and face their platoons after halting.

(17) Non-ceremonial dressing is then carried out, without further orders.

(18) (a) The company second-in-command orders:

**“Company, about – turn”**

(b) The Company acts as ordered. Platoon commanders then turn left and take up their positions on the left of the new front ranks of their platoons; supernumerary ranks turn right and take up their positions in rear, moving out by the new right flank.

(c) The company second-in-command now takes up his new position, i.e., 6 paces in front of the centre of three platoon. The company chief petty officer takes up a position in line with the front rank of two platoon and 3 paces clear on the right.

(19) (a) The company now marches past in close column. The company second-in-command orders:

**“Advance in close column. By the left, quick – march.”**

(b) Platoon commanders direct the march of their platoons.

**ORIGINAL**

(c) The company second-in-command orders:

**“Company, eyes – left”**

(d) He gives this order and salutes with the sword so that he is at the salute on reaching “B” flag. The whole company looks to the left, except platoon commanders, who look to their front and remain at the carry. When the rear platoon of the company has passed “A” flag, company second-in-command orders:

**“Company, eyes – front”**

(e) He comes to the recover and carry with his sword.

#### NOTE

If the company commander does not remain with the reviewing officer for the march past in close column, he takes post 6 paces in front of the new left half of Three platoon, after the company has been turned about by order of the company second-in-command. The company second-in-command takes post 6 paces in front of the new right half of Three platoon. The company commander then resumes command of the company, giving all orders that are laid down for the company second-in-command. In this case the company commander and company second-in-command salute together, all other officers keeping their swords at the carry during the march past.

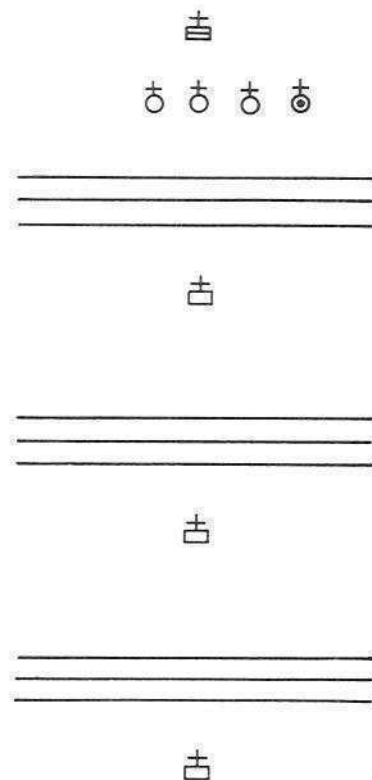


Figure 13-5 Advancing in Review Order

**13-10 ADVANCING IN REVIEW ORDER**

(1) For 13-9 (14)(c):

(a) As each platoon arrives at No. 3 flag, platoon commanders are to advance in column of threes from the right and, by two left wheels, march their platoons to the positions which they occupied before the inspection. Platoons are then to order arms, dress, and stand at ease.

(b) When the company is formed up in its original position, the company commander orders:

**“Atten - tion. Officers will take post in review order. Officers - take post. Quick - march.”**  
 (See Figure 13-5.)

(2) (a) The company commander then orders:

**“Company, shoulder - arms”**

**“Company, advance in review order. By the right, quick - march”**

(b) The company advances 15 paces with the band playing and then halts. Every man in the company counts to himself the number of paces taken, and on the 14th pace orders “Halt” (to himself), he then halts by completing the 15th pace with the left foot and bringing the right foot up to the left.

(c) A pause of two marching paces is then observed, followed by a general salute, given automatically without any order from the company commander. The company commander then orders:

**“Company, shoulder - arms”**

**“Order - arms”**

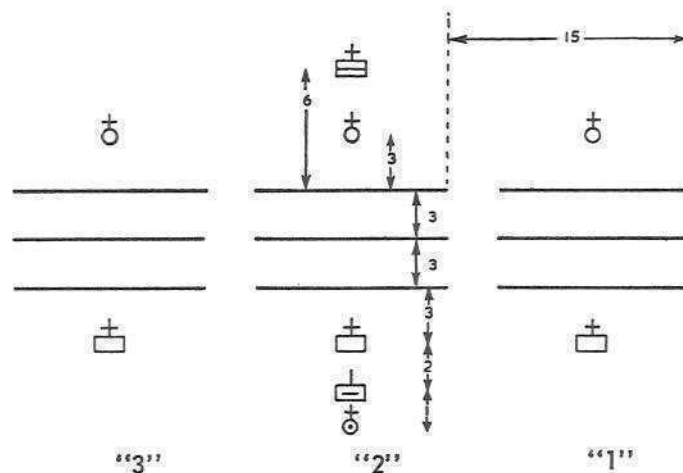


Figure 13-6(A) Company Formed for Inspection in Line



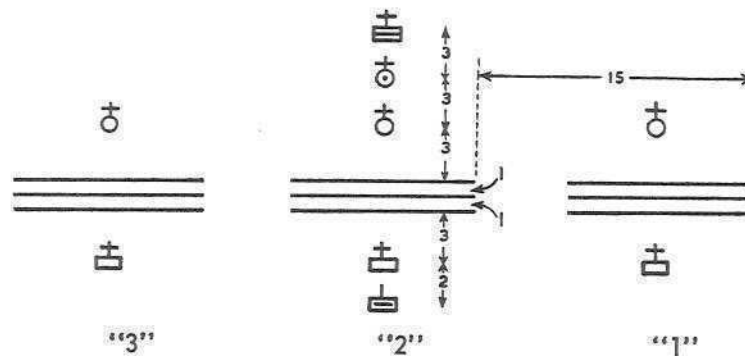


Figure 13-6(B) Company Marching Past in Line

### 13-11 COMPANY INSPECTED IN LINE AND MARCHING PAST IN LINE

(1) The company falls in clear of the review ground and is sized, proved and dressed as laid down in Part 4.

(2) The company second-in-command calls the company to attention, tells the company off by platoons, shoulders arms, and reports to the company commander.

(3) (a) The company commander then orders:

**"Order – arms."**

**"Right in – cline."**

**"Fix – bayonets"**

**"Left in – cline"**

**"Shoulder – arms"**

(b) He then marches the company off in column of threes.

(4) The company is marched on to a mark or marker on the review ground, halted, and turned into line. When turned into line, platoon commanders turn to face their platoons.

(5) The company commander then orders:

**"Order – arms"**

**"Open order – march"**

**"Right – dress"**

(6) (a) On the approach of the reviewing officer, the company commander orders:

**"Shoulder – arms"**

**"General salute, present – arms"**

(b) The band plays the appropriate music. When this has been completed, the company commander orders:

**"Shoulder - arms"**

**"Order - arms"**

(7) The company is then inspected at the order.

(8) On completion of the inspection, the company commander orders:

**"Close order - march"**

**"Shoulder - arms"**

**"Move to the right in column of threes. Right - turn"**

**"Quick - march"**

(9) (a) On arrival at No. 1 flag, the company is wheeled through a quarter of a circle to the left and the leading guide marches on No. 2 flag; the wheel is not marked by the company chief petty officer.

(b) During this time the company commander, the company second-in-command and company chief petty officer must take up their positions for marching past in line; i.e., the company commander 9 paces and the company second-in-command 6 paces in front of the centre of the line, and the company chief petty officer 5 paces in rear of the centre of the line.

(10) (a) When the leading guide is one pace clear of No. 2 flag, the company commander orders:

**"Company mark - time"**

**"Into line, left - turn"**

(b) The company picks up its dressing by the right, without orders, whilst marking time.

(11) As soon as the company has picked up its dressing the company commander orders:

**"For - ward"**

(12) The company commander orders:

**"Eyes - right"**. He times this order so that he is at the salute on reaching "A" flag. The company commander, company second-in-command, and platoon commanders, salute with the sword.

ORIGINAL

(13) When the supernumerary rank reaches "B" flag, the company commander orders:

**"Eyes - front"**

(14) The company commander retains his position in the company throughout the march past.

(15) The company may then:

- (a) leave the parade ground; or
- (b) resume its position on the original alignment ready to advance in review order.

(16) For (15)(b):

(a) When the company is formed up in its original position, the company commander orders:

**"Company, shoulder - arms"**

**Advance in review order. By the right, quick - march."**

(b) The company advances 15 paces with the band playing and then halts. Every man in the company counts to himself the number of paces taken and, on the 14th pace, orders "Halt" (to himself). He then halts by completing the 15th pace with the left foot and bringing the right foot up to the left.

(c) A pause of two marching paces is then observed, followed by a general salute, given automatically without any order from the company commander. The company commander then orders:

**"Company, shoulder - arms"**

**"Order - arms"**

### **13-12 COMPANY MARCHING PAST IN COLUMN OF ROUTE**

Officers draw and carry swords. The company commander and platoon commanders salute with their swords; other officers turn their heads and eyes to the right. Platoon commanders give the orders:

**"Eyes - right"**

**"Eyes - front"**

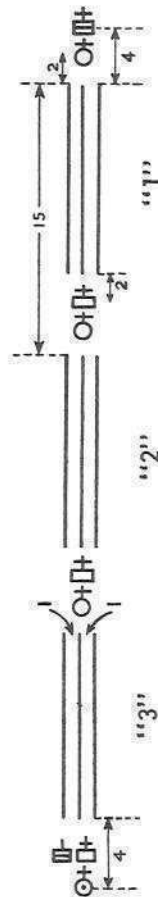


Figure 13-7 Company Marching Past in Column of Route

13-13 COMPANY FORMED FOR INSPECTION

	COLUMN	CLOSE COLUMN	LINE
Company Commander	6 paces in front of the centre of the leading platoon.	6 paces in front of the centre of the leading platoon.	6 paces in front of the centre of the line.
Company Second-in-Command	3 paces to the left* of the leading platoon of the company, in line with the front rank.	3 paces to the left* of the leading platoon of the company, in line with the front rank.	6 paces in rear of the centre of the line.
Company Chief Petty Officer	3 paces to the right* of the second platoon of the company, in line with the front rank.	3 paces to the right* of the second platoon of the company, in line with the front rank.	One pace in front of the company second-in-command.
Platoon Commanders	3 paces on the right* of the front rank of their platoons.	3 paces on the right* of the front rank of their platoons.	3 paces in front of the centre of their platoons.
Platoon Petty Officer	3 paces in rear of centre of platoon.	3 paces in rear of centre of platoon.	3 paces in rear of centre of platoon.
Men in ranks	Distance between platoons to be 15 paces. Distance between ranks to be 3 paces.	Distance between platoons to be 10 paces. Distance between ranks to be one pace.	Distance between ranks to be 3 paces.

ORIGINAL

**13-14 COMPANY MARCHING PAST**

	COLUMN	CLOSE COLUMN AFTER MARCHING PAST IN COLUMN	LINE
Company Commander	6 paces in front of the centre of the right half of the leading platoon.	(1) With reviewing officer or: (2) 6 paces in front of centre of new left half of new leading platoon.	9 paces in front of the centre of the line.
Company Second-in-Command	6 paces in front of the centre of the left half of the leading platoon.	(1) 6 paces in front of centre of new leading platoon. (2) 6 paces in front of centre of new right half of the new leading platoon.	6 paces in front of the centre of the line.
Company Chief Petty Officer	5 paces in rear of the centre of the leading platoon.	3 paces on the right of the front rank of the second platoon.	5 paces in rear of the centre of the line.
Platoon Commanders	3 paces in front of the centre of their platoons.	3 paces on the left of the front rank of their platoons.	3 paces in front of the centre of their platoons.
Platoon Petty Officers	3 paces in rear of centre of platoons.	3 paces in rear of centre of platoons.	3 paces in rear of centre of their platoons.
Men in ranks	Distance between platoons to be 40 paces. Distance between ranks to be one pace.	Distance between platoons to be 10 paces. Distance between ranks to be one pace.	Distance between ranks to be one pace.

*Column of Route.* As taught in company drill (Part 4).

**NOTE**

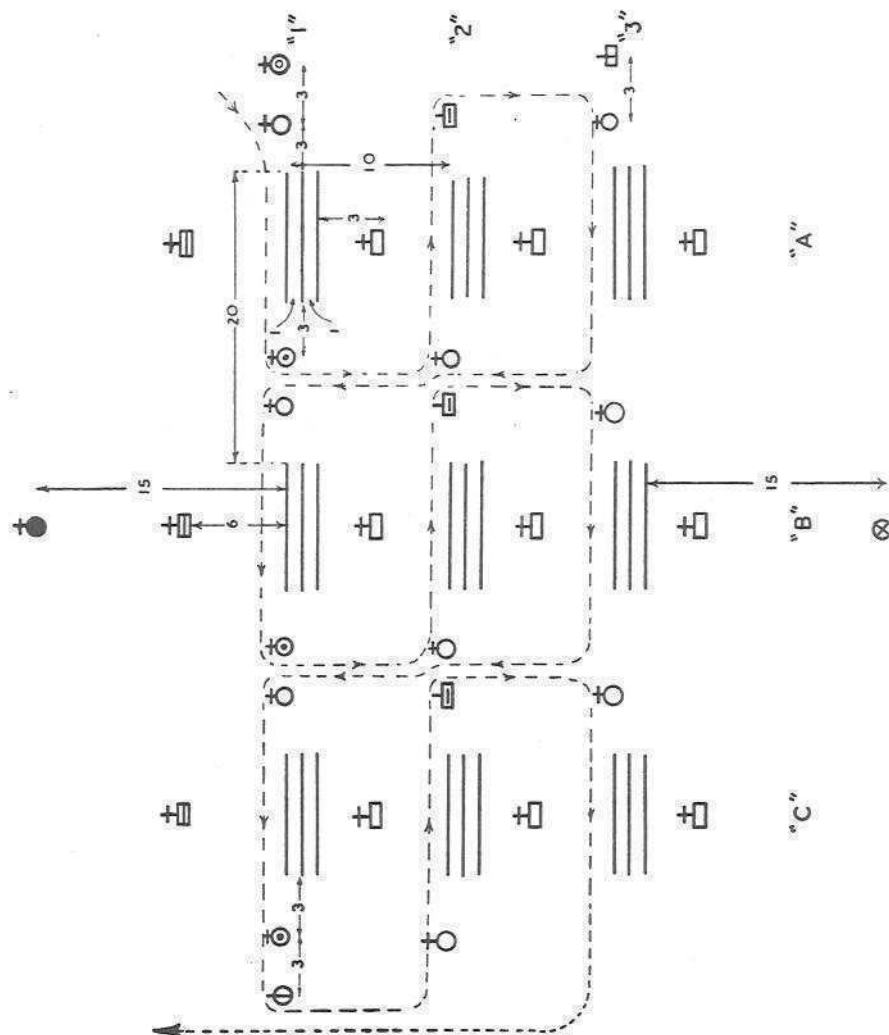
There is no officer instructor with a company.

**13-15 BATTALION: CEREMONIAL PROCEDURE**

- (1) A battalion may be inspected in:
  - (a) Mass;
  - (b) Open mass;
  - (c) Close column;
  - (d) Line;
  - (e) Close column of companies in line.
- (2) If inspected in line or open mass, ranks are in open order; otherwise they are in close order. When in close order a front rank inspection only is carried out.
- (3) The battalion commander accompanies the reviewing officer throughout the inspection. Company commanders accompany the reviewing officer during the time he is inspecting their companies.

**ORIGINAL**

- (4) A battalion may march past in:
- Column;
  - Close column after marching past in column;
  - Column of companies in line;
  - Close column of companies in line after marching past in column of companies in line;
  - Column of route.
- (5) Positions of officers for the various formations are shown in the relevant illustrations.



Notes : When in open mass distance between platoons is 15 paces and distance apart of ranks 3 paces. Inspecting officer will inspect each rank.

Figure 13-8(A) Battalion Formed for Inspection

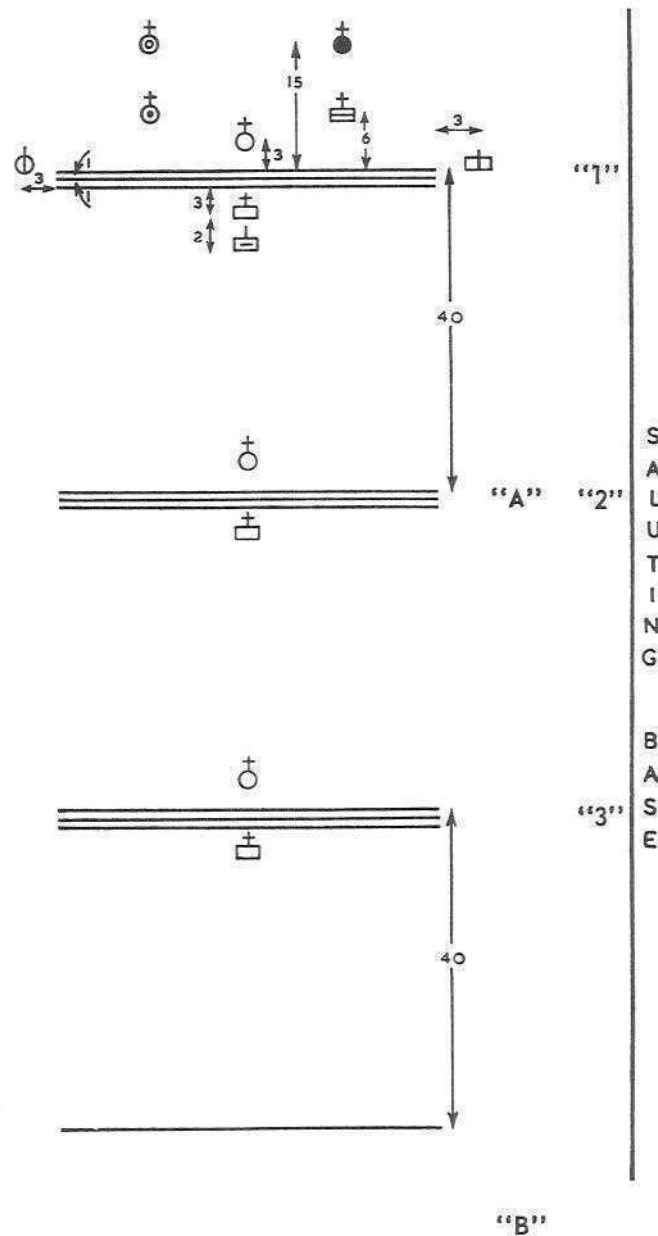


Figure 13-8(B) Battalion Marching Past in Column

### 13-16 BATTALION INSPECTED IN MASS AND MARCHING PAST IN COLUMN

- (1) The battalion is drawn up in a position clear of the review ground in mass, on markers already posted.
- (2) Each platoon commander sizes, proves and dresses his platoon ceremonially, and then reports to the company second-in-command. He then stands his platoon at ease.

(3) The company second-in-command orders:

**"Company, atten - tion"**

**"Shoulder - arms"**

He then reports to his company commander.

(4) (a) The company commander now orders:

**"Order - arms"**

**"Right in - cline"**

**"Fix - bayonets"**

**"Left in - cline"**

**"Shoulder - arms"**

(b) He now reports his company to the battalion second-in-command.

(c) The company commander then stands his company at ease.

(5) (a) The battalion second-in-command now orders:

**"Battalion atten - tion"**

**"Shoulder - arms"**

**"Tell off by platoons"**

**"Tell off by companies"**

(b) He then reports to the battalion commander who orders:

**"Battalion, advance in column of threes from the right"**

(6) (a) The battalion commander wheels the battalion as necessary and, before the leading company reaches its marker, orders:

**"At the halt, facing left, form - mass"**

(b) As each company approaches its marker, company commanders order:

**"Company, at the halt, facing left, form close column. Two and Three platoons, right - turn."**

**NOTE**

Marks or markers will have been placed so that when companies are halted and turned into close column, the battalion will be in mass.

(7) Each company acts as in Article 13-9(4), and company commanders stand their companies at ease as soon as dressing has been completed.

**ORIGINAL**



(8) (a) The battalion commander then orders:

**"Battalion atten - tion"**

**"Officers will take post in review order. Officers take post, quick - march."**

(b) All officers step off and, moving out by the left flank of their companies, place themselves 3 paces in front of the front ranks of their companies. The battalion second-in-command and battalion officer instructor place themselves on the right and left flanks respectively. As officers come out they turn towards the right flank of the battalion, and are covered by the battalion second-in-command, using his sword as in battalion drill. When the battalion second-in-command brings his sword to the carry, all officers turn to their front.

(c) Officers should be equally spaced and sized (by companies), tallest on the flanks, shortest in the centre.

(9) (a) On the approach of the reviewing officer, the battalion commander orders:

**"Shoulder - arms"**

**"General salute, present - arms"**

(b) The band plays the appropriate music. When this has been completed the battalion commander orders:

**"Shoulder - arms"**

**"Order - arms"**

(10) (a) The battalion commander next orders:

**"Officers will take post for inspection. Officers - take post, quick - march"**

(b) Officers turn right and step off at the quick, wheel right and take up their positions as shown in Figure 13-8 (a).

(11) The battalion is then inspected at the Order.

(12) (a) On completion of the inspection, the battalion commander orders:

**"Shoulder - arms"**

**"Move to the right in threes, right - turn"**

**"Quick - march"**

(b) This is the executive command for platoon officers to assume their non-ceremonial positions. The company second-in-command and company chief petty officers take up their positions ready for the close column wheel, using a step-out pace, company seconds-in-command going to the left leading flanks, company chief petty officers to the right leading flanks, of their companies.

**ORIGINAL**

(13) On the arrival of the leading company at No. 1 flag, the battalion commander orders:

**"Battalion, mark - time"**

**"Companies, in succession, change direction left"**

(14) (a) The company commander of the leading company at once wheels his company through a quarter of a circle to the left and acts as in "Company Ceremonial" Article 13-9 (9), (10) and (11).

(b) The remaining companies move forward in succession past No. 1 flag and, by order of their commanders, are wheeled to the left and advanced, so as to form battalion close column on the leading company.

(c) As each company arrives in position, it acts as a single ceremonial company (Article 13-9 (9), (10) and (11)).

(d) During this time officers take up their positions for marching past (see Figure 13-8 (b)).

(15) (a) As soon as battalion close column has been formed, the battalion commander orders:

**"March past in column by the right"**

(b) "One" platoon commander at once steps his platoon off and the remainder of "A" company act as laid down for "Company Ceremonial" (Article 13-9 (12)).

(c) As soon as "Three" platoon has moved forward, "B" company commander advances his company and halts it when his leading platoon is on the line between 1 and 2 flags. The platoon commander of "B" company then acts as for "Company Ceremonial."

(d) The remaining companies act in a similar manner.

#### NOTE

The size and shape of the ground may not permit this movement being carried out. In this case local orders must be issued.

(16) Battalion officers salute so that they are at the salute on arrival at "A" flag. On arrival at "B" flag, only the battalion commander moves to the saluting point and places himself on the right of the reviewing officer, remaining there until the whole battalion has passed. The battalion second-in-command assumes command of the battalion.

(17) The battalion may then carry out one of the following movements:

(a) leave the parade ground;

(b) march past again in battalion close column;

(c) resume its position on the original alignment ready to advance in review order.

**ORIGINAL**

(18) For (17)(a): When the leading platoon is a suitable distance clear of No. 3 flag, the battalion second-in-command forms the battalion into the most convenient formation and marches off. When clear of the saluting base, officers and supernumeraries resume their non-ceremonial positions.

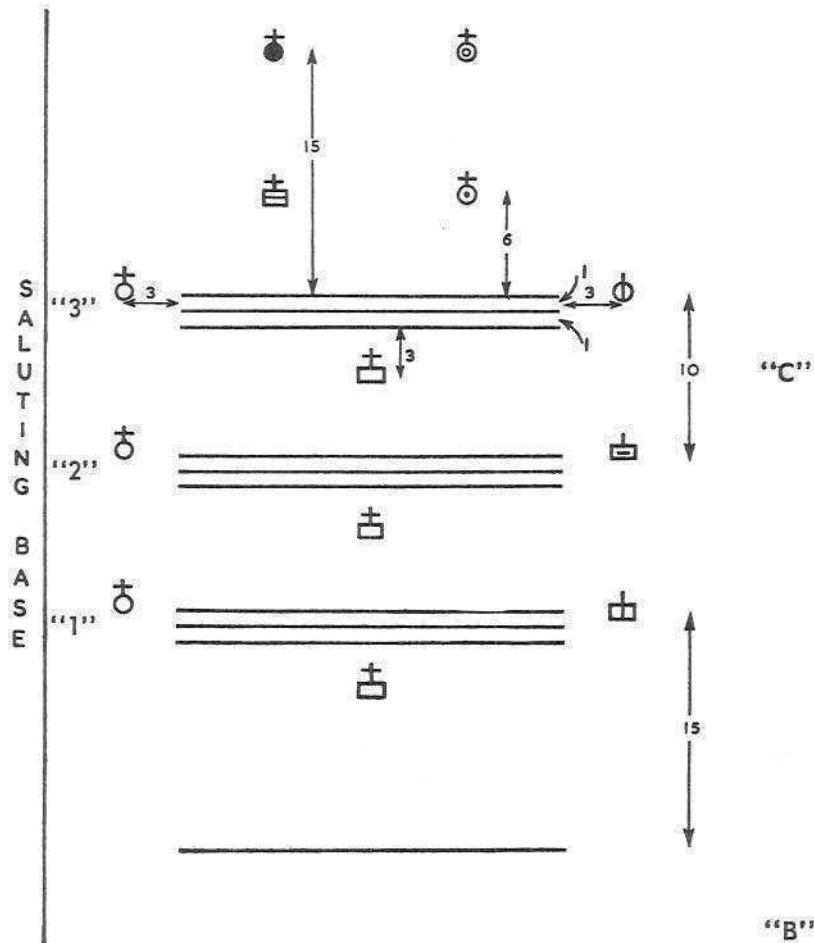


Figure 13-8(C) Battalion Marching Past in Close Column After Marching Past in Column

(19) For 17(b):

(a) When the leading platoon is a suitable distance clear of No. 3 flag, the battalion second-in-command orders:

**"Battalion, at the halt, form close column on 'One' platoon"**

(b) Close column is formed as taught in battalion drill, platoon commanders turning about and facing their platoons after halting.

(20) (a) The battalion second-in-command orders:

**"Battalion, about - turn"**

(b) The battalion acts as ordered.

(c) Company and platoon officers then turn left and take up the positions as shown in Figure 13-8 (c).

(d) Supernumerary ranks turn right and take up their positions in rear, moving out by the new right flank.

(e) The battalion second-in-command takes up his position, i.e., 15 paces in front of the centre of the new leading platoon. The battalion commissioned officer takes up a position 3 paces to the right of the front rank of the leading platoon of the leading company; the battalion chief petty officer, 3 paces on the right of the front rank of the rear platoon of the leading company. The battalion officer instructor takes post 15 paces in rear of the battalion.

(21) (a) The battalion second-in-command then orders:

**“Battalion, advance in close column. By the left – quick – march”**

(b) The battalion acts as ordered. Platoon commanders direct the march of their platoons.

(22) Only the battalion second-in-command salutes with the sword, so timing his salute that he is at the salute on reaching “B” flag. Other officers keep their swords at the carry. Company commanders order “Eyes – left” in succession on arrival at “B” flag, and “Eyes – front” when the last platoon of their company has passed “A” flag. All heads and eyes are to be turned to the left, except those of platoon commanders.

#### NOTE

If the battalion commander does not remain with the reviewing officer for the march past in close column, he takes post 15 paces in front of the new left half of the new leading platoon after the battalion has been turned about by the order of the battalion second-in-command. The battalion second-in-command takes post 15 paces in front of the new right half of the new leading platoon. The battalion commander then resumes command of the battalion. In this case the battalion commander and battalion second-in-command salute together, all other officers keeping their swords at the carry during the march past.

#### 13-17 BATTALION FORMED FOR ADVANCING IN REVIEW ORDER

(1) For Article 13-16(17)(c):

(a) As each platoon arrives at No. 3 flag, platoon commanders are to advance their platoons in column of threes from the right and, by two left wheels, march them to the positions which they occupied before the inspection. They are then to order arms, dress and stand at ease.

**ORIGINAL**

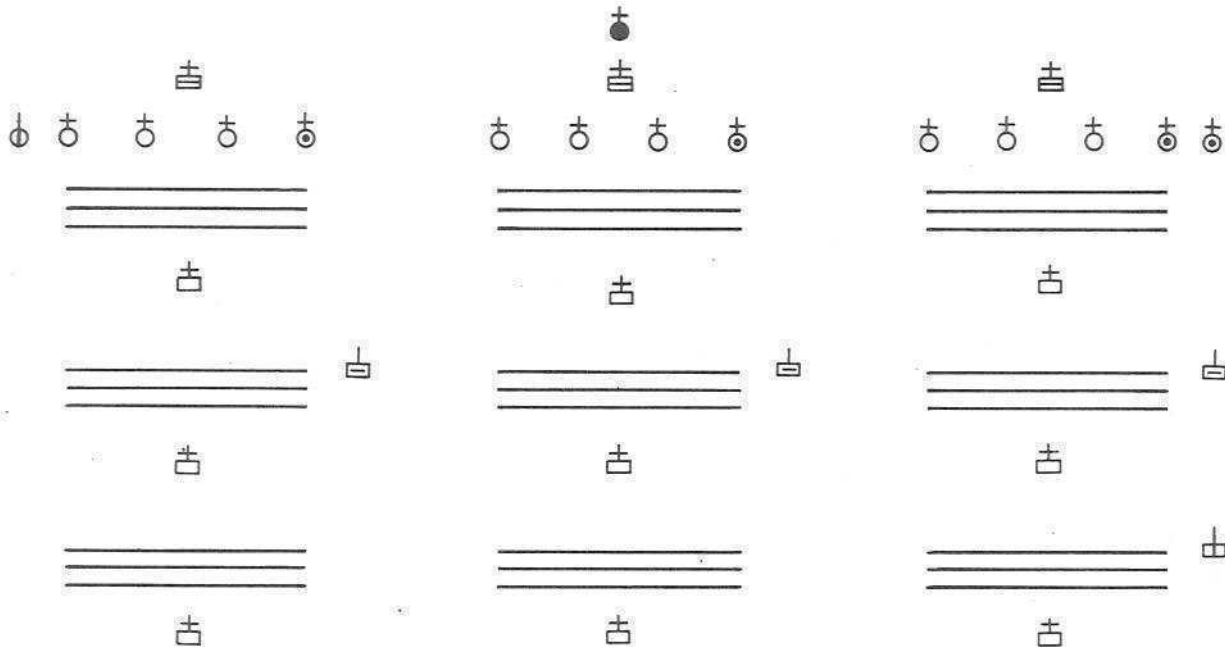


Figure 13-9 Battalion Formed for Advancing in Review Order

(b) Company commanders and seconds-in-command conform to the movements of the leading platoon of their company.

(c) When the battalion is formed up in its original position, the battalion commander orders:

**“Atten - tion. Officers will take post in review order. Officers, take post - quick - march.”**

(d) Officers act as in Article 13-16(8).

(2) (a) The battalion commander will then order:

**“Battalion, shoulder - arms”**

**“Advance in review order. By the right, quick - march.”**

(b) The battalion advances 15 paces with the band playing and then halts. Every man in the battalion counts to himself the number of paces taken, and on the 14th pace orders “Halt” (to himself). He then halts by completing the 15th pace with the left foot and bringing the right foot up to the left.

(c) A pause of two marching paces is then observed, followed by a general salute, given automatically without any order from the battalion commander. Battalion commander then orders:

**“Battalion, shoulder - arms”**

**“Order - arms”**

## 13-18 BATTALION FORMED FOR INSPECTION IN CLOSE COLUMN OF COMPANIES IN LINE

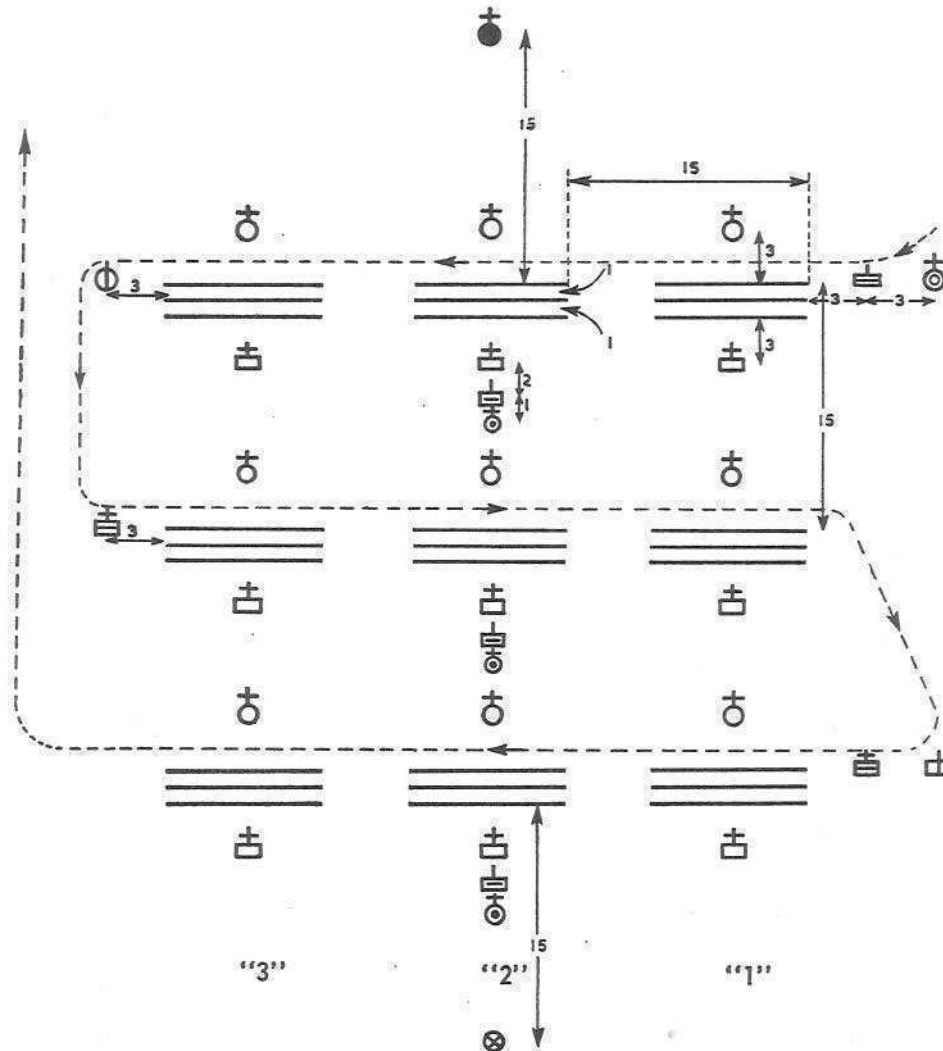


Figure 13-10(A) Battalion in Close Column of Companies in Line

## 13-19 BATTALION INSPECTED IN CLOSE COLUMN OF COMPANIES IN LINE AND MARCHING PAST IN COLUMN OF COMPANIES IN LINE

- (1) The battalion falls in in close column of companies in line, clear of the review ground.
- (2) Companies are sized, proved and dressed as laid down in Article 13-11 (1 and 2).
- (3) (a) As soon as company seconds-in-command have reported to company commanders, the latter order:

"Order - arms"

ORIGINAL

**“Right in – cline”**

**“Fix – bayonets”**

**“Left in – cline”**

**“Shoulder – arms”**

(b) They then report to the battalion second-in-command and stand their companies at ease.

(4) (a) The battalion second-in-command orders:

**“Battalion atten – tion”**

**“Shoulder – arms”**

(b) He reports to the battalion commander, who orders:

**“Battalion, move to the right in column of threes”**

(5) (a) The battalion commander marches the battalion on to the review ground, and before the leading company arrives on its marker, orders:

**“At the halt, facing left, form close column of companies in line”**

(b) Each company is marched on to its marker and acts as described in Article 13-11(4) and (5), except that ranks are not opened.

(6) (a) The battalion commander then orders:

**“Battalion atten – tion.”**

**“Officers will take post in review order. Officers – take post. Quick – march.”**

(b) Officers act as in Article 13-16(8), except that officers are sized as a whole and not by companies, and all move out in front of “A” company.

(7) The same procedure as for a battalion in mass is then carried out as in Article 13-16(9)(10) and 11.

(8) (a) On completion of the inspection, the battalion commander orders:

**“Shoulder – arms”**

**“Move to the right in threes, right – turn”**

**“Quick – march”**

(b) This is the executive order for platoon and company officers to assume their non-ceremonial positions.

**ORIGINAL**

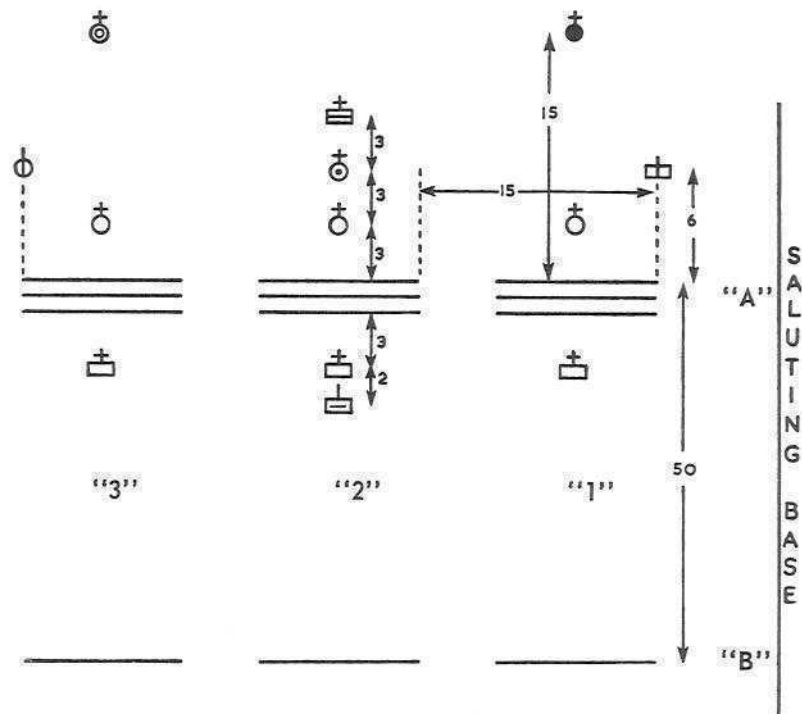


Figure 13-10(B) Battalion Marching Past in Column of Companies in Line

(9) (a) On the arrival of the right guide of "A" company at No. 1 flag the battalion commander orders:

**"Companies in succession left - wheel"**

(b) "A" company immediately wheels left and is halted by its company commander when the right guide reaches No. 2 flag. Fifteen paces after the battalion commander's order, "B" company commander wheels his company left and halts it when his right guide is in line with "A" company right guide. Fifteen paces after "B" company commander's order, "C" company commander acts in a similar manner.

(10) When the whole battalion is halted, the battalion commander orders:

**"Battalion, into close column of companies advancing, left - turn"**

(11) On the command "Left - turn", the right guide of the leading company places himself one pace to the left of No. 2 flag. The remaining right guides cover off; men in the companies pick up their dressing by the right. All officers take up their positions for marching past (see Figure 13-10 (b)).

(12) When each company has picked up its dressing the battalion commander orders:

**"Battalion - steady"**

(13) (a) The battalion commander then orders:

**"Battalion, march past in column of companies in line"**

ORIGINAL



(b) The company commander of the leading company steps his company off. Succeeding company commanders step off so that companies are at 50-pace intervals.

(14) Each company acts as in Article 13-11(12)(13) and (14). The battalion commander moves out to the saluting point after he has completed his salute, and the battalion second-in-command takes over the command of the battalion.

(15) The battalion may then carry out one of the following movements:

- (a) Leave the review ground.
- (b) March past again in close column of companies in line.
- (c) Resume its position on the original alignment in readiness to advance in review order.

(16) For 15 (a): On arrival at No. 3 flag, each company is marched clear of the review ground by its company commander.

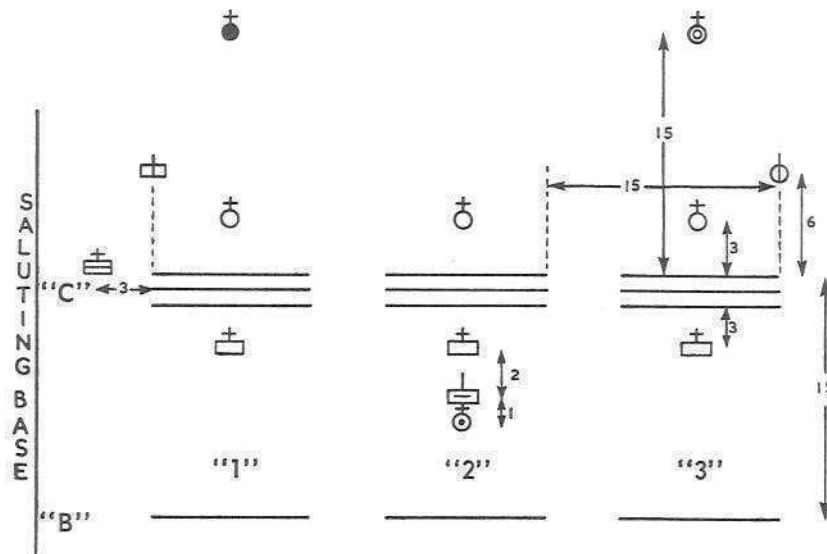


Figure 13-10(C) Battalion Marching Past in Close Column of Companies in Line After Marching Past in Column of Companies in Line

(17) For 15 (b):

- (a) On arrival at No. 3 flag, the battalion second-in-command orders:

**“Battalion, at the halt form close column of companies in line”**

- (b) Each company carries out non-ceremonial dressing as it arrives in position.

(18) (a) The battalion second-in-command then orders:

**“Battalion, about - turn”**

(b) The battalion acts as ordered; company and platoon officers turn left and take up their positions as shown in Figure 13-10 (c). Supernumerary ranks turn right and take up their positions in rear, moving out by the new right flank.

(19) (a) The battalion second-in-command orders:

**“Battalion advance in close column of companies in line. By the left. Quick – march.”**

(b) The battalion acts as ordered. Company commanders direct the march of their companies.

(20) (a) The battalion second-in-command orders:

**“Battalion, eyes – left”**

(b) He salutes with the sword so that he is at the salute on reaching “B” flag. All heads and eyes are to be turned to the left, except those of company commanders.

(21) As soon as he has passed “A” flag the officer instructor orders:

**“Battalion, eyes – front”**

(22) For 15(c): As each company arrives at No. 3 flag, company commanders advance their companies in column of threes from the right and, by two left wheels, march their companies to the positions they occupied before the inspection. They are then to order arms, dress and stand at ease.

(23) Officers are then ordered to take post in review order and the battalion advances in review order as laid down in Article 13-17.

### **13-20 BATTALION MARCHING PAST IN COLUMN OF ROUTE**

The drill is the same as that for a company marching past in column of route. The battalion, company, and platoon commanders salute with their swords; other officers turn their heads and eyes to the right. Platoon commanders give the order “Eyes – right”, etc., to their platoons. (For position of officers see Figure 13-11.)

### **13-21 BRIGADE AND DIVISIONS: CEREMONIAL PROCEDURE**

(1) A brigade or division may be inspected or required to march past in any formation of battalions that the officer in command may direct.

(2) The procedure is to be as laid down for “Battalion Ceremonial” (Articles 13-15 and 13-22), modified to suit the dimensions of the review ground.

### **13-22 BRIGADE AND DIVISIONAL CEREMONIAL: GENERAL NOTES**

(1) All drill movements, such as handling of arms, should be carried out simultaneously by all men on parade.

**ORIGINAL**

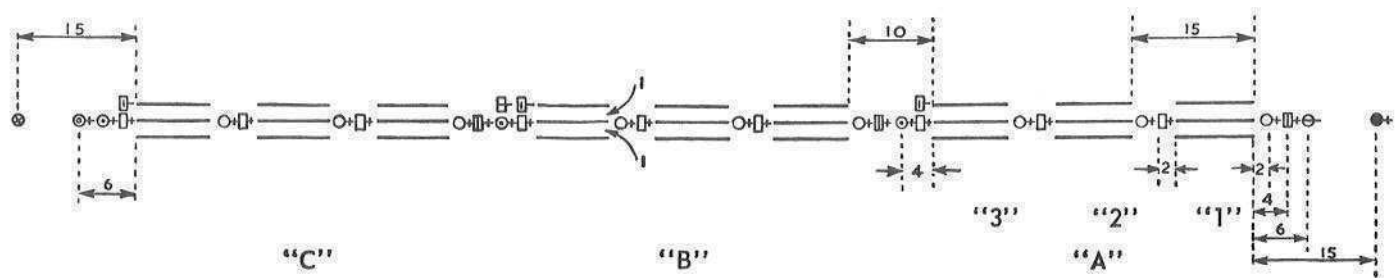


Figure 13-11 Battalion Marching Past in Column of Route

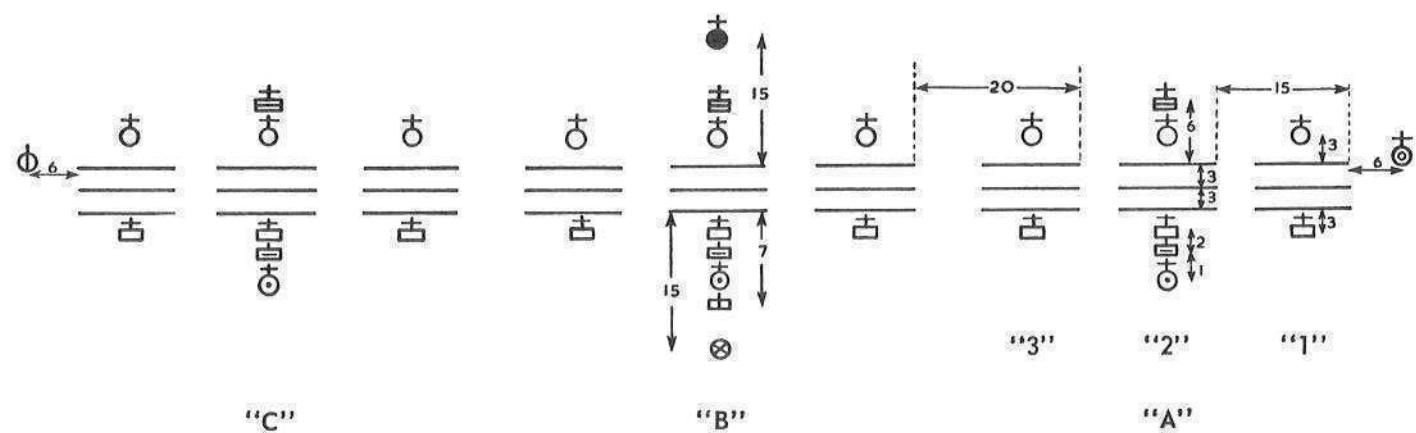


Figure 13-12 Battalion Formed for Inspection in Line

ORIGINAL

(2) To enable this to be carried out, all orders should be preceded by a cautionary order, which should be repeated by unit commanders as necessary to ensure that every man hears.

(3) The brigade or divisional commander only gives the executive order, which may be repeated by some pre-arranged signal, such as a "G" on the bugle, the dipping of a flag, or the flash of an Aldis lamp. Whatever method is used, it must be clearly visible or audible to every man in the parade.

(4) It may be of assistance to post an instructor armed with a rifle close to the place from which the executive signal is given. When the cautionary order is given, the instructor carries out the movement to be made by the parade at the executive order.

### A BATTALION FORMED FOR INSPECTION

	MASS AND OPEN MASS	CLOSE COLUMN	LINE	CLOSE COLUMN OF COMPANIES IN LINE
Battalion Commander	15 paces in front of the centre of the front rank of the battalion	15 paces in front of the centre of the leading platoon of the leading company.	15 paces in front of the centre of the line.	15 paces in front of the centre of the leading company.
Battalion Second-in-Command	6 paces on right of front rank of the leading platoon of the right company.	6 paces on the right of front rank of the leading platoon of the leading company.	6 paces on the right of the front rank.	6 paces on the right of the front rank of the leading company.
Battalion Officer Instructor	Fifteen paces in rear of the centre of the rear rank of formation of the Battalion.			
Battalion Commissioned Officer	6 paces on the left of the front rank of the leading platoon of the left company.	6 paces on the left of the front rank of the leading platoon of the leading company.	6 paces on the left of the front rank.	3 paces on the left of the front rank of the leading company.
Battalion Chief Petty Officer	6 paces on the right of the front rank of the 3rd platoon of the right company.	6 paces on the right of the front rank of the 3rd platoon of the rear company.	7 paces in the rear of the centre of the line.	6 paces on the right of the front rank of the rear company.
Company Officers and Company Chief Petty Officers	As for a company in close column formed for inspection.	As for a company in close column formed for inspection.	As for companies in line.	Company commanders, 3 paces on the right* of the front ranks of their companies. The remaining officers of companies, as for a company in line.
Men in Ranks	Interval between companies to be 10 paces; remaining distances as for company close column.	Distance apart of companies to be 15 paces; remaining distances as for company close column.	Interval between companies to be 10 paces. Distance between ranks of 3 paces.	Distance between companies to be 15 paces. Distance between ranks to be one pace.

ORIGINAL

## BATTALION MARCHING PAST

	COLUMN	CLOSE COLUMN AFTER MARCHING PAST IN COLUMN	COLUMN OF COMPANIES IN LINE	CLOSE COLUMN OF COMPANIES IN LINE AFTER MARCHING PAST IN COLUMN OF COMPANIES IN LINE
Battalion Commander	15 paces in front of the centre of the right half of the leading platoon of the leading company.	1) With the reviewing officer; or 2) 15 paces in front of the centre of the new left half of the new leading platoon of the leading company.	15 paces in front of the centre of "one" platoon of the leading company.	1) With the reviewing officer; or 2) 15 paces in front of the centre of "one" platoon of the new leading company.
Battalion Officer Instructor	15 paces in rear of the centre of the rear rank of formation of the battalion.			
Battalion Second-in-Command	15 paces in front of the centre of the left half of the leading platoon of the leading company.	1) 15 paces in front of the centre of the new leading platoon of the leading company. 2) 15 paces in front of the new right half of the new leading platoon of the leading company.	15 paces in front of the centre of "Three" platoon of the leading company.	1) 15 paces in front of the centre of the new leading company. 2) 15 paces in front of the centre of "Three" platoon of the new leading company.
Battalion Commissioned Officer	3 paces on the left of the front rank of the leading platoon of the leading company.	3 paces on the right of the front rank of the leading platoon of the leading company.	6 paces in front of the left file of the leading company.	6 paces in front of the right file of the leading company.
Battalion Chief Petty Officer	3 paces on the right of the front rank of the leading platoon of the leading company.	3 paces on the right of the front rank of the rear platoon of the leading company.	6 paces in front of the right file of the leading company.	6 paces in front of the left file of the leading company.
Men in ranks	Distance between companies to be 40 paces. Distance between platoons to be 40 paces.	Distance between companies to be 15 paces. Distance between platoons to be 10 paces.	Distance between companies to be 50 paces.	Distance between companies to be 15 paces.

**PART 14****PARADE TO CELEBRATE THE BIRTHDAY OF THE  
SOVEREIGN WHEN THE SOVEREIGN IS NOT  
PRESENT****14-1 PROCEDURE.**

At a parade held in honour of the Sovereign's birthday when the Sovereign is not present in person, the following procedure is to be adopted:

(a) The reviewing officer is to be received with the appropriate honours in accordance with QRCN 63.99.

(b) Units are to be inspected, marched past and re-formed in line.

(c) The reviewing officer then leaves the saluting point and moves to a suitable position to the flank or rear facing the Royal Standard when it is hoisted. If the reviewing officer is on the active list, he may elect to move to a position 30 paces in front of the saluting point, and then assumes command of the parade. If a flag has been flown during the inspection and march past, it is to be hauled down, and the Royal Standard (unbroken) is to be hoisted. If a Royal Standard is not obtainable, the Union Flag is to be used. The officer commanding the parade orders:

**"Atten - tion"**

**"Shoulder - arms"**

**"Royal Salute, present - arms"**

(d) The Royal Standard is then broken at the masthead, representing the arrival of the Sovereign. Units present arms simultaneously at the order of the parade commander. See Article 6-11.

(e) Units advance in review order. A Royal Salute is given. A feu-de-joie may be fired in place of the advance in review order. (See Article 14-2.)

(f) Three cheers are given for the Sovereign. The parade commander then orders:

**"Shoulder - arms"**

**"Royal Salute, present - arms"**

(g) At the command "Present - arms" the Royal Standard is hauled down, signifying the departure of the Sovereign.

(h) The reviewing officer then leaves the parade, with the appropriate honours.

**ORIGINAL**

## NOTE

1. If a saluting battery is present, and a feu-de-joie is not being fired, a Royal Salute is fired when the Royal Standard is broken. On completion of the gun salute the parade gives a Royal Salute and the procedure is carried out as described.
2. If military aircraft are available a fly-past should be arranged to take place immediately after the three cheers and before the last present arms.
3. If a feu-de-joie is to be fired, companies are to unfix bayonets on re-forming after the march past.

**14-2 FIRING A FEU-DE-JOIE**

(1) Normally, this is only carried out at a parade in honour of the Sovereign's birthday. The drill given below is for a brigade. Similar drill will be carried out by smaller units.

(2) The men are drawn up on the line joining No. 1 and No. 4 flags, in line formation with arms at the shoulder, bayonets not fixed. The ranks are to be in open order. The commander of the parade and his staff position themselves in front on the line, at such distances as they may decide, and turn towards it if desired. Three rounds of blank cartridge are fired. If artillery is present, and is ordered to fire 21 guns, 7 guns are fired before each round of the feu-de-joie. The parade commander orders:

**"Officers draw - swords"**

(3) When swords have been drawn (Article 7-12), he orders:

**"Load"**

(4) This order is given immediately the artillery begins to fire. The flank section leader and the men in the ranks load, as laid down for "Ceremonial Firing" (Articles 6-36 to 6-41). The muzzles of the rifles are to be inclined upwards to clear the heads of the men in front. The supernumerary ranks in rear order arms.

**"Pre - sent"**

(5) This order is given directly the seventh gun has fired. At this order the rifles will be brought to the position for firing, elevated at an angle of 60 degrees and dressed by the right. See Article 6-38.

**"Commence"**

(6) At this order, given by the battalion commander of the right flank battalion only, immediately after the order "Present", the leading section leader of the right flank sub-unit commences the firing, which runs down the front rank, up the centre rank and down the rear rank of the whole unit as quickly as possible. The band then plays the first part of "God Save the Queen."

**ORIGINAL**

**“Re – load”**

**“Pre – sent”**

**“Commence”**

See Article 6-40

(7) These orders are repeated immediately after each series of seven guns fired by the artillery.

(8) The battalions act as ordered above. The band plays the second part of “God Save the Queen” after the second series and the whole of “God Save the Queen” after the last series. Officers’ swords are kept at the carry throughout.

**“Un – load”**

(9) This order is given at the conclusion of the National Anthem after the third series. Men come to the loading position and carry out the motions of unloading (See Article 6-41), remaining in the loading position, rifles elevated at an angle of 60 degrees.

**“Order – arms”**

(10) Men act as laid down in Article 6-42.

**“Brigade will fix bayonets. Fix – bayonets”**

(11) See Article 6-13.

**“Shoulder – arms”**

**“Royal salute, present – arms”**

(12) See Article 6-11.

(13) The band plays the National Anthem.

**“Shoulder – arms”**

**“Order – arms”**

**“Off – caps”**

(14) Three cheers are then given. Each man’s cap is removed by, and retained in, the left hand, which is raised to the full extent of the left arm at an angle of 45 degrees above the head. The crowns of the caps are to the front. As each cheer is given, the cap is circled around the head in an anti-clockwise direction. Rifles are to be at the order.

#### NOTE

When cheering, the pronunciation “Hooray” (not “Hurrah”) is to be used.

**ORIGINAL**



**“On – caps”**

(15) Men replace their caps with their left hands.

**“Stand at – ease”****“Stand – easy”**

(16) When caps are squared off, bayonets are unfixated by battalions independently.

**“Close order – march”**

(17) See Article 1-44.

**NOTE**

If the unit paraded is smaller than a brigade, the order “Commence” is given by the officer commanding the right flank sub-unit. All other orders are given by the parade commander.

**PART 15****PARADE OF THE QUEEN'S COLOUR AND OF THE  
WHITE ENSIGN****15-1 GENERAL**

- (1) Her Majesty the Queen has graciously approved the use by the Royal Canadian Navy of Colours known as "The Queen's Colour".
- (2) The Queen's Colour is a White Ensign of silk, with a crown and Royal Cypher superimposed, with blue and gold cord and tassels.
- (3) The Colour is carried on an ash staff surmounted by a gilt badge consisting of an Admiralty pattern anchor on a three-faced shield with a crown superimposed.
- (4) It is recommended that the ash staff be 7 feet in length from base of badge.
- (5) Two Queen's Colours are held by the Royal Canadian Navy, one in Halifax and one in Esquimalt.
- (6) *The Queen's Colour is to be paraded on shore on the following occasions only (QRCN Chapter 62, Section 4, Article 62.37):*
  - (a) By a guard of honour mounted for H.M. The Queen or any other member of the Royal Family.
  - (b) By a guard of honour mounted for a foreign sovereign or for the president of a republic.
  - (c) At parades to celebrate the birthday of Her Majesty.
  - (d) On important ceremonial occasions (as directed by Naval Headquarters) when his Excellency The Governor General of Canada is present.
- (7) In no circumstances is the colour to be paraded on board ship or in a country outside the Commonwealth.
- (8) When the colour is paraded on the occasion of a funeral it is to be draped with a black bow. The colour is not to be draped when paraded on any other occasion.
- (9) The colour is to be carried by a Lieutenant or Sub-Lieutenant, in a colour belt hung over the left shoulder.
- (10) The colour party consists of one chief petty officer and two petty officers 2nd class or leading seamen.
- (11) The colour officer wears a sword, sheathed, with the scabbard hooked up. In blue uniform the sword is worn through a slit in the lining of the jacket so that the hilt passes through the pocket opening. In white uniform a small slit should be cut in the side panel of the suit in a position corresponding to that of the pocket in the blue suit.

**ORIGINAL**

(12) The chief petty officer is armed with a drawn cutlass and conforms to the motions of the rifles of the colour party. The two petty officers or leading seamen carry rifles with bayonets fixed. They should be provided with short sheaths to slip on the points of their bayonets to avoid tearing the colour.

(13) When uncased, the colour is at all times to be saluted with the highest honours (See Article 15-24). Salutes to the colour are not acknowledged.

(14) The colour is usually carried uncased and unfurled, but in wet weather it may be carried furled and cased.

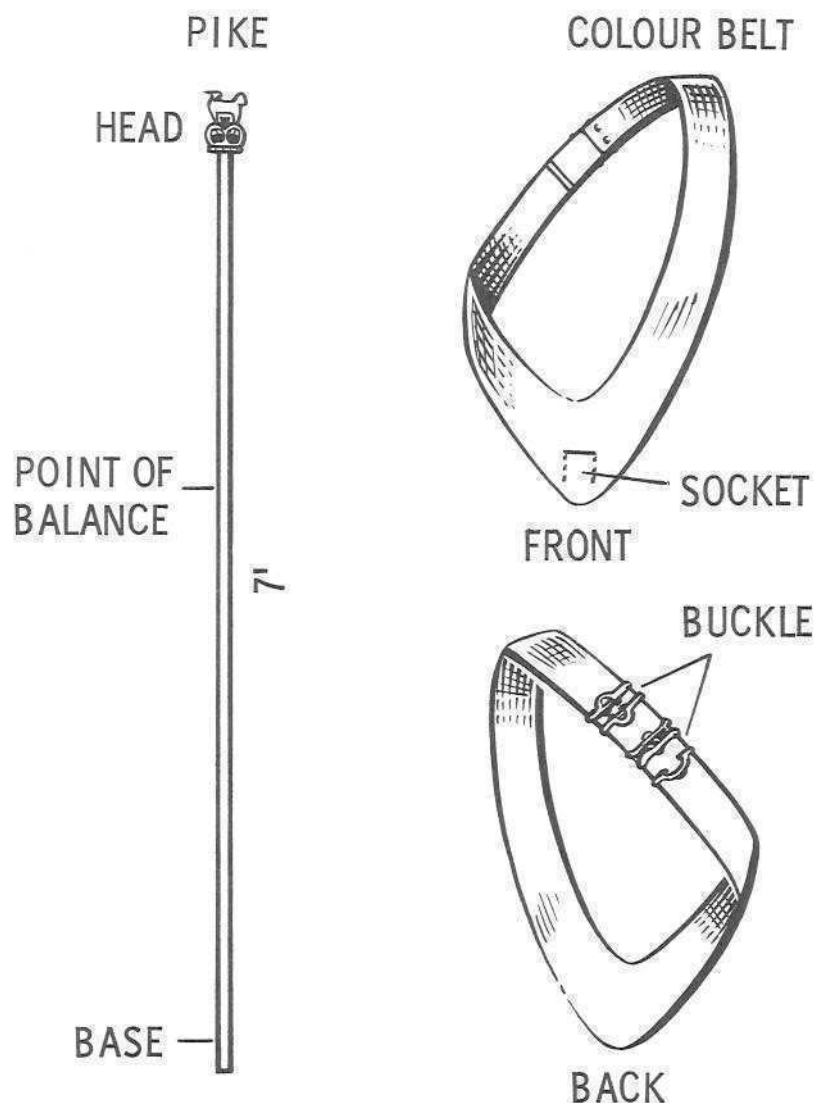


Figure 15-1 Details of the Colour Pike and Belt

## 15-2 TO DRAPE THE COLOUR

The colour is draped with a piece of crepe 8 feet long by 13 inches wide, tied in a bow around the foot of the gilt badge in such a manner that the span of the bow is 12 inches. The ends, which should be pointed in a single point, should then hang about half-way down the colour.

## COLOUR DRILL

### 15-3 GENERAL INSTRUCTIONS

- (1) The following sections deal with colour drill required before an officer or chief petty officer can be detailed to carry colours.
- (2) Unless otherwise stated in the detail, the standard pause is to be observed between movements.
- (3) The fingers, except where stated otherwise, are to be kept close together.
- (4) Dummy drill colours of similar size to the Queen's Colour should be made for drill purposes.
- (5) The term "socket" pertains to the socket of the colour belt.
- (6) The movements for colour drill are to be performed in the same time as rifle movements. When there are only two movements with the colour and three with the rifle, the colour is to be moved with the first and last movements of the rifle.

### 15-4 POSITION OF THE ORDER

The position of the "order" is to be as follows:

- (a) The body is to be in the position of attention.



Figure 15-2 Position of the "Order"

ORIGINAL

- (b) The pike is to be held in a perpendicular position at the right side.
- (c) The pike and the colour are to be held with the thumb and forefinger of the right hand (back of the hand outwards) at that point of the pike where the lowest corner of the colour reaches.
- (d) The colour is to be allowed to hang naturally down the pike and is not to be stretched taut.
- (e) The base of the pike is to rest squarely on the ground, and is to be in line with the toe of the right boot.
- (f) The right elbow is to be kept close to the side.
- (g) The wrist is to be directly behind the pike.

#### 15-5 STAND AT EASE

- (1) The left foot is to be carried 12 inches to the left.
- (2) The colour and the pike are to be held in the same position as described for the "order". The left arm is to be kept at the position of attention.



Figure 15-3 Stand at Ease

**15-6 STAND EASY**

- (1) The colour and the pike are to be held in the same position as described for the "order". The left arm is to be kept at the side.
- (2) After the standard pause, the body may be relaxed but the feet and colour are not to be moved.

**15-7 STAND AT EASE FROM STAND EASY**

The position of the stand at ease is resumed at the order "SQUAD".

**15-8 ORDER FROM STAND AT EASE.****"Atten - tion"**

The left foot is to be brought up to the right and the position of the "order" resumed.

**15-9 CARRYING THE COLOUR****"Carry colour by numbers. Colour party - One"**

- (1) The colour is to be raised to a perpendicular position in front of the centre of the body with the base of the pike just clear of the socket, the right forearm down against the pike.
- (2) At the same time the left hand is to be brought to the socket, and the base of the pike is then to be guided into the socket.

**"Colour party - two"**

- (3) The left hand is to be brought sharply to the position of attention. On completion of the movement:
  - (a) The right hand is to be in the centre of, and in line with, the mouth.
  - (b) The wrist is to be straight.
  - (c) The back of the hand is to be outwards.
  - (d) The head is to be held erect, with the eyes looking to their own height and straight to the front.

**ORIGINAL**



Figure 15-4(A) Colours at the "Order"



Figure 15-4(B) Carry Colours by Numbers



Figure 15-4(C) Carry Colours by Numbers - "Two"

## 15-10 ORDER COLOURS

### "Order colours by numbers. Colour party - one"

- (1) Raise the colour and pike just clear of the socket, controlling the base of the pike with the left hand.

### "Colour party - two"

- (2) Lower the colour to the position of the "order;" at the same time controlling the pike at the right side with the left hand. On completion of the movement:
  - (a) The back of the left hand is to be to the front.
  - (b) The fingers and thumb are to be extended and pointing to the right.
  - (c) The left arm is to be parallel to the ground.

### "Colour party - three"

- (3) The left hand is to be brought sharply to the side to the position of attention.



Figure 15-5(A) Order Colours by Numbers



Figure 15-5(B) Order Colours by Numbers - "Two"



Figure 15-5(C) Order Colours by Numbers - "Three"

### 15-11 SLOPING THE COLOUR

#### "Slope colour by numbers. Colour party - one"

- (1) The colour is to be raised just clear of the socket, as for the first movement of the "order" from the "carry".

#### "Colour party - two"

- (2) The colour is to be lowered on to the right shoulder, at the same time controlling the angle of the pike with the left hand.

#### "Colour party - three"

- (3) Cut the left hand to the side.

#### NOTE

1. The right elbow is to be kept close to the side.
2. The right forearm is to parallel the ground.
3. The colour should hang over and cover the right shoulder and arm.

ORIGINAL



4. The pike should not show between the hand and the shoulder, but should be covered by the colour.
5. The back of the hand is to be to the right.
6. The thumb is to be to the left of the pike. The left hand may be used to adjust the Colour to cover the right shoulder and arm.



Figure 15-6(A) Slope Colours by Numbers



Figure 15-6(B) Slope Colours by Numbers - "Two"



Figure 15-6(C) Slope Colours by Numbers - "Three"



Figure 15-6(D) Carrying the Queen's Colour when Cased

**ORIGINAL**

**15-12 CHANGING THE COLOUR**

**“Change Colour by numbers. Colour party – one.”**

- (1) The colour is to be grasped with the left hand just above the right hand, with the back of the hand to the front and thumb to the rear.
- (2) The left elbow is to be kept close to the side.

**“Colour party – two”**

- (3) Retaining the grip with both hands, the colour is to be placed on the left shoulder in the same position as described for the “slope” on the right shoulder.
- (4) The right elbow is to be kept close to the side.

**“Colour party – three”**

- (5) The right hand is to be brought sharply to the side to the position of attention.

**NOTE**

1. This movement is executed from the left to right in a similar manner, by substituting the word “right” for the word “left” and vice versa, in the above detail.
2. This movement is to be practised on the move.



Figure 15-7(A) Changing  
Colour by Numbers



Figure 15-7(B) Changing  
Colour by Numbers – “Two”



Figure 15-7(C) Changing  
Colour by Numbers – “Three”

**ORIGINAL**

**15-13 THE CARRY FROM THE SLOPE**

**“Carry colour by numbers, colour party – one”**

- (1) The colour is to be raised sharply off the right shoulder with the right hand to a perpendicular position in front of the body as in the first position of the carry from the order.
- (2) At the same time, the left hand is to be brought to the socket and guide the base of the pike into it.

**“Colour party – two”**

- (3) The left hand is to be brought sharply to the position of attention, and the position of the carry is to be resumed.



Figure 15-8(A) Colours at the Slope



Figure 15-8(B) Carry Colours from the Slope



Figure 15-8(C) Carry Colours from the Slope – “Two”

**15-14 PORT FROM THE ORDER****“Port – colour”**

- (1) The colour is to be brought across the front of the body with the right hand.
- (2) At the same time, the centre of the pike is to be grasped with the left hand.

On completion of the movement:

- (a) The colour is to be held diagonally across the body, with the pike opposite the point of the left shoulder.
- (b) The left hand is to be in line with the left shoulder.
- (c) The right hand, with the back of the hand to the right, is to be in line with the belt.
- (d) The elbows are to be close to the body.
- (e) The colour is to be held three inches clear of the body.



Figure 15-9 Port Colours from the Order

**15-15 THE ORDER FROM THE PORT****“Order colour by numbers, colour party – one”**

- (1) The colour is to be brought to the right side to the position of the “order”.
- (2) At the same time, the left hand is to steady the colour as in the second position of the order from the carry.

**“Colour party – two”**

- (3) The left hand is to be brought sharply to the position of attention.



Figure 15-10(A) Colours at the Port



Figure 15-10(B) Order Colours from the Port



Figure 15-10(C) Order Colours from the Port – “Two”

**15-16 THE PORT FROM THE SLOPE****“Port – colour”**

- (1) The colour is to be brought with the right hand to the position of the “port”.
- (2) At the same time, the left hand is to grasp the pike as in the position of the “port”.

**15-17 SLOPE FROM THE PORT****“Slope – colour”**

The colour is to be brought with the right hand to the position of the “slope”. At the same time, the left hand is to be brought to the position of attention.

**15-18 LET FLY FROM THE CARRY**

**“Let fly – colour”**

Maintaining the grip on the pike, the colour is to be released with the right hand.



Figure 15-11 Let Fly Colours from the Carry

**15-19 CATCHING THE COLOUR FROM LET FLY**



Figure 15-12 Catching the Colours from Let Fly

**ORIGINAL**

**“Catch the colour by numbers, colour party – one”**

(1) The colour is to be grasped with the left hand and brought in to the pike. At the same time, the corner of the colour is to be grasped with the right hand as in the position of the “carry”.

**“Colour party – two”**

(2) The left hand is to be brought to the position of attention.



Figure 15-13(A) Dip Colours  
from the Carry



Figure 15-13(B) Dip Colours  
from the Carry – “Two”

**15-20 DIP FROM THE CARRY**

(1) The let fly and the dip from the “carry” are actually carried out on the command “eyes right” or “eyes left” or as part of a General or Royal Salute. The command “Let fly – colour” or “Dip – colour” will be required therefore only when these movements are being practised.

**AT THE HALT****“Dip – colour by numbers, colour party – one”**

(2) The colour is to be raised from the socket to the full extent of the right arm.

**“Colour party – two”**

(3) The colour is to be carried well out to the right and it is then to be lowered with a sweeping motion to a position in front of and in line with the right toe.

- (4) On completion of the movement:
- (a) The head of the pike is to be just clear of the ground.
  - (b) The colour is to be spread on the ground to the right of the pike.
  - (c) The pike is to be held under the right armpit, the back of the right hand towards the ground.
  - (d) The elbow is to be kept close to the side.

#### NOTE

1. During the movement, the head is to be held erect and the eyes are to look to their own height and straight to the front.
2. If the ground is wet or muddy, the staff is to be just clear of the ground, and the colour is to be held in the hand to prevent it from being soiled.
3. If a strong wind is blowing from the right, the colour is to be carried well to the left, and then lowered with a sweeping motion to the position of the dip. The colour is to be spread to the left of the staff.



Figure 15-14(A) Saluting on the March



Figure 15-14(B) Dipping Colours on the March

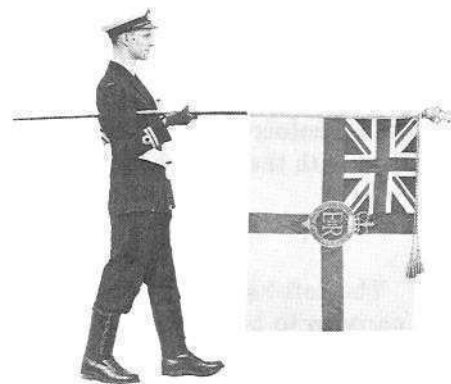


Figure 15-14(C) Dipping Colours on the March -- "Two"



**ON THE MOVE**

- (5) On the cautionary command "Eyes", the colour is to be let fly.
- (6) On the next pace of the right foot at the executive command "Right" the colour is to be raised just clear of the socket with the right hand.
- (7) On the next pace with the left foot, the colour is to be carried out sufficiently to the right so that the pike comes to rest under the right arm-pit. It is then to be lowered to a horizontal position in front of the body.
- (8) On completion of the movement:
  - (a) The pike is to be held under the right arm-pit and is to be resting underneath the right arm.
  - (b) The back of the right hand is to be towards the ground.
  - (c) The elbow is to be kept close to the side.
  - (d) The colour is to hang straight down.

**15-21 THE CARRY FROM THE DIP****AT THE HALT****"Carry colour by numbers, colour party - one"**

- (1) The colour is to be raised to the first position of the carry from the order.
- (2) At the same time, the left hand is to be brought to the socket and is to guide the base of the pike into it.

**"Colour party - two"**

- (3) The colour is to be caught with the left hand and the corner of the colour is to be grasped with the right hand.

**"Colour party - three"**

- (4) The left hand is to be brought sharply to the position of attention and the position of the carry is to be resumed.

**NOTE**

1. The colour is to be raised with the right hand and the pressure of the pike is to be borne under the arm-pit.
2. The body is not to be moved to assist the raising of the colour.

**ORIGINAL**



Figure 15-15(A) Carry Colours from the Dip



Figure 15-15(B) Carry Colours from the Dip – “Two”



Figure 15-15(C) Carry Colours from the Dip – “Three”

- (5) On the first pace of the left foot following the executive command “Front”, the colour is to be brought to the first position of the carry from the dip.
- (6) At the same time, the left hand is to be brought to the socket and is to guide the base of the pike into it.
- (7) On the next pace with the left foot, the colour is to be caught with the left hand and grasped with the right hand.
- (8) On the next pace with the left foot, the left hand is to be brought sharply to the left side.

#### 15-22 RULES FOR CARRYING THE COLOUR ON ALL CEREMONIAL PARADES

- (1) *When at the halt, the colour is never to be sloped; it should be at the “carry” or the “order”, according to whether arms are at the “shoulder” or the “order”, except that during an inspection when arms are at the “order” the Colour is at the “carry”. When cased, the colour is never held at the “carry”.*
- (2) When on the march the Colour is always to be carried at the “slope”, except when on the review ground, when it should be at the “carry”.
- (3) The Salute, by dipping the colour, may be made only when a Royal Salute is given, when receiving or marching past Her Majesty the Queen, members of the Royal Family,

**ORIGINAL**

foreign sovereigns, or the president of a republic; or on important ceremonial occasions (as directed by Naval Headquarters) when his Excellency the Governor General of Canada is present.

### 15-23 POSITION OF THE COLOUR

(1) The position of the Colour at reviews and inspections and when marching past is as follows:

(2) *Reviews and Inspections.* In line and mass formations the colour is placed between the two centre companies; in the latter case, in line with the front ranks of the leading platoons. In column and close column formations, the Queen's Colour is two paces in rear of the centre of the second sub-unit, in line with the supernumerary rank. When these sub-units are platoons, the company to which they belong is termed the escort company.

### COLOUR PARTY FORMATION

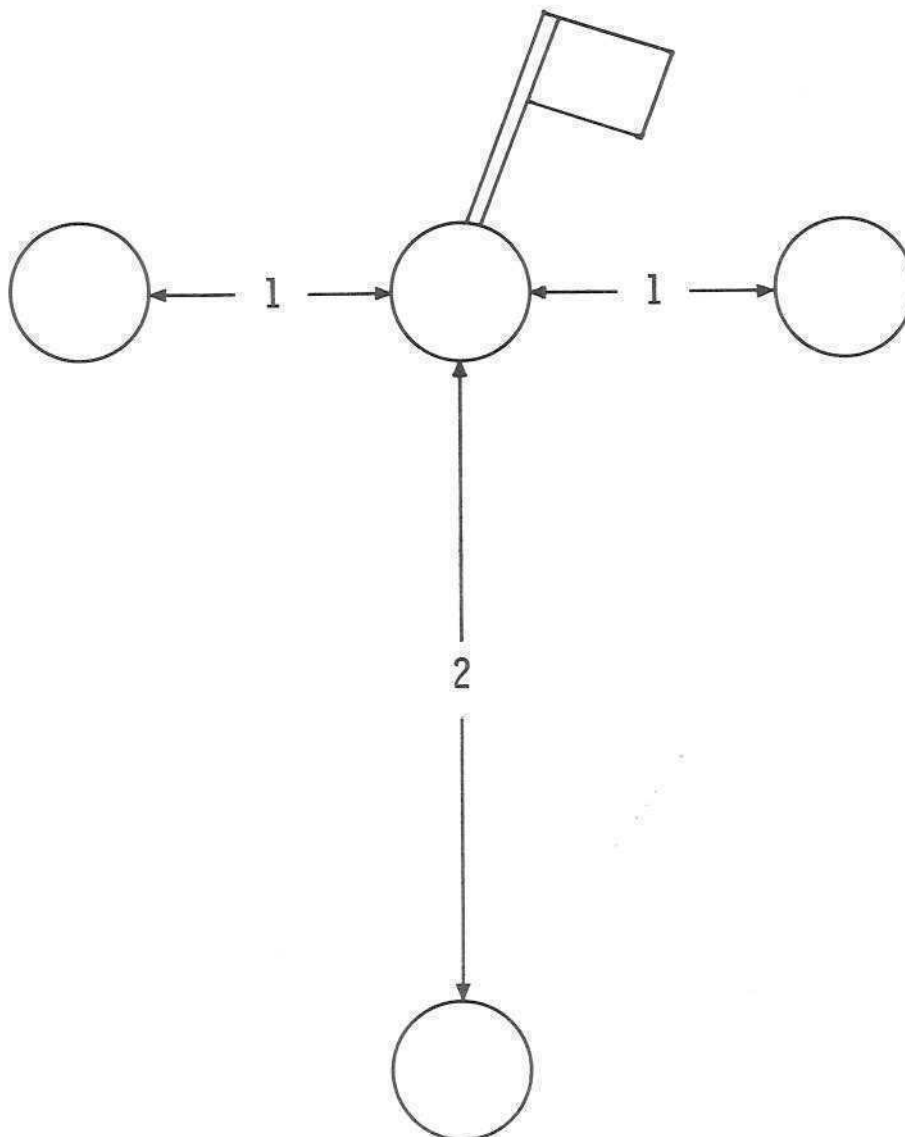


Figure 15-16 Colour Party Formation

ORIGINAL

- (3) When officers take post in review order, the colour officer only takes post in the centre of the officers' line. When officers are ordered to take post for inspection, the colour officer turns right and returns to his original position with the colour party.
- (4) *Marching Past.* When proceeding from the line between 1 and 4 flags on to the saluting base, the colour party moves in conjunction with the escort company, which always moves at the quick. If the unit is in close column, the colour party marches past two paces in rear of the centre of the rear rank of the first sub-unit, in line with the supernumerary rank, and the colour is not dipped.
- (5) If the unit is in column, the colour party marches past seven paces behind the centre of the rear rank of the first sub-unit, stepping off by order of the colour officer. They execute the order "Eyes right" given by the Commander of the sub-unit immediately ahead of them, and "dip" the Queen's Colour (if applicable).
- (6) If the guard of honour parades the Queen's Colour, the guard must be told off in two divisions. The posts of the officers and the colour party are then as shown in the following illustrations, in which additional symbols are used (see Figure 15-17).
- (7) When on the march, the colour party always moves so as to preserve the formation shown in Figure 15-16; therefore the officer-in-charge of the guard of honour (or escort company) must allow sufficient time between the order "Right\* Turn", and the order "Quick - March" for the colour party to wheel into this formation. Again, when turning into line from column of threes, a similar pause must be made.

#### 15-24 RECEIVING THE QUEEN'S COLOUR

- (1) Whenever the Queen's Colour is received or surrendered by a guard of honour or battalion, it is received with a Royal Salute, and with the band playing the first six bars of God Save the Queen.
- (2) When carried on board ship and required for use ashore, the Queen's Colour (cased) is taken ashore by a colour escort; i.e, a chief petty officer and two petty officers second class or leading seamen, the former unarmed, the latter with rifles and fixed bayonets. It is uncased in the boat and landed and conveyed, at the port, bunched, to the spot near the landing place where the officer for the Queen's Colour and colour party are to receive it.
- (3) In shore establishments a colour escort takes the colour from the place where it is usually kept and conveys it uncased to the spot where the officer for the Colour and colour party are to receive it.
- (4) In both of the above cases the further procedure is as follows:
- (5) The guard of honour (or escort company) is halted opposite the spot where the colour is to be received, and is given the following orders:

**"Guard of honour (or escort company) - halt"**

**"Into line left\* - turn"**

**ORIGINAL**

**“Form two – deep”**

**“Without intervals, by the right – dress”**

**“Open order – march”**

**“Divisions five paces outwards – march”**

**“Guard of honour (or escort company) order – arms”**

**“Without intervals, right – dress”**

(6) At the order “Halt”, the colour party, which has been marching in rear of the guard of honour (or escort company), with the chief petty officer of the colour party 2 paces in rear of the colour officer, halts and turns left into file when the remainder are turned into line.

(7) The colour officer carries his sword drawn, and the scabbard hooked to his sword belt, where it is to remain throughout. The colour party have bayonets fixed.

**“Open order – march”**

(8) At this order the colour party steps off. By order of the colour officer, when clear of the guard it turns right, into line, wheels left opposite the centre of the guard, and halts 12 paces in front of the centre of the guard.

(9) The colour party conforms to orders given to the guard for ordering arms and dressing.

**“Eyes – front”**

(10) At this order from the right guide of the guard of honour (or escort company), the colour escort (i.e., the chief petty officer and petty officers who have brought out the colour) advance and halt four paces in front of, and facing, the colour party. Care should be taken to place the colour escort at a reasonable distance from the spot where the colour is to be received in order that they may have ample room to manoeuvre into position to face the colour party.

(11) The commander of the guard of honour (or escort company) now orders:

**“Shoulder – arms”**

(12) The colour party conforms to his order.

(13) The colour officer now orders:

**“Colour party, present – arms”**

**“Shoulder – arms”**

(14) He then returns his sword, goes forward, salutes the Colour with the hand and receives it into his colour belt.

(15) The chief petty officer, when he has handed over the Colour, orders the colour escort:

**“Present – arms”**

**ORIGINAL**

(16) He himself salutes with the hand.

(17) The colour officer then turns about and resumes his position with the colour party.

(18) The commander of the guard of honour (or escort company) now orders:

**“Royal Salute, present – arms”**

(19) The colour party conforms and the band plays six bars of God Save the Queen. If no band is available, the bugler sounds the General Salute.

(20) As soon as the band or bugles have finished playing, the commander of the guard of honour orders:

**“March in the Queen’s Colour”**

(21) At this order, the colour officer orders the colour party:

**“Shoulder – arms”**

**“About – turn”**

**“Quick – march”**

**“Halt”**

(22) This order is given so that the colour party, with the exception of the chief petty officer, are in line with the front rank.

**“About – turn”**

(23) As soon as the colour party has turned about, the commander of the guard of honour (or escort company) orders:

**“Shoulder – arms”**

(24) The colour escort conforms. He then orders:

**“Close order – march”**

**“Form – threes”**

**“By the centre – dress”**

**“Move to the right\* in threes”**

**“Right\* – turn”**

(24) After sufficient time to allow the colour party to wheel, he orders:

**“Quick – march”**

(25) To wheel the colour party, the colour officer orders:

**“Right\* wheel. Quick – march”**

**ORIGINAL**

**“Mark time”**

**“Halt”**

**“Left\* – turn”**

(26) At the order “Quick – march” the chief petty officer orders the colour escort to “Present – arms” and then “Shoulder – arms”. He then marches the colour escort away. Suitable marches for the colour escort are “Nancy Lee” and “On the Quarter Deck”.

#### NOTE

Throughout the drill in this part, orders for dressing are given in the text. Guards of Honour parading the Queen’s Colour should, however, be trained to carry out all dressing automatically, with the exception of ceremonial dressing.

### 15-25 PARADING THE QUEEN’S COLOUR WITH A GUARD OF HONOUR

(1) The occasions when the Queen’s Colour is to be paraded are laid down in QRCN 62.37. The purpose of this section is to act as a guide to the general procedure when parading the Queen’s Colour with a guard of honour and in no way prevents the commander of the guard of honour from adapting his procedure to fit the circumstances.

(2) A guard mounted with the Queen’s Colour should be in two divisions with the colour party between them (Article 15-22) and the officer carrying the colour should be three paces in front of the centre of the guard when in open order.

(3) The commander of the guard of honour halts the guard at the place where it is desired to parade the colour, by giving the following orders:

**“Halt”**

**“Into line right\* – turn”**

**“Form two – deep”**

(4) After sufficient pause to allow the colour party time to wheel, he orders:

**“Without intervals, by the centre – dress”**

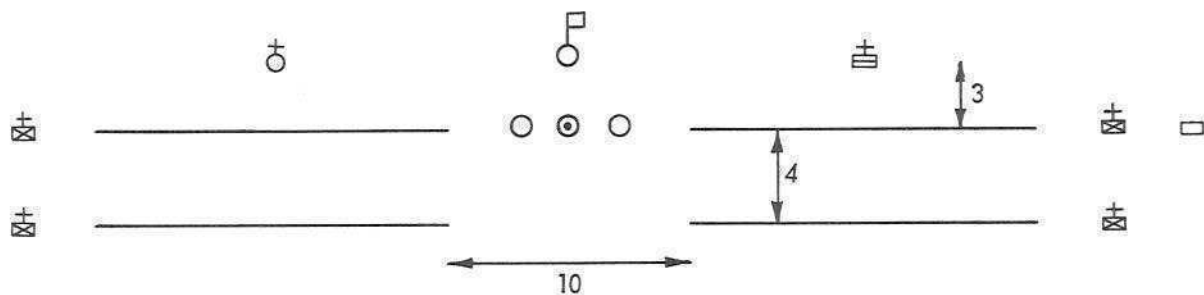
**“Open order – march”**

(5) The guard acts as ordered. The colour party act as follows:

(a) The colour officer takes three paces forward, thus aligning himself with the guard officers.

(b) The chief petty officer takes two paces forward, thus aligning himself with the front rank of the guard.

(6) The guard is now dressed, brought to the order and stood at ease to await the arrival of the personage for whom the guard of honour is being mounted.



## COLOUR PARTY

♁	COLOUR OFFICER	⊕	O.O.G. (CDR. ESCORT COMPANY)
⊙	C.P.O.	♁	2ND O.O.G. (2ND I/C ESCORT COMPANY)
○	P.O. or L.S.	⊕	GUIDES
		□	BUGLER

Figure 15-17 Parading the Colour – Position of the Guard of Honour

## NOTE

1. When arms are brought to the order, the Colour is brought to the Order.
  2. *Showing the Colour.* If time permits, the commander of the guard of honour orders "Show the Queen's Colour". At this order the colour officer comes to attention, slopes the colour, takes one pace forward and turns left. He then parades the colour along the frontage of the guard, turning about on reaching either flank. He continues to parade the colour until ordered to "Take post" by the commander of the Guard. On taking post the colour officer stands at ease.
- (7) When the personage arrives, the guard is brought to attention and ordered to shoulder arms. The Colour is brought to the carry when arms are brought to the shoulder.
- (8) (a) The commander of the guard then orders:  
**"Royal Salute, present – arms"**
- (b) The colour is dipped in salute (Article 15-20.)
- (9) When the salute has been acknowledged the guard is ordered to shoulder arms and the colour brought to the "carry".
- (10) The guard is now brought to the order for the inspection, but the Colour remains at the "carry".

ORIGINAL



(11) When the inspection is over, the guard of honour may be stood at ease, the Colour first returning to the "order".

(12) When it is desired to move off the guard of honour, the commander of the guard orders:

**"Atten - tion"**

**"Shoulder - arms"**

**"Close order - march"**

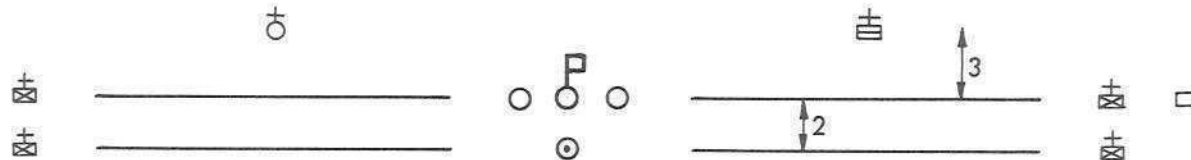


Figure 15-18 Parading the Colour - Guard of Honour in Close Order

(13) At the order "Close Order - march" the guard acts as ordered. The colour officer and chief petty officer turn about and the colour officer orders:

**"Quick - march"**

(14) At this order the colour officer takes 3 paces forward to align himself with the front rank. The chief petty officer takes two paces forward to align himself with the rear rank.

(15) The colour officer next orders:

**"About - turn"**

(16) The commander of the guard of honour then orders:

**"Form - threes"**

**"By the centre - dress"**

**"Move to the right\* in threes, right\* - turn"**

(17) After sufficient time to allow the colour party to wheel:

**"Quick - march"**

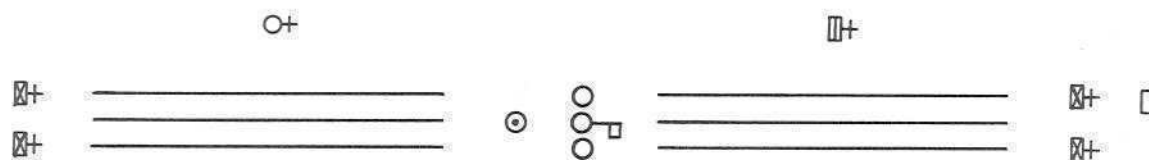


Figure 15-19 Parading the Colour - Guard of Honour Moving to a Flank in Threes

**15-26 RETURNING THE QUEEN'S COLOUR**

(1) The guard of honour (or escort company) is halted at the spot, close to the landing place or barracks, where it is intended that the Queen's Colour shall be surrendered, receiving the following orders:

**"Guard of honour (or escort company) – halt"**

**"Into line, left\* – turn"**

**"Form two – deep"**

**"Without intervals, by the centre – dress"**

**"Open order – march"**

(2) The colour escort advances and halts, facing the centre of the guard of honour (or escort company), at a distance of 16 paces.

(3) The commander of the guard of honour (or escort company) orders:

**"Royal salute, present – arms"**

(4) The guard of honour (or escort company) act as ordered. The colour party and colour escort conform, the chief petty officer saluting with the hand. The band or bugler plays as before.

**"March out the Queen's Colour"**

(5) The colour officer orders:

**"Colour party, shoulder – arms"**

(6) He then advances them and halts them four paces from the colour escort. The colour officer goes forward and hands the Queen's Colour to the chief petty officer, who receives it at the port, bunched. The colour officer salutes with his hand, turns about, resumes his position with the colour party, draws his sword and orders:

**"Colour party, present – arms"**

(7) This indicates to the commander of the guard of honour (or escort company) that the ceremony is over. He then orders:

**"Shoulder – arms"**

(8) The colour escort and the colour party conform.

(9) The colour escort is now moved off by the chief petty officer and conveys the Queen's Colour to the boat or inside the barracks, furls and cases it, and returns it to the place where it is to be kept.

(10) When the colour escort has moved off, the commander of the guard of honour (or escort company) gives the following orders:

**"Guard of honour (or escort company), close order – march"**

**ORIGINAL**

“Division, five paces inwards – march”

“Form threes”

“By the right – dress”

“Guard of honour (or escort company), move to the right\* in threes, right\* turn”

“Quick – march”

(11) The colour party turns right\* and steps off with the guard of honour. The colour officer then wheels the colour party so as to take post in rear of the guard of honour (or escort company).

(12) When the Queen’s Colour is to be carried cased whilst on the march, the normal procedure for marching in and marching out the Colour is to be adhered to, except that the guard of honour (or escort company) and colour party do not present arms.

#### NOTE

1. All orders to the colour party are to be given to them by the colour officer in a voice loud enough for them only to hear.
2. When the colour is paraded on occasions of lining the streets, it may be ordered that it should remain cased until in position. In this case, when platoons on either side of the Queen’s Colour have been thrown out they should be brought to the shoulder, and the colour party presents arms by order of the colour officer. The Queen’s Colour is held to the rear by the colour officer and is uncased by the chief petty officer, who hands the case to the messenger. The Queen’s Colour is brought to the “carry” and the platoons on either side then present arms. The colour party and platoons on either side shoulder arms, order arms, and stand at ease, in succession.

(13) On completion of the ceremony the colour party presents arms, followed by the platoons on either side, whilst the colour is being cased.

#### THE WHITE ENSIGN

##### 15-27 OCCASIONS WHEN PARADED

(1) On occasions of important ceremonial reviews and international naval displays on shore abroad, at which the parading of the Queen’s Colour is not authorized, the White Ensign may be carried with Naval landing parties, at the discretion of the commander-in-chief or senior officer present.

ORIGINAL

- (2) The White Ensign may be carried at parades within the boundaries of Naval Establishments for the purpose of training or rehearsal.
- (3) It should not be paraded on shore on any other occasion without special Naval Headquarters approval.

#### 15-28 PROCEDURE

- (1) With the exceptions noted in this Article, movements of the White Ensign when landed for ceremonial purposes should conform to the procedure given for the Queen's Colour.
- (2) A petty officer should generally be detailed to carry the Ensign, supported by a petty officer on either flank.
- (3) A chief petty officer carrying a cutlass is to be 2 paces in the rear. He is in charge of the colour party.
- (4) The Ensign is paraded unfurled, but may be furled (rolled round the ensign staff) in wet weather, while disembarking or embarking, or on any other occasions on the march when ceremony is not desired.
- (5) The White Ensign is carried at the head of the column when on the march and in front of the leading unit during a march past. When the reviewing officer is being received, it is carried in front of the centre of the unit.
- (6) The White Ensign is to be at the order when arms are at the order and at the carry when arms are at shoulder, except that during inspections when arms are at the order, the White Ensign is to be at the carry. When marching, it is to be at the carry when unfurled, and at the slope when furled.

#### 15-29 MARKS OF RESPECT

- (1) The White Ensign unfurled is to be saluted by all officers and men, and by armed parties, guards, sentries, etc., as laid down in Article 9-15.
- (2) Salutes to the White Ensign are not acknowledged. When furled it is not saluted.
- (3) The White Ensign is dipped in salute only when receiving the reviewing officer and when marching past the inspecting officer. The units accompanying the White Ensign unfurled on the march pay compliments at the commanding officer's discretion.

## PART 16

## PRESENTATION AND CONSECRATION OF THE QUEEN'S COLOUR

## 16-1 GENERAL

The following paragraphs describe the ceremony to be observed when an old Queen's Colour is replaced by a new one. When a Colour is presented to a Command which has not previously held one the procedure is similar, but only one Royal Guard and one colour party are paraded: those parts of the ceremony performed by the old Guard and the old colour party are omitted; the Royal Guard occupies the positions shown for the left division of the new Guard and the right division of the old Guard.

## 16-2 COMPOSITION OF PARADE

The parade is to include the following units:

<u>Unit</u>	<u>Officers</u>	<u>Chief Petty Officers and Petty Officers</u>	<u>Leading Seamen and below</u>
2 Royal Guards	2 Lieutenant Commanders 2 Commissioned Officers	8 Petty Officers	192
2 Colour Parties	1 Lieutenant Commander 2 Lieutenants	2 Chief Petty Officers  4 Petty Officers 2nd class or Leading Seamen	—
Massed Bands	As available		
Drum Party		2 Petty Officers	8
Armed or Unarmed Companies	There should normally be at least four armed or unarmed companies on parade. (Article 13-13).		

## 16-3 FORMATION OF PARADE

- (1) The Battalions march on first and form for inspection in line, if practicable (Article 5-21).
- (2) The new Queen's Colour Party with Colour cased and carried by the colour chief petty officer is marched on and takes up its initial position 15 paces in rear of the Battalions.
- (3) The drum party takes post on the left of the dais.

**ORIGINAL**

- (4) When the remainder of the parade is formed, the new colour guard is marched on, turned into line and formed in two ranks.
- (5) The old colour, escorted by the old colour guard, is then marched on with the band.
- (6) The parade is called to "Attention" by the parade second-in-command and the new colour guard officer orders his guard to "Present arms" if the Colour passes his front.
- (7) When in position, the old colour guard halts and turns into line. The old guard officer orders the colour party to take post and they march into position between the old and new guards. The old guard officer forms his guard into 2 ranks in open order and dresses them.
- (8) When the parade is formed, as shown in Figure 16-1, the parade is reported to the parade commander by the parade second-in-command.

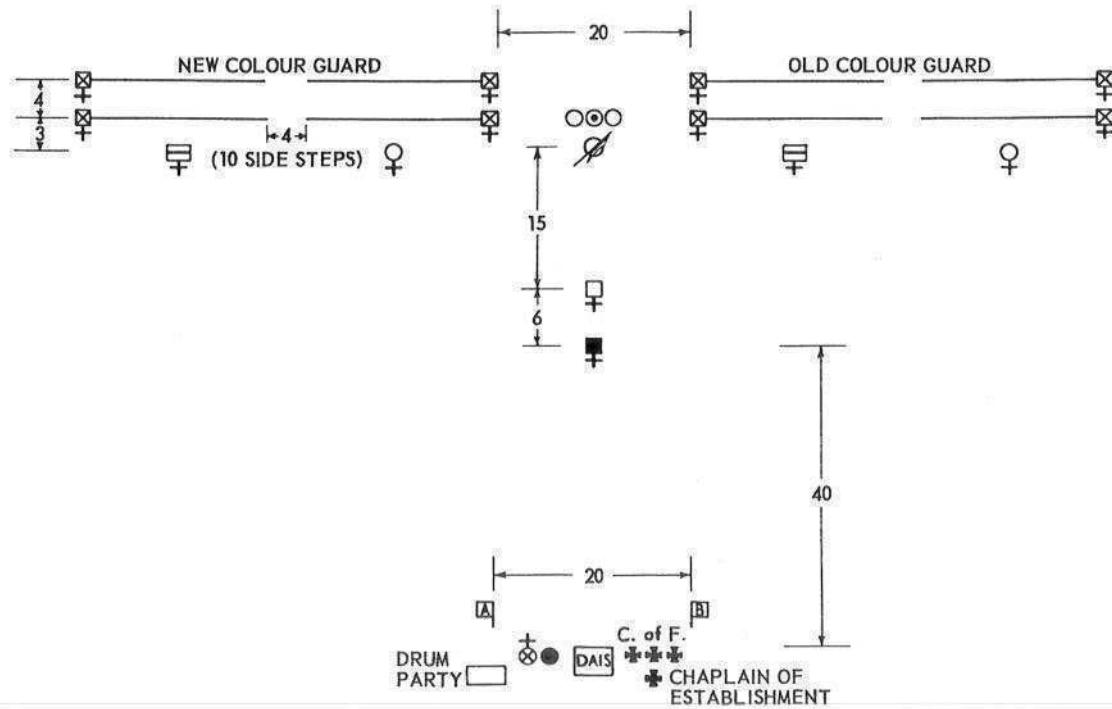
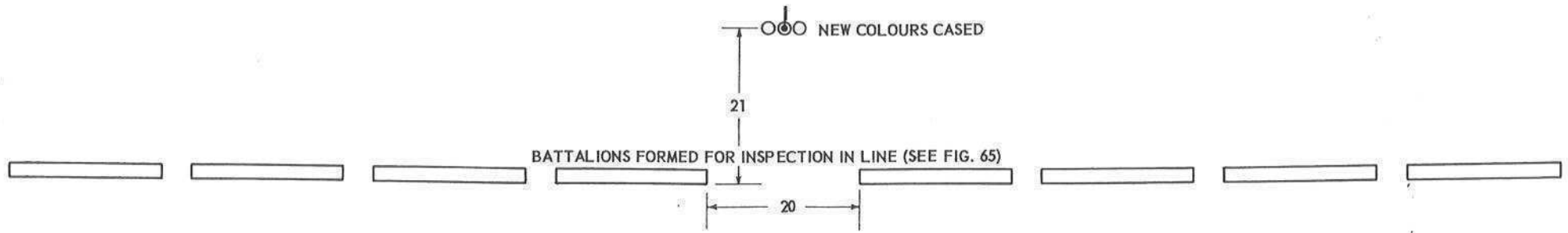
#### 16-4 SEQUENCE OF EVENTS

- (1) *Showing the Old Colour.* When the parade is formed, if time permits, the parade commander orders:

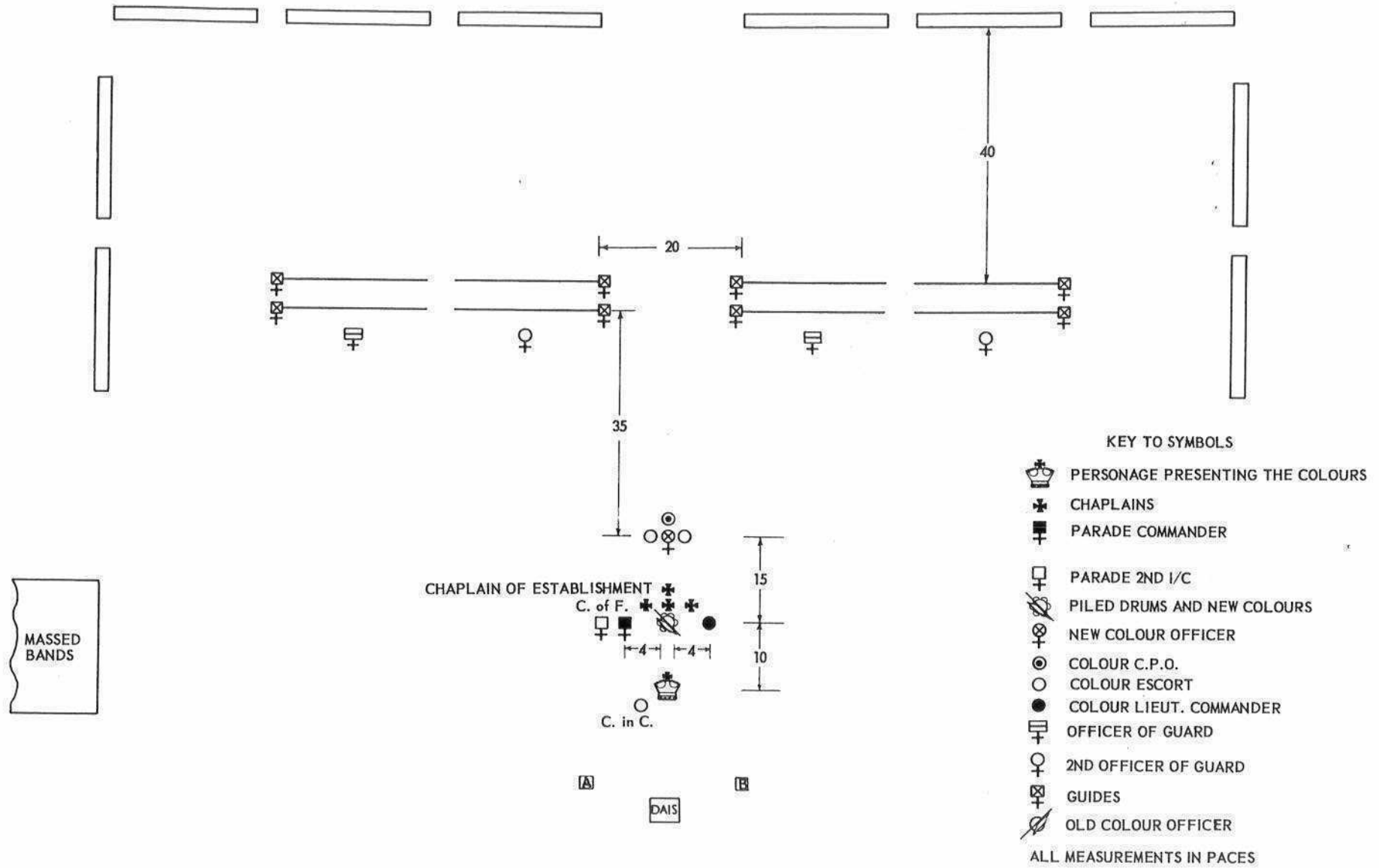
**"Show the Queen's Colour"**

The old Colour is paraded (Article 15-25, Note 2).

- (2) *Arrival of the Commander-in-Chief.* When the Commander-in-Chief arrives, arms are to be at the *shoulder*, and the "Alert" and "Carry On" are to be sounded.
- (3) *Arrival of the Personage Presenting the Colour.* The personage presenting the Colour is received with the appropriate salute, as laid down in QRCN 63.99.
- (4) *Inspection of the Guards.* The parade commander reports the parade to the personage presenting the Colour, who may then inspect the guards. Each guard officer reports his guard for inspection. On completion of the inspection, the personage returns to the dais.
- (5) *The Troop.* The massed bands then troop, marching across the frontage of the parade at the slow march, countermarching and returning at the quick and forming in their original position.  
The old Queen's Colour is then trooped, by order of the parade commander. The colour party is marched at the slow from its position in the centre of the guards, wheels left when 10 paces clear, and marches across the frontages of the old guard, the battalions and the new guard. The colour party finally halts in a central position between the guards. The parade presents arms before the Colour is first marched out, returning to the shoulder when it wheels left. Unit commanders salute the Colour as it crosses their front.
- (6) *Marching Off the Old Colour.* The parade commander orders:  
**"March Off the Old Colour" – "Parade, General Salute, Present Arms".**
- (7) The Old Colour is then marched off at the slow to the tune of "Auld Lang Syne". The colour party wheels so as to march past and salute the personage presenting the Colour. The parade remains at the "present" until the Colour has disappeared from view. The Colour is marched to a convenient place where it can be cased.



FORMATION OF PARADE WHEN 2nd I/C REPORTS "PARADE FORMED" TO PARADE COMMANDER



FORMATION OF PARADE FOR THE CONSECRATION SERVICE



(8) *Deployment for the Consecration.* The parade then prepares for the consecration service. The drum party pile drums in front of the dais, between the dais and the guards. The flanks of the battalions march round to form three sides of a square.

(9) The Chaplain of the Fleet (or his representative) and other chaplains take up their position in rear of the piled drums, facing the dais.

(10) The parade commander takes post on the right side of the drums, with the colour lieutenant commander on the opposite side.

(11) The parade commander then orders:

**“March on the New Colour”**

(12) The new Colour (cased) is marched on from its position in rear of the companies, by the colour chief petty officer and escort. The escort Halts 15 paces clear of the drums, the colour chief petty officer marching on until he is 7 paces clear of the drums and facing them.

(13) The Colour is then uncased by the colour lieutenant commander and placed on the drums.

(14) The colour chief petty officer then takes post in the colour escort and draws his cutlass. The new colour officer takes post in the colour escort.

(15) *The Consecration.* When the personage presenting the Colour has been conducted to a position near the drums, caps are removed by order of the parade commander, and the Commander-in-Chief then invites the Chaplain of the Fleet (or his representative) to consecrate the Colour in a short drumhead service. The form of the service to be used may be obtained from the Chaplain of the Fleet. After the service the Chaplain of the Fleet (or his representative) and chaplains move to one side. The parade commander orders “On caps” and the parade is brought to the shoulder.

(16) *The Presentation.*

(a) The Colour is handed (bunched) to the personage by the colour lieutenant commander, and the personage presents the Colour to the new colour officer, who receives it on bended knee. After the presentation, the personage returns to the dais. The colour officer turns about and takes post in the colour party. The parade then presents arms. The parade Commander orders:

**“March in the Queen’s Colour”**

(b) The colour party turns about and steps off at the slow and marches into position between the two guards. God Save the Queen is played while this movement is in progress.

(17) *The Address.* When the new Colour is in position, the parade is brought to the shoulder, then to the order. The personage may then wish to address the parade.

(18) *Three Cheers.* Caps are removed and three cheers are given by order of the parade commander.

(19) *Deployment of the March Past.* The parade then prepares for the march past of the guards and colour party. The drums are removed and the battalions reform.

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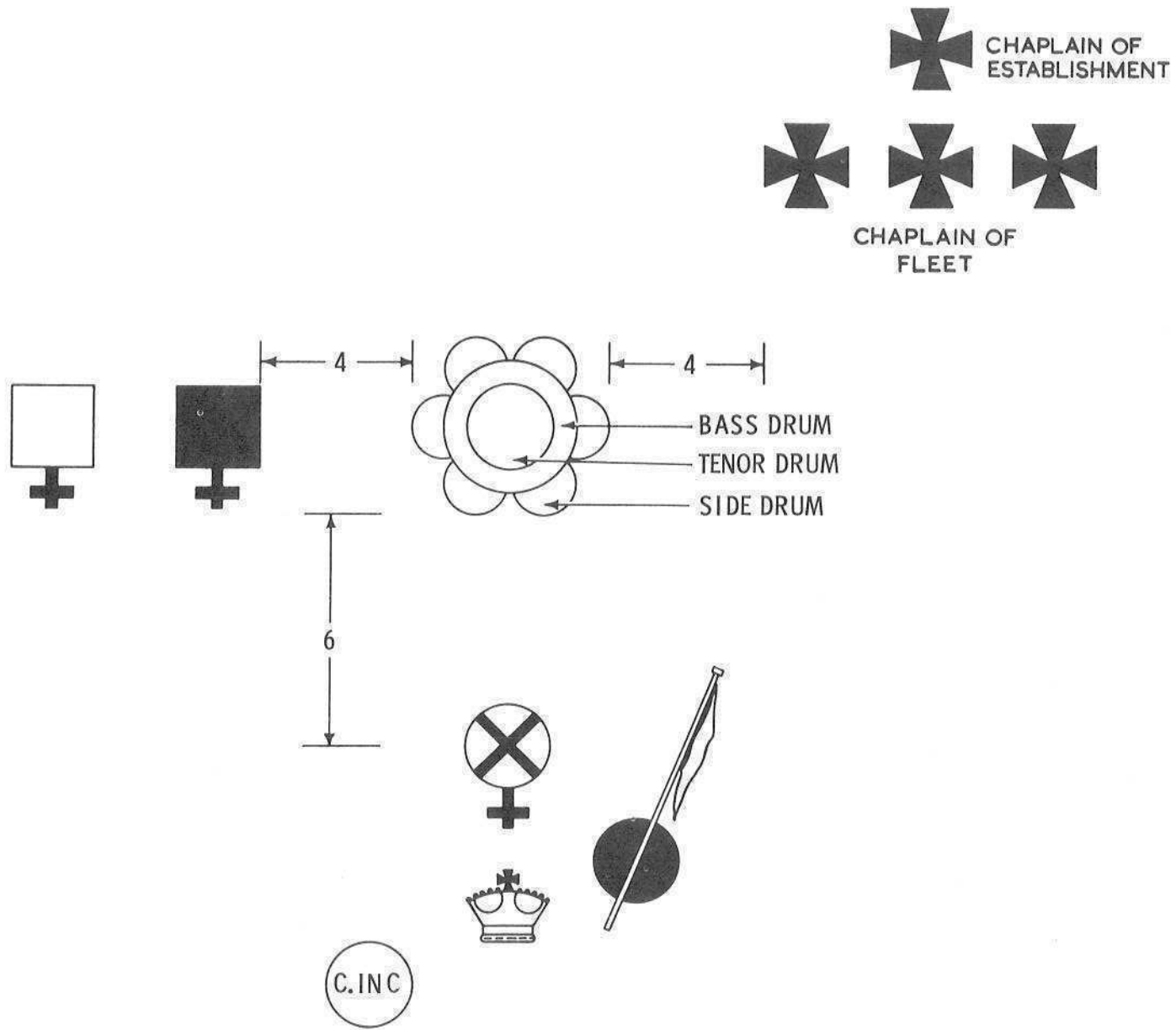
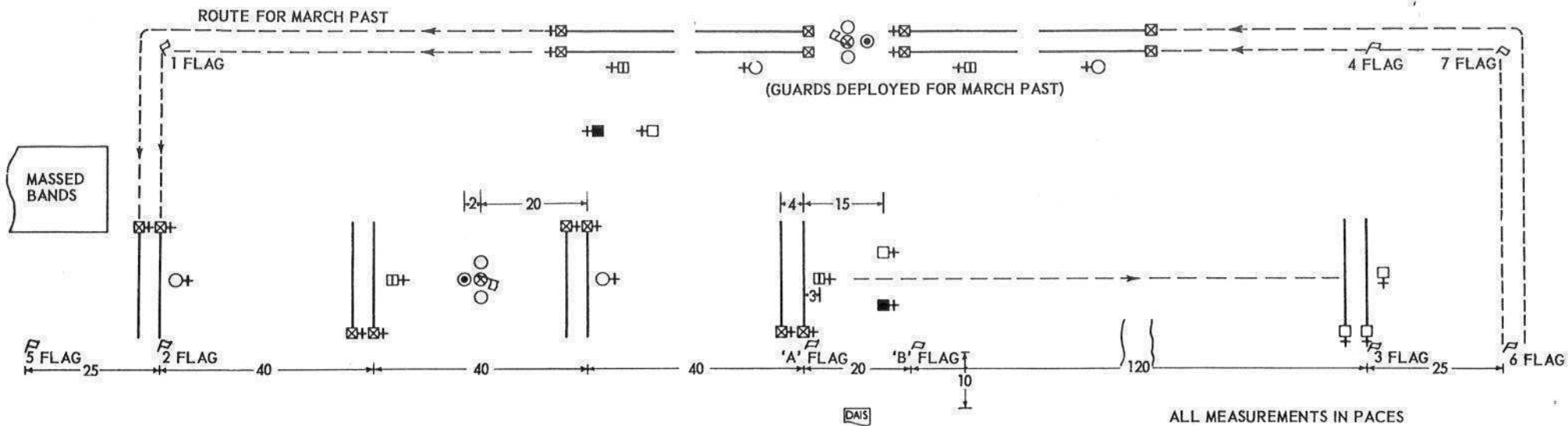


Figure 16-3 Positions for Presentation of the Colour



### THE MARCH PAST

(20) *The March Past.* Both guards and the Colour turn right and march past in line, by half guards. Guards and colour party salute the personage as they march past the dais. The guards return to their original positions where they are turned into line and dressed.

(21) *Advance in Review Order.* The guards then advance in review order. On halting, the appropriate musical salute is played and the guards present arms. The personage afterwards leaves the parade ground.

(22) *Dispersal.* When the personage has left, the new Colour is marched into position in the centre of the new colour guard, and the Colour is marched off and returned. Officers salute as the Colour passes their front. The parade is dispersed when the Colour has left the parade ground.

#### 16-5 WET WEATHER

An alternative wet weather routine should be organized on the same general lines.

## PART 17

## STICK DRILL

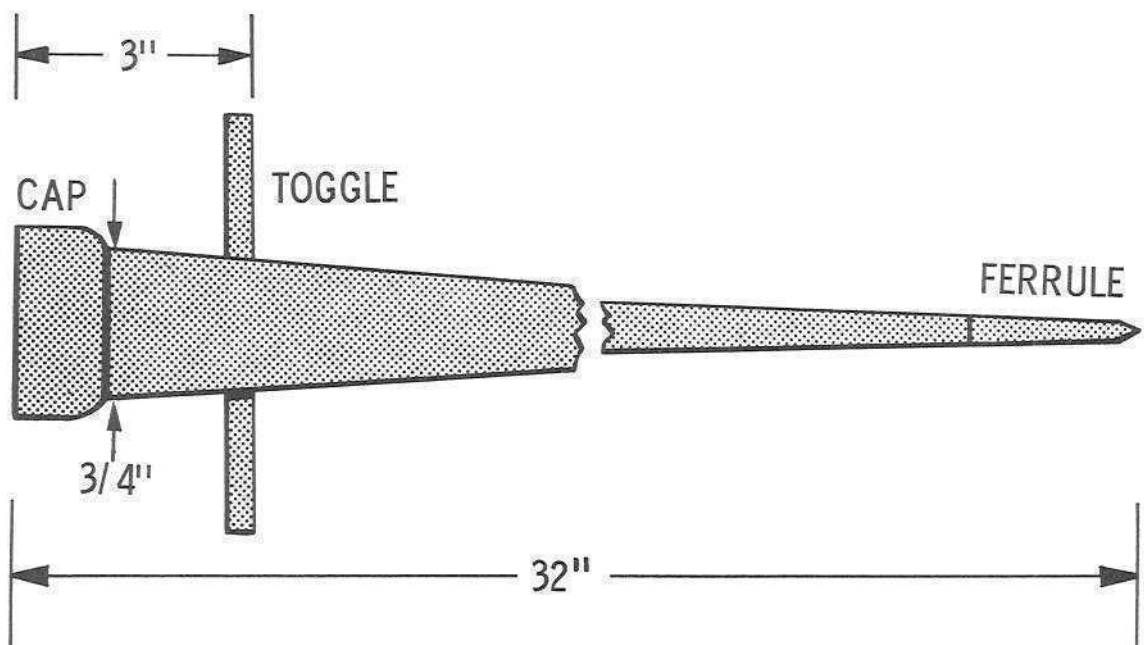


Figure 17-1 Details of the Stick

## 17-1 THE STICK

The stick should be made of oak, tapering from 3/4" to 3/8" over its 32" length. It is to have a metal ferrule on the small end and a metal cap over the large end. A metal toggle passes through the stick 3" from its large end.

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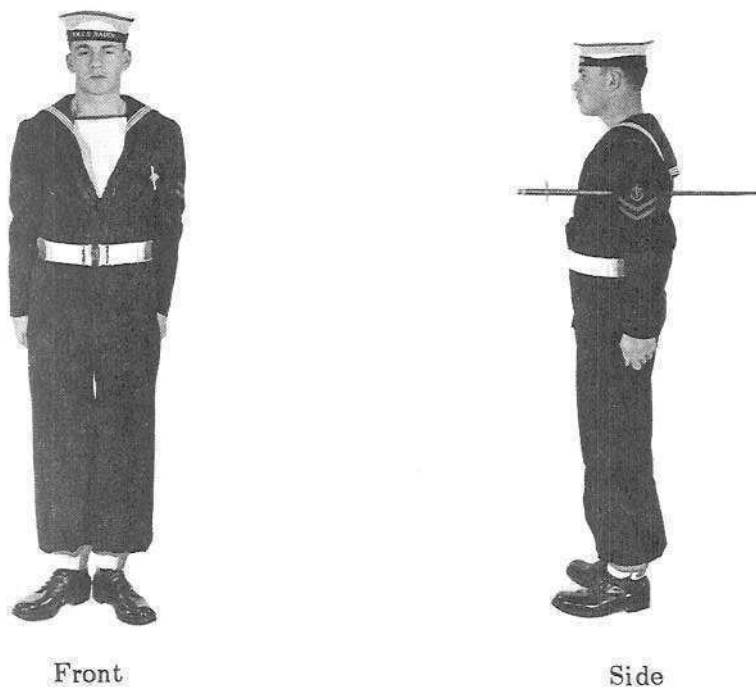
**17-2 ATTENTION**

Figure 17-2 Position of Attention

The normal body position of "attention" is to be maintained. The stick is held under the left arm-pit, parallel to the ground, with the large end to the front.

**17-3 STAND AT EASE**

Figure 17-3 Position of Stand at Ease

The normal position of "stand at ease" without arms is assumed, the stick remaining under the arm as in the position of "attention."

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## 17-4 QUICK MARCH

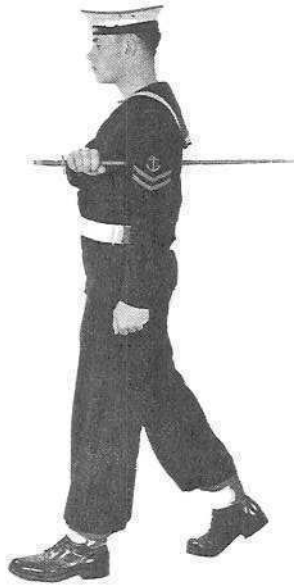


Figure 17-4(A) Quick March

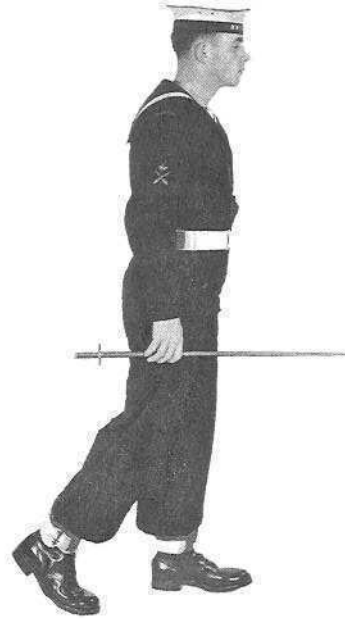


Figure 17-4(B) Quick March - "Two"



Figure 14-4(C) Quick March - "Three"

Step off. As the left foot comes to the ground, grasp the stick at the point of balance with the right hand, i.e., just in front of the arm-pit. As the left foot comes to the ground again, force the stick downwards and across the body, to the full extent of the right arm, ferrule to the front. As the left foot comes to the ground for the third time swing the arms as in normal marching. The stick will be held "at the trail".

## COMMON FAULTS

- Not grasping the stick at point of balance.
- Movement not co-ordinated.

**ORIGINAL**

**17-5 AT THE TRAIL**

Figure 17-5 Stick at the Trail

When marching, the arms are to be swung waist high. The stick is to be held between the thumb and first two fingers of the right hand, and kept parallel to the ground, throughout the swing, which must be from front to rear. This position is "at the trail".

**COMMON FAULT**

- Not letting the stick rotate in the fingers so as to keep it parallel to the ground.

**17-6 HALTING IN QUICK TIME**

(1) A normal halt will be carried out, then the standard pause, followed by:

**Squad – two**

(2) Force the stick up under the left arm-pit parallel to the ground with the large end to the front.

**Squad – three**

(3) Cut the right hand to the right side.

**17-7 SALUTING AT THE HALT**

The stick remains under the left arm in the "attention" position. A normal salute is made with the right hand.





Figure 17-6(A) Halting in Quick Time



Figure 17-6(B) Halting in Quick Time - "Two"



Figure 17-6(C) Halting in Quick Time - "Three"



Figure 17-7 Saluting While Halted

## 17-8 REPORTING

Halt three paces in front of the officer. Put the stick under the left arm -- cut the right arm away --. Salute. Make the report -- Salute again --. Turn right or left --. Step off, seizing the stick with the right hand as the left foot comes to the ground. Cut the stick to the side on the third pace. Start swinging the arms at the fifth pace. (Two dashes, thus: -- represent a standard pause between movements).

### COMMON FAULTS

- Failure to keep the stick horizontal under the arm.
- Failure to grasp stick at the point of balance after saluting.



Figure 17-8(A) Saluting on the March to a Flank



Figure 17-8(B) Saluting on the March to a Flank - "Two"

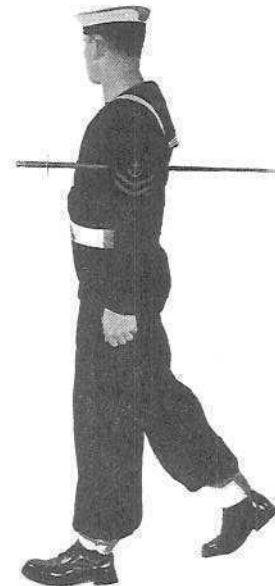


Figure 17-8(C) Saluting on the March to a Flank - "Three"

## 17-9 SALUTING TO A FLANK WHILST ON THE MARCH

The action of saluting is normal except that additional movements are required to transfer the stick to and from the right hand. The usual word of command is given. As the left foot first comes to the ground, force the stick under the left arm, when the left foot comes to the ground again, cut the right hand away to the right side. As the left foot comes to the ground for the third time, turn the head and salute. The salute lasts for six paces. On the 11th pace (left foot) seize the stick with the right hand. On the 13th pace cut the right hand to the right side. On the 15th pace, swing the arms again.

### COMMON FAULTS

- Throwing the left arm out to catch the stick.
- Stick not held firmly or not parallel to the ground.
- Not cutting the right arm to the side on first movement.



Figure 17-9 About Turn on the March

#### 17-10 ABOUT TURN ON THE MARCH

Bring the stick forward to a perpendicular position in front of the right shoulder, with the right forearm parallel to the ground and the elbow in against the side. The stick is to be raised as the left foot comes forward. On the last movement, bring the stick down to the trail.

#### COMMON FAULT

- Stick not held perpendicular.

#### 17-11 RIGHT AND LEFT TURN ON THE MARCH

The stick remains at the trail, the right arm being checked to the position of attention as the left foot comes to the ground.

#### ORIGINAL



Figure 17-10 Doubling with the Stick

#### 17-12 DOUBLING WITH THE STICK

When doubling, the stick is to be held perpendicular, as in turning about, but the normal arm movements of the double march are to be carried out.

#### COMMON FAULT

- Stick not held perpendicular.

## PART 18

# THE SUNSET CEREMONY

### 18-1 HISTORICAL BACKGROUND

- (1) The Sunset Ceremony of the Royal Canadian Navy is a composite of customs whose history and tradition go back several hundred years, although the complete ceremony as we know it is of fairly recent origin.
- (2) The climax of the ceremony is the lowering of the White Ensign, to the accompaniment of the orchestrated Sunset Call. This is a ceremonial version of a daily custom observed in all naval shore establishments and ships in harbour.
- (3) With it, to form the Sunset Ceremony, have been combined the ancient ceremonies of "Beating Retreat" and "Tattoo".
- (4) The origin of "Beating Retreat" is obscure. The first references to it appear in the year 1554, but some historians believe the ceremony had its beginnings in the days of the Crusades. At that time it was the practice to cease fighting at dusk and resume at dawn. The warriors were called back to camp by a roll of the drums.
- (5) Later, when the drums became confused with the sound of gunfire bugles were added. The ceremony carried out today closely follows that of the 16th Century. Towns in those days were fortified and the inhabitants farmed outside the walls. At sunset a call was sounded, to summon the guard for the night and as a warning to those outside the walls to return before the gates were shut for the night. This was originally "La Retraite" and later became known as the "Retreat Call".
- (6) This procedure was followed in the early settlements of Canada when lurking Indians were an ever-present danger.
- (7) In larger towns with permanent garrisons, the drummers were sent through the streets "beating in quick time" to remind those on leave of absence to return to their quarters. As the drummers passed inns and bars, the publicans closed them for the night. This was the origin of the expression "Tattoo", which is a corruption of the Flemish expression "tap toe", or "turn off the taps".
- (8) Following the Retreat and Tattoo, the garrison was mustered and the night guard was mounted. Before sentries were posted, they fired or proved their muskets to ensure they were in good condition.

### THE CEREMONY TODAY

- (9) The form of the ceremony today remains essentially the same. The addition of the band is for effect.

**ORIGINAL**

(10) The band and two field guns march on towards the dais. The band countermarches and the guns take up their positions. The band then returns to a position immediately ahead of the guard.

(11) The evening gun is fired.

(12) The Tattoo begins, and upon completion the trumpeters sound the first post.

(13) Next comes the retreat. The guard and band march past the dais and the salute is made to the reviewing officer. The guard and band carry out precision drill, fixing bayonets on the march, taking up the final position in the centre of the review ground facing the dais, preparatory to the proving of rifles.

(14) Following the proving of rifles, the evening hymn is played. After the guard has fixed bayonets and shouldered arms, the band plays the Orchestrated Sunset, or retreat call. The Ensign is slowly lowered. As the guard comes to the final movement of the "present arms", a broadside is fired and the band plays "O Canada" and "God Save the Queen". On the last note of "God Save the Queen", the guard is ordered to shoulder arms and the final gun is fired to signify the end of the ceremony.

(15) The Guard is then ordered to form threes, the guns' crews limber up and form the order of march. The guard officer orders "Guard, Band and Guns quick-march" and the units move off the review ground in that order.

## 18-2 PROCEDURE

The procedure laid down in this part cannot always be adhered to rigidly. The considerations which will affect the procedure to be adopted are:

- (a) The shape and size of the ground available.
- (b) Whether saluting guns are practicable and available.
- (c) The number of personnel available to take part in the ceremony and the time available to train for it.
- (d) The "national characteristics" of the country in which the ceremony may be performed.

### NOTE

1. Apart from the traditional "God Save the Queen", "O Canada", "Heart of Oak", and the orchestrated bugle calls, which are mandatory, the music for the ceremony may be selected as appropriate.
2. All dressings are automatic, except the Ceremonial Dressing.
3. The guard moves in 3 ranks, the band in 5 ranks (or less, according to numbers available).

ORIGINAL

**18-3 PERSONNEL**

Officers	- One lieutenant and one commissioned officer or one sub-lieutenant.
	- One lieutenant or commissioned officer bandmaster.
Battery Officer (Saluting Guns)	- One chief petty officer 2nd class or one petty officer 1st class.
Guides	- Two petty officers 1st class.
Gun Captains	- Two petty officers 1st class or two petty officers 2nd class.
Guard	- 48 men.
Saluting Guns' Crew	- Maximum 32 per gun (with reverse drag ropes fitted). Minimum 20 per gun. 5 men - firing guns' crews, if the saluting guns are in "Battery position" before the ceremony.
Band	- As available and dictated by numbers borne in ships or establishments, maximum 50 bandmen.
Communicator	

**18-4 SITE**

- (1) Parade area dimensions: 250 ft. long and 250 ft. wide.
- (2) Surface: A hard surface or close-cut grass.
- (3) Mast and Dais: A suitable mast and dais located at approximately the mid-point of the frontage of the parade area.

**18-5 THE CEREMONY (Phase 1)**

- (1) The band, saluting guns' crews, and guard, march on towards the dais. The band continues straight ahead and the guns' crews, just before reaching the mid-point of the area, wheel half right and half left. On reaching their respective corners, the guns "take round" (wheel the guns and limbers in such a manner as to have the gun barrel pointing in the required direction), and mark time. The band countermarches in front of the dais, and on the battery commander's signal the bass drummer signals the guns' crews to halt. The guns' crews halt and carry out the drill for leading. The band continues to march until it reaches the guard, then countermarches once more and halts. The guard, on reaching the centre walk, halts and turns into line and dresses. An order is given to "Halt" - but dressing is carried out automatically.
- (2) The final movement of the "Band - halt" is the signal for one gun to fire "The Evening Gun".
- (3) In a modified ceremony the same entry procedure would be used without guns.

**ORIGINAL**

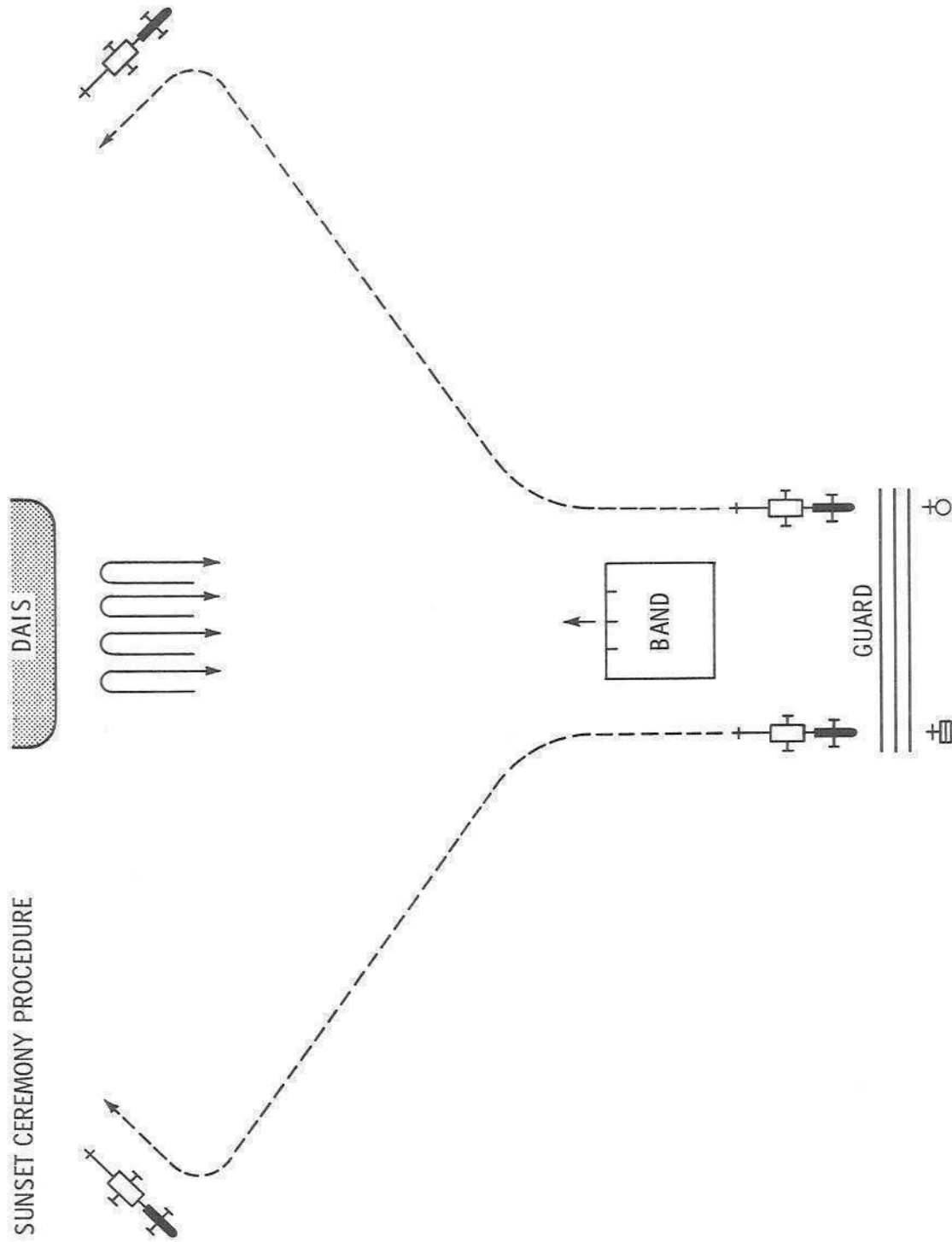


Figure 18-1 Phase One



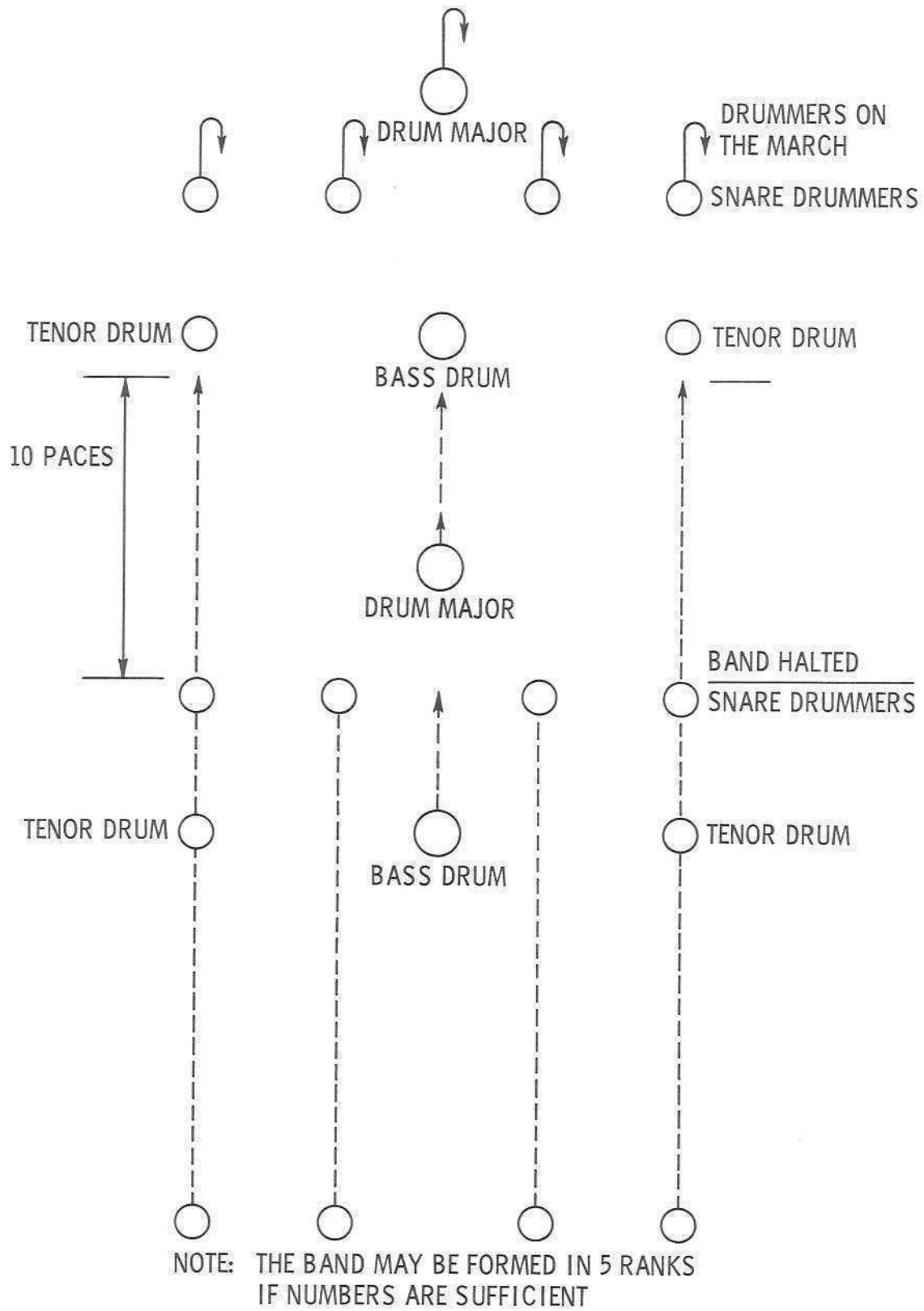


Figure 18-2 Phase Two: Drum Corps Commencing Tattoo.

ORIGINAL

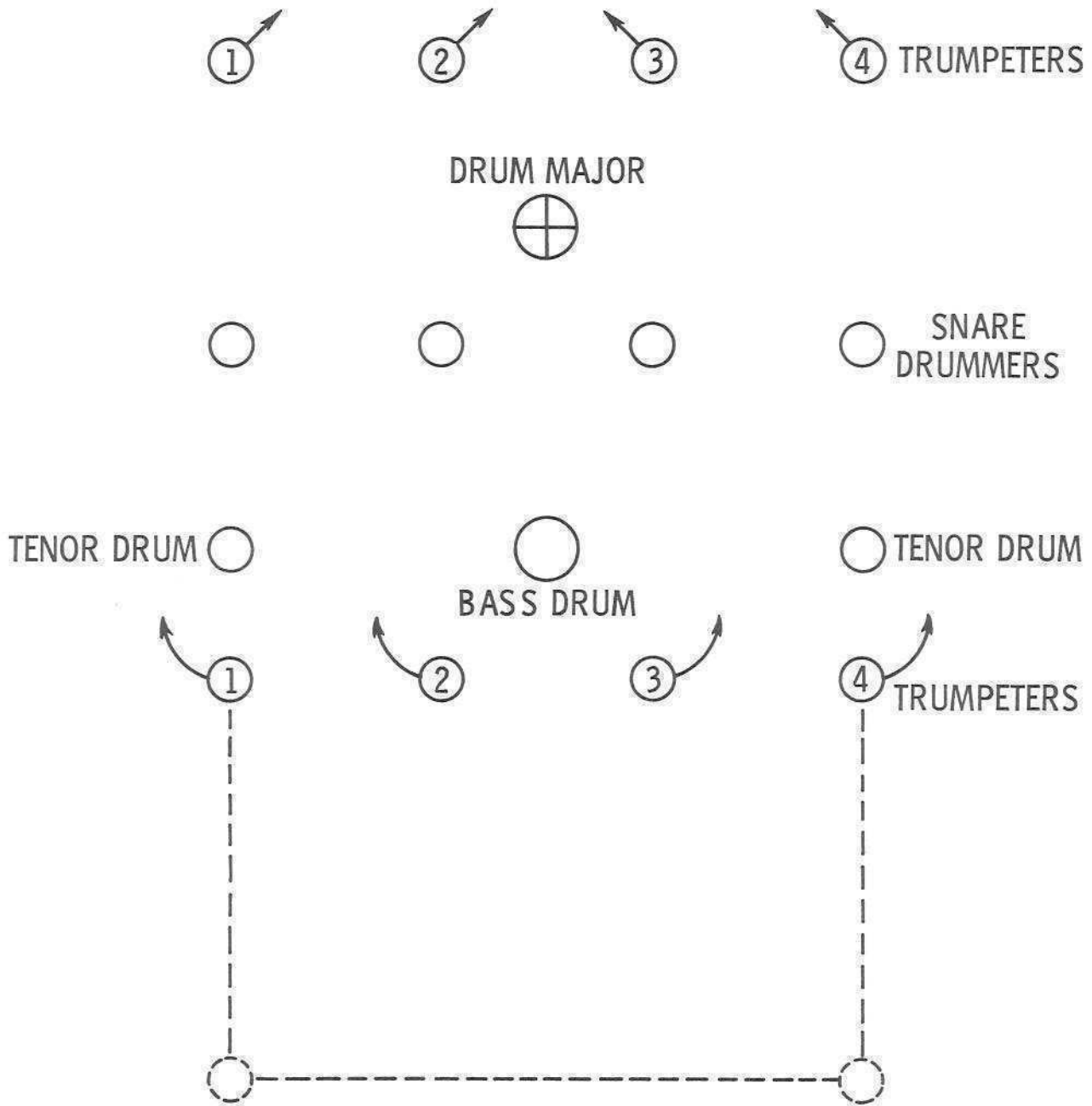


Figure 18-3 Phase Two: Trumpeters Taking up Position at Conclusion of Tattoo

### 18-6 THE TATTOO (Phase 2)

(1) The evening gun begins the Tattoo. On the "Evening Gun", the drum major and the drummers step off at the quick, advance 10 paces and countermarch (Figure 18-2). They march back through the band, breaking into the slow march. When the drum major and drummers go completely through the band they countermarch once again and break into the quick march.

(2) After the drummers break into the quick march, trumpeters "step off", arriving in line in front of the drummers and one pace ahead of the drum major. At a given signal, the drum major, drummers, and trumpeters halt. The trumpeters incline inwards and play the First Post (Figure 18-3).

### 18-7 RETREAT (Phase 3)

(1) On completion of the First Post, the sunset guard officer orders:

**"Guard move to the left in threes, left - turn"**

**"Guard and Band, quick - March"**

(2) The guard and band step off, the trumpeters countermarching to take up their allocated positions. The band makes a right wheel, marches to the edge of the reviewing ground and right wheels twice more. During this time, the guard has stepped off and wheeled right twice and opened the ranks sufficiently to allow the band to march through the ranks of the guard (Figure 18-4). When the band has passed through the guard, the band countermarches and follows the guard round for the march past. The band plays the march "Heart of Oak" (Figure 18-5). On completion of the march past, the guard will "move to the right in threes", carry out two left wheels in succession, marching down the left side of the parade site and then wheel left to take up position at the rear of the parade area, and centred on the dais. The Band will make consecutive left wheels on completion of the march past so as to position itself in rear of the guard facing the dais. The guard officer will order:

**"Guard - halt"**

**"Guard, into line left - turn"**

(3) The guard will dress automatically.

**ORIGINAL**

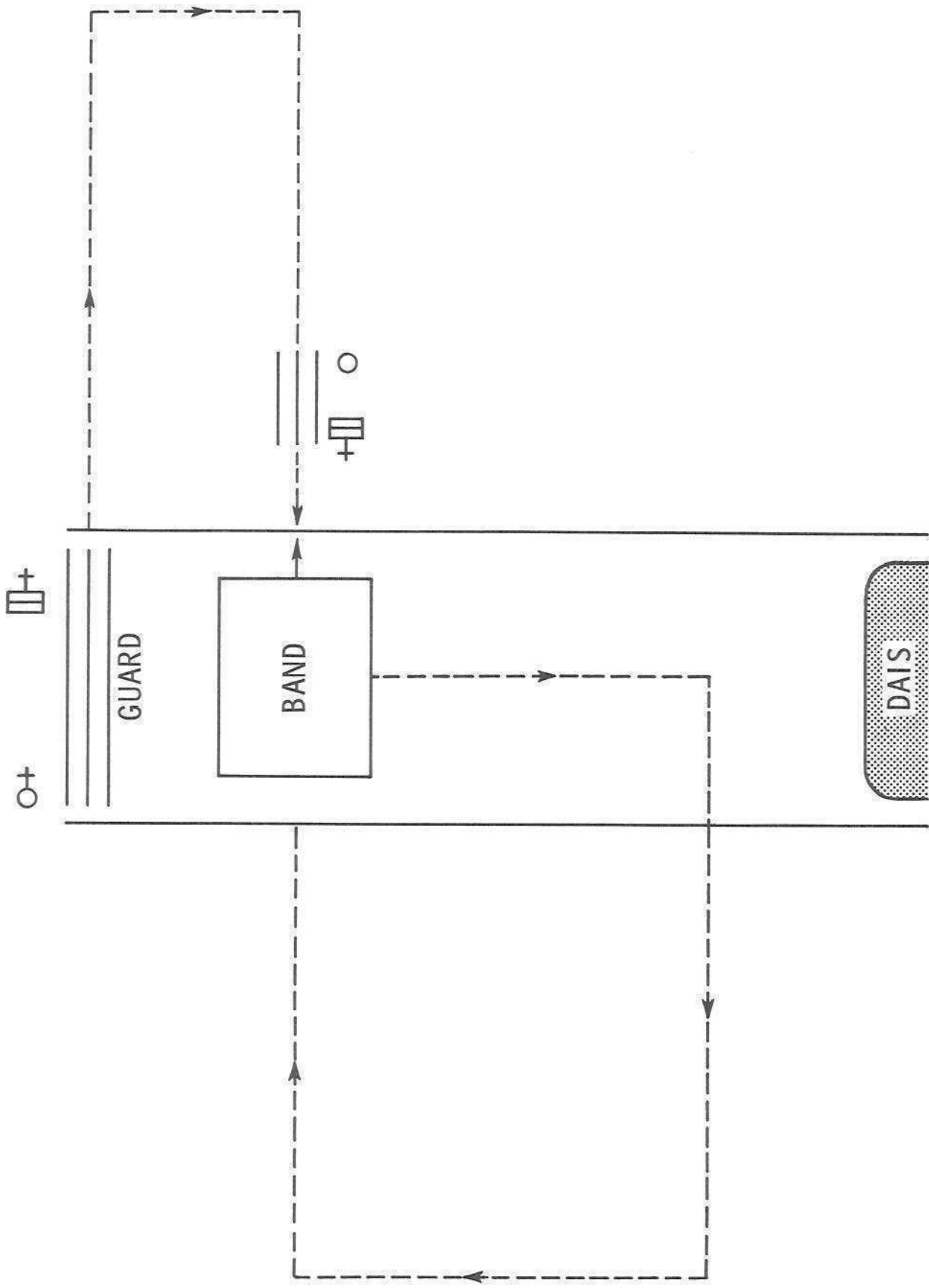


Figure 18-4 Phase Three: Retreat Stepping Off After Sounding of First Post

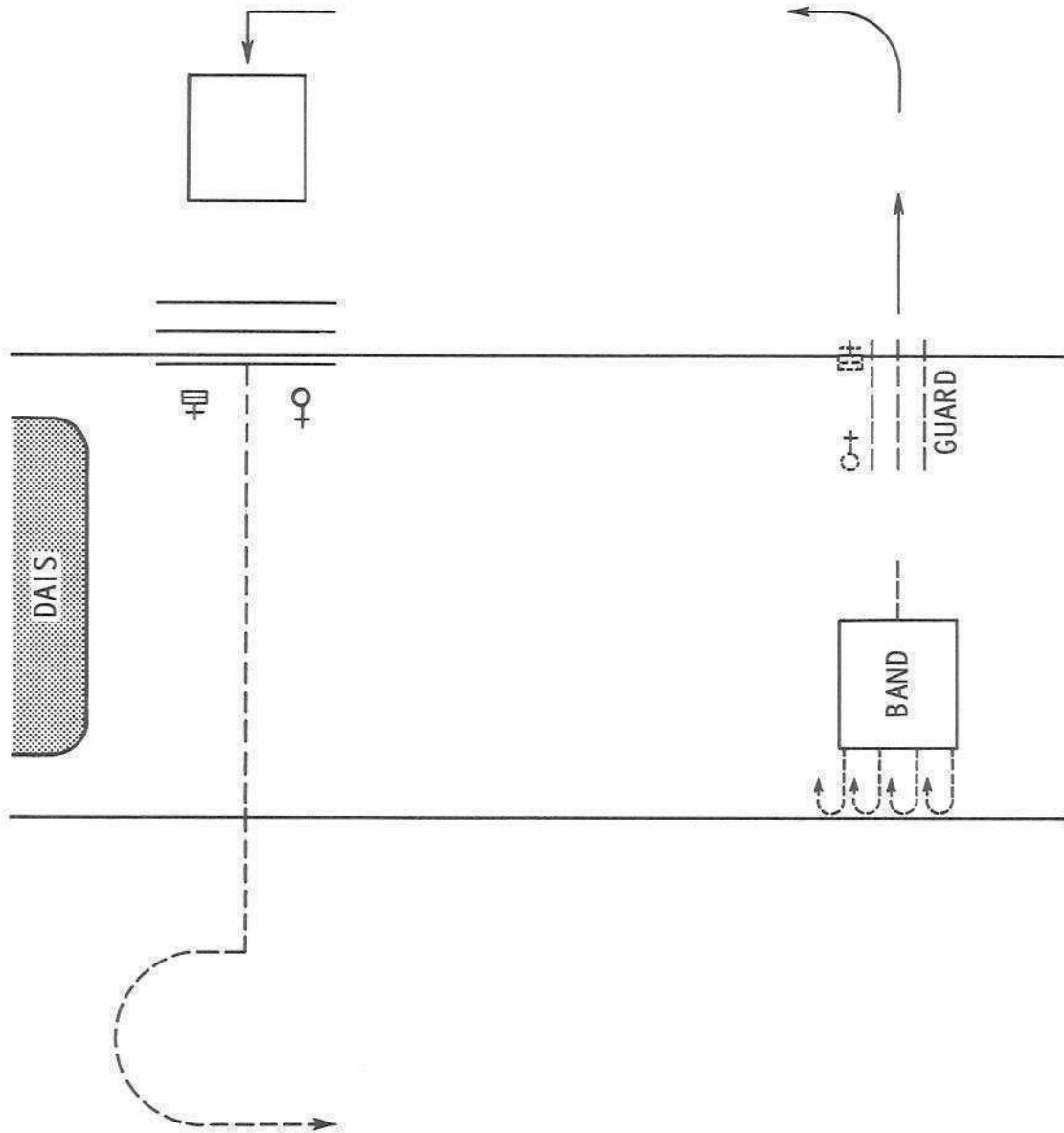


Figure 18-5 Phase Three: March Past

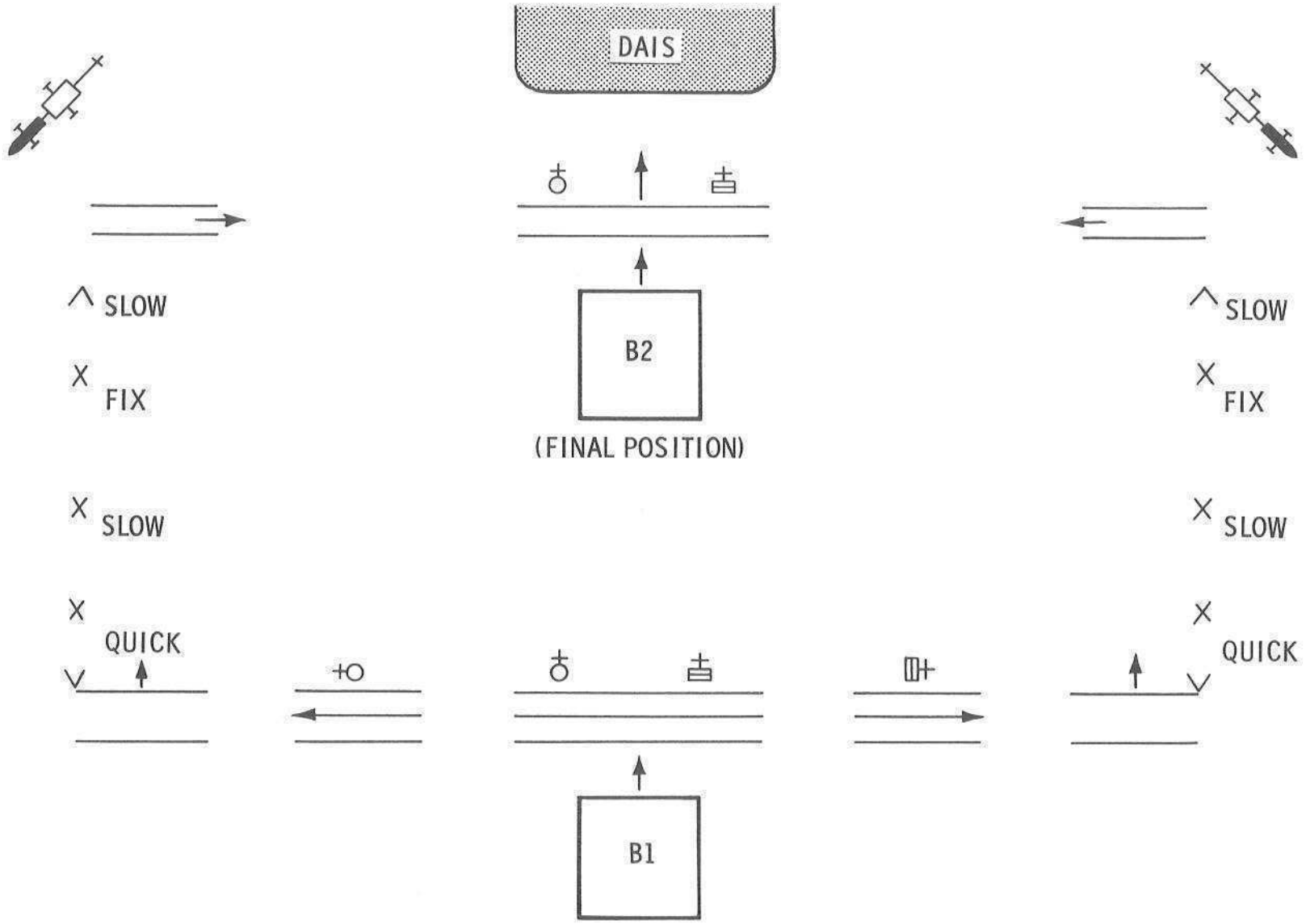


Figure 18-6 Phase Four: Sub-Section Drill (Commencement and Final Position)

**18-8 SUB SECTION DRILL (Phase 4)**

- (1) The guard, having previously numbered in two equal sections, will perform the drill as follows. All movements are carried out to drum signals during this phase.
- (2) The snare drummer will give a roll on his drum, followed by a single beat on the bass drum. At this signal, half sections turn right and left, dwell a pause of 2 marching paces and step off at the quick march for a distance of 20 paces. Both sections then turn to face the dais and mark time for 4 paces. During the 4 mark-time paces, both sections will form two deep and step off on the 5th beat, which is on the left foot. They advance in two ranks towards the dais for 6 paces. The bass drummer will then signal the sections to break into the slow march. They march at the slow for 6 paces and commence "Fix Bayonets", on the march. The fixing of bayonets on the march takes up a total of 16 paces. On completion of the fix the sections carry on for 6 further paces at the slow march, and at the signal from the bass drummer break into the quick. They carry on at the quick for 16 paces, mark time for 4 paces, turn inwards, mark time for 2 paces, and step off towards each other. When both sections meet in the centre abreast the dais, they will be halted at a drum signal, dwell a pause of 2 marching paces, turn towards the dais, dwell a further pause of 2 marching paces and dress without intervals (Figure 18-6).
- (3) The band remains at the halt, playing until the sub-sections have stepped off at the quick after fixing bayonets. They then step off to take up position in rear of the guard.

**NOTE**

The left section, when they have taken their 19 paces, must place their right feet at 90° to the direction they are marching; i.e., at the 20th pace the right foot is so placed as to point in the new direction of march.

**18-9 PROVING RIFLES (Phase 5)**

- (1) The First Officer of the Guard orders:

**"Guard, order arms"**

**"Open Order March"**

**"Right Dress"**

- (2) Half arm intervals will be taken.

**"Guard will unfix bayonets. Un - fix"**

**"Shoulder - Arms"**

**"Guard, Volleys - Load"**

**"Pre - sent"**

**ORIGINAL**

## NOTE

1. The drummers give a roll on their drums, the battery officer fires 1 gun. When the field gun fires, the right guide fires his rifle. The remainder of the guard fire in sequence, along the front rank to the left, then along the rear rank to the right.
2. This movement is carried out 3 times in sequence – load, present, drum roll, field gun, fire. On completion of the 3rd ‘ripple firing’, the First Officer of the Guard orders:

“Guard, un – load”

“Guard, order – arms”

“Guard, stand at – ease”

## 18-10 THE EVENING HYMN (Phase 6)

The band now plays an appropriate evening hymn, e.g., ‘The Day Thou Gavest Lord is Ended’. On completion of the hymn, the First Officer of the Guard orders:

“Guard, atten – tion”

“Guard will fix bayonets, Guard – fix”

## NOTE

At the order, “Guard – Fix” the movement is completed automatically, the guard returning to the position of attention.

## 18-11 SUNSET (Phase 7)

(1) The Communicator reports to the First Officer of the Guard:

“One minute to Sunset, Sir”,

“Sunset, Sir”

(2) At the report, “One minute to Sunset, Sir”, the First Officer of the Guard orders:

“Guard, shoulder – arms”

ORIGINAL



(3) At the report, "Sunset, Sir", the band begins to play the "Orchestrated Sunset". At the 7th measure of music, the bass drummer makes an accentuated beat on his drum. This is the signal for the First Officer of the Guard to order:

**"Guard, General Salute, present – Arms"**

On the last movement of the "present" the battery officer fires one gun. The band completes playing the "Orchestrated Sunset". This is followed by "O Canada" and "God Save the Queen," separated by drum rolls.

#### 18-12 MOVING OFF (Phase 8)

(1) At the conclusion of "God Save the Queen," the First Officer of the Guard orders:

**"Guard, shoulder – arms"**

(2) On the last movement of the shoulder, the battery officer fires one broadside. The Guard Officer orders:

**"Guard, order – arms"**

**"Guard, close order – march"** (Pause 40 paces)

**"Guard, form – threes"**

**"Guard, shoulder – arms"**

(3) When the First Officer of the Guard orders "Close Order March", the Guns' Crews:

(a) Limber up.

(b) Form the order of march.

(4) The Guard Officer orders:

**"Guard, move to the left in threes, Left – turn"**

**"Guard, Band and Guns' Crews, Quick – march"**

(5) The guns' crews will step out or step short as necessary to permit the exit of the units in the order guard, band, and guns' crews.

ORIGINAL

## PART 19

# CEREMONIAL SALUTING GUN DRILL

### NOTE

The preliminary gun drill laid down in Articles 8-16 and 18-5 should be completed before ceremonial gun drill is carried out.

#### 19-1 TAKE UP DRAG ROPES

##### “Take up drag ropes”

(1) Bend the knees, keeping the back straight and the head up, grasp the loop of the drag rope by the forward edge. No's 9, 10, 19 and 20 reach down, keeping their heads and eyes to the front, and grasp the pole slats.

##### “Two”

(2) Return smartly to the position of attention. No's 9, 10, 19 and 20 bring the pole up.

##### “Three”

(3) Drag rope and pole numbers take a pace forward; reverse drag rope numbers take a pace to the rear to tauten the drag ropes (Figure 19-1).

#### 19-2 GROUND DRAG ROPES

##### “Ground – drag ropes”

(1) Drag rope numbers take a pace to the rear, reverse drag rope numbers take a pace forward. No's 9, 10, 19 and 20 take a pace to the rear.

##### “Two”

(2) Bend the knees, keeping the back straight and the head up, and place the drag rope on the ground. No's 9, 10, 19 and 20 allow the pole to go down.

##### “Three”

(3) Return smartly to the position of attention. No's 9, 10, 19 and 20 cut their arms to their sides.

#### 19-3 QUICK MARCH

##### “By the right\* quick – march”

No's 17 and 18, 27 and 28 lock forearms, grasping the hands, fingers interlocked, in a horizontal position. Drag ropes and reverse drag ropes are brought to a horizontal position by bending the elbows.

ORIGINAL

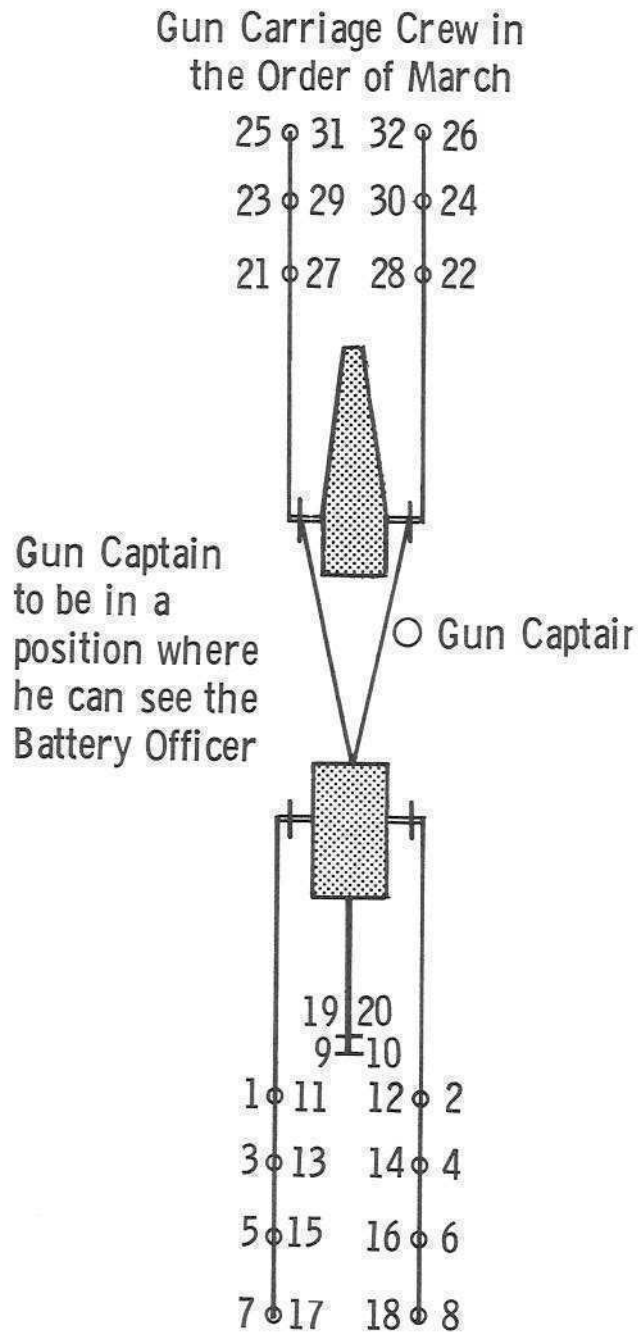


Figure 19-1 Gun Carriage Crew in the Order of March

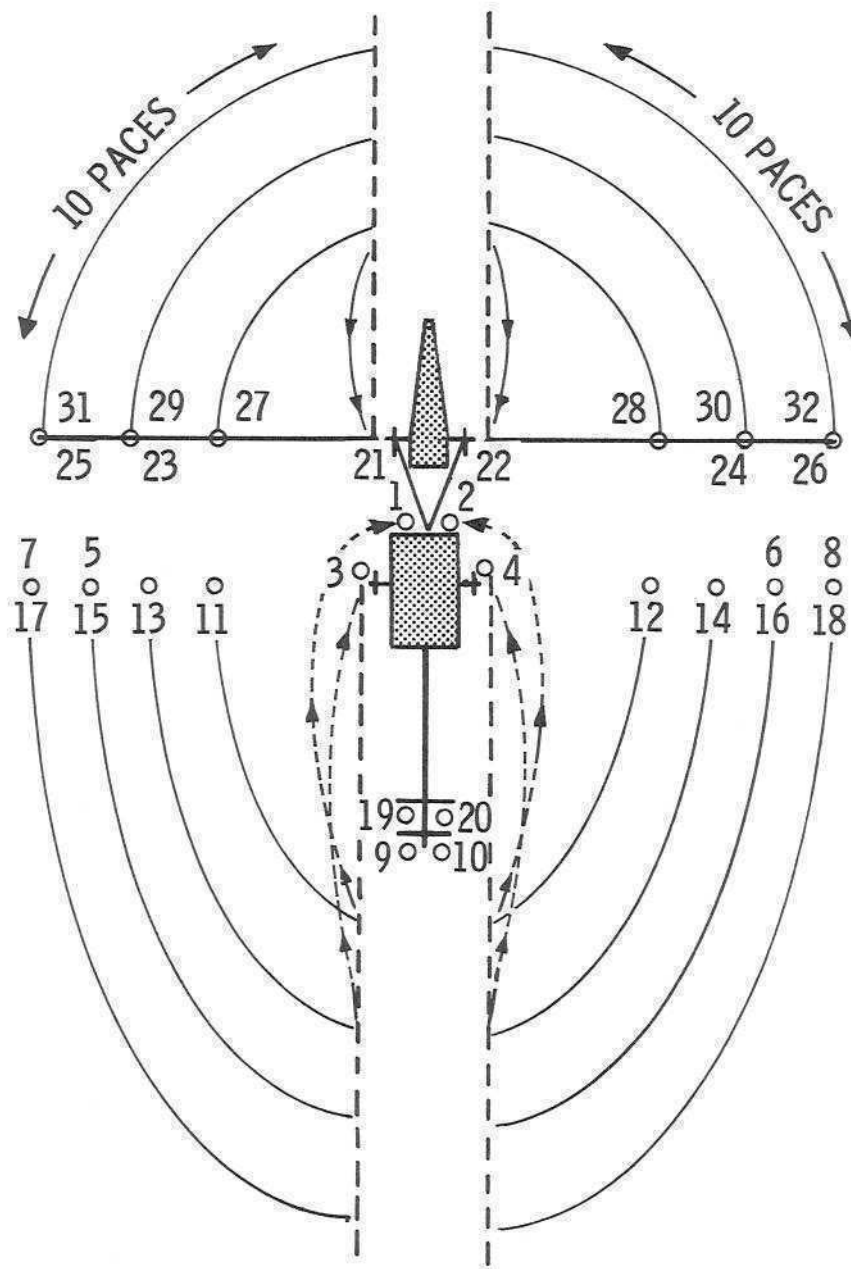


Figure 19-2 Positions at the "Open Order"

**19-4 WHEELING****“Right\* – Wheel”**

The gun carriage crew gradually change direction by wheeling in the direction ordered until the order “Forward” is given.

**19-5 HALT****“Gun’s crew – halt”**

The gun’s crew halt, the drag ropes and reverse drag ropes are brought down to the full extent of the arms. No’s 17, 18, 27 and 28 unlock their arms and cut their hands away to their sides.

**19-6 OPEN ORDER MARCH****“Open order – march”** (Signalled by a bass drum beat)

(1) All, with the exception of No’s 9, 10, 19 and 20, turn outwards.

**“Two”**

(2) Drag rope numbers, stepping off with the left foot, march out ten paces; reverse drag rope numbers march out ten paces. All halt on the tenth pace at a 90° angle to the gun. No’s 1 and 2 march in an arc to take up a position in rear of the limber. No’s 3 and 4 take up a position at their respective limber wheels. No’s 21 and 22 take up a position at their respective guns wheels facing inwards (Figure 19-2).

**“Three”**

(3) Reverse drag rope and pole numbers turn about by turning inwards; i.e., odd numbers turn left about, even numbers turn right about (Figure 19-2).

**19-7 UNLIMBER****“Unlimber”**

(1) No’s 1 and 2, bending from the waist, take hold of the gun trail. No. 1 removes the pin. No’s 1 and 2 lift the trail clear of the limber hook. No’s 3 and 4 take hold of the limber wheels (with the backs of their hands down), and hold the limber steady. No’s 21 and 22 take hold of the gun wheels, with the backs of their hands down.

**“Two”**

(2) Reverse drag rope numbers take one pace forward. No’s 21 and 22 move the gun one pace. No’s 1 and 2, holding the trail, take one pace. The gun to be kept straight by No’s 21 and 22.

## 19-8 LOAD

## "Load"

(1) Leading numbers (5, 7, 6, 8, 27, 29, 31, 28, 30, 32) taking a pace forward with the outboard foot and bending the knees, kneel on the inboard knee. Rear numbers (11, 13, 15, 17, 12, 14, 16, 18, 23, 25, 27, 26) moving the inboard foot to the rear, kneel on the inboard knee, placing the drag rope on the ground. No's 3 and 4 open their respective limber box lids before kneeling.

(2) All the gun's crew, straightening their backs, raise their heads and cross their hands on their knees, with the outboard hand on top. No's 9 and 10, kneeling on their inboard knees, rest their inboard arms on the pole, holding the slat with their outboard hands. No's 19 and 20, kneeling on the inboard knee, cross their hands on the other knee, with their outboard hand on top.

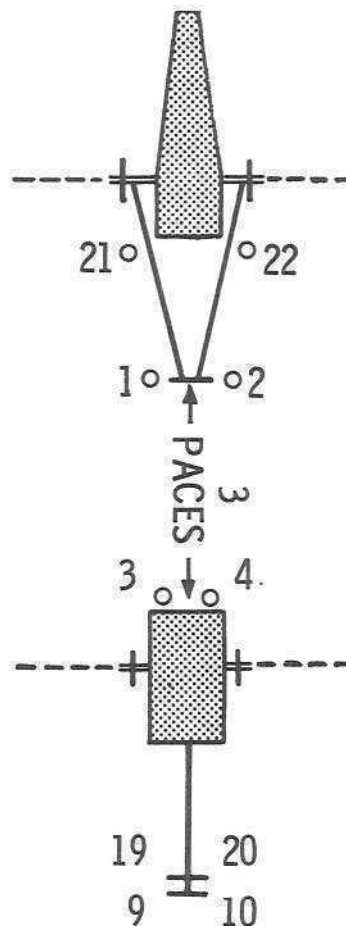


Figure 19-3 Load/Fire Position

ORIGINAL

(3) No's 21 and 22 take up a position in rear of the gun, No. 21 becoming the firing number. No. 22, becoming the breechworker, opens the breech.

(4) No. 1, in rear of No. 21, becomes the loading number. He receives a round from No. 3 and inserts it in the breech. No. 22 closes the breech, and cocks the striker. The gun captain then raises his right arm. No. 2, behind No. 22, becomes the extracting number. No. 3, behind No. 1, becomes the ammunition supply number. No. 4, behind No. 2, becomes the cylinder return number. Figure 19-3 shows the position of the gun's crew in the "load/firing" position.

### 19-9 LIMBER UP

**"Guard"** (Cautionary order by the guard officer or the gun captain ordering "Limber up".)

- (1) No's 3 and 4 close the limber box lids.
- (2) The guard officer or the gun captain orders:

**"Close order - march"**

(3) The gun's crew, except No.'s 1, 2, 3, 4, 21 and 22, bend down and grasp the drag rope loops. No.'s 9, 10, 19 and 20 bend down and grasp the pole slats.

**"Two"**

(4) Return to the position of attention, with the drag ropes held in both hands.

**"Three"**

(5) No's 1 and 2 bend over and grasp the trail of the gun and lift. No's 3 and 4 grasp the wheels of the limber. No's 21 and 22 grasp the wheels of the gun, with the backs of their hands down.

**"Four"**

(6) No's 1 and 2 lift the gun trail.

**"Five"**

(7) Drag rope numbers and pole numbers take one pace forward. No's 3 and 4 move the limber by turning the wheels. No's 1 and 2 place the ring of the trail on the limber hook. No. 1 replaces the pin. No's 21 and 22 hold the gun steady.

**"Six"**

(8) Return to the position of attention.

**"Seven"**

(9) Drag rope and pole numbers turn about by turning inwards. No's 1, 2, 3, 4, 21, 22 turn to face their respective positions on the drag ropes.

**19-10 QUICK MARCH****“Quick – march”**

(1) The drag rope numbers, stepping off with the left foot, take ten paces. Reverse drag rope numbers take ten paces, halting on the tenth pace. No's 1, 2, 3, 4, 21, 22 step off and take up their positions on the drag ropes.

**“Two”**

(2) Drag rope numbers and reverse drag rope numbers turn to the front.

**“Three”**

(3) Disengaged hands are cut to the side.

**NOTE**

1. Articles 19-9 and 19-10 should be taught separately but combined in drill, dwelling the standard pause between movements.
2. On completion of forming up the gun's crew, the order to step off will come from the guard officer or the gun captain.