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BRd 2118

ROYAL MARINES

DRILL

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INTRODUCTION

Military discipline is founded on drill. This has been proved again and again in battle. Drill is also the basis of the military way of carrying out any task. It sets the standard for the execution of any duty, both for the individual and for the unit. Good drill demands precision and effort. It is an exercise in obedience, alertness and control. It develops confidence between commander and subordinate and so builds morale. A unit which turns out well and drills well can be relied on to do anything required of it well.

Good drill and a high standard are not learnt on the parade ground to be discarded in everyday life except for ceremonial occasions. If an idle action or bad turnout is allowed to pass, the standard is lowered, discipline weakened and bad habits will multiply. It is therefore the duty of all officers and non-commissioned officers to insist on the standard they know to be right, both on and off parade and in all circumstances.

The drill of the Royal Marines is fundamentally the drill of the Infantry, adapted and supplemented to suit the special needs of the Corps and to accord with its regimental traditions.

This book is intended to:

- a. Contain a common doctrine for all drills and ceremonials which formations, units and detachments of Royal Marines may be called on to execute in the normal course of their duty.
- b. Give an exposition of drill and ceremonial which all officers and non-commissioned officers can refer to for guidance.
- c. Provide adjutants and drill instructors with an authoritative manual of parade work.

To help the reader to use the book as a whole, reference is made in the text to relevant paragraphs in other parts, and a full list of contents is provided.

The aim of basic drill is to develop in the individual Marine personal pride in his appearance and bearing, and a sense of instinctive obedience which will assist him at all times to obey orders. Manoeuvre drill incorporates most of the common basic drills and practises leaders in giving words of command.

For guidance when parading with units of the Army, reference should be made to the Army Manual of Ceremonial. A list of references to drills which appear in the army drill book, but not in this book, is given in Appendix B.

PROPOSALS FOR CHANGES

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RECORD OF CHANGES

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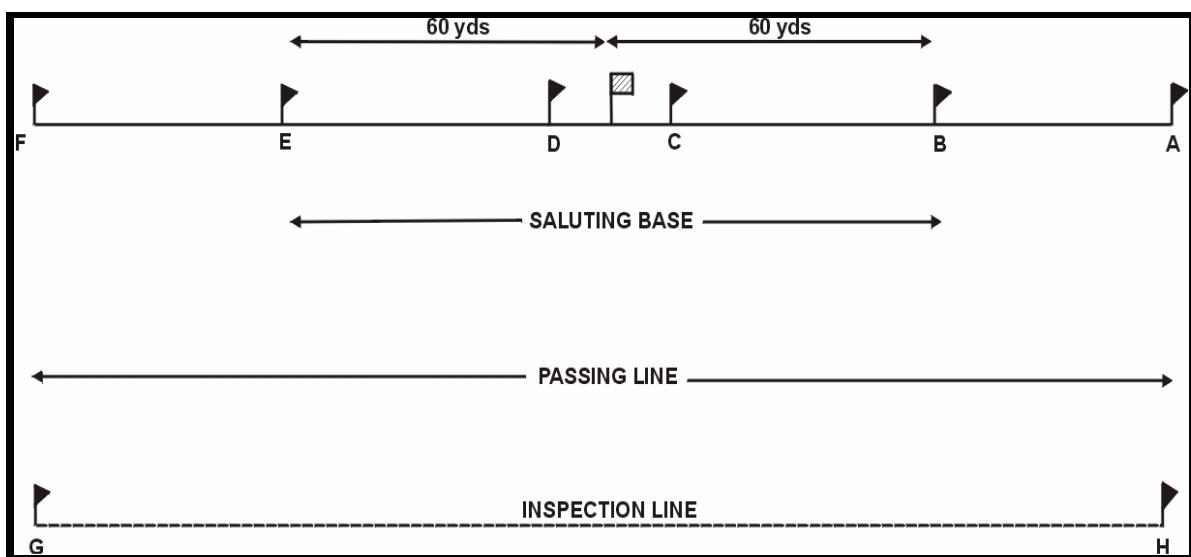
DEFINITIONS IN RELATION TO THE DRILL BOOK

Alignment	Any straight line on which a body of personnel is formed, or is to form.
Blank File	A file in which there is no centre and rear person, or no centre person due to the inequality of numbers within a body of personnel. This file is second from the left both in three ranks and in two ranks.
Close Order	The normal distance between ranks in line: (a) In three ranks - 1 pace. (b) In two ranks - 2 paces.
Close Column	A column with distance reduced to suit requirements.
Column	Bodies of troops one behind the other on parallel and successive alignments, at such a distance from one another that, when formed to an angle of 90 degrees to either flank, they will be brought into line at 3 paces interval.
Column of route	A column of threes with not more than three personnel abreast in any part of the column, including officers and supernumeraries. The Officer in charge at the head and the Supernumary/2i/c at the rear. The normal formation for marching on a road.
Column of threes	A column of threes with not more than three personnel abreast in any part of the column, including officers and supernumeraries. The Officer in charge on the directing flank and the Supernumary/2i/c on the opposite flank.
Covering	The act of placing oneself directly in rear of another body.
Depth	The space occupied by a body of personnel from front to rear.
Directing Body	The body, unit or sub-unit on which the direction, pace and alignment or relative positions of the several parts of a formation depend.
Directing Flank	The flank by which a body of personnel takes its dressing.
Distance	The space between individual bodies from front to rear.
Dressing	The act of aligning oneself with and covering others within a body of personnel.
Even Blank File	A blank file with both front and rear rank personnel.

File	Either two or three personnel in different ranks who are covering each other or a body of personnel in two ranks facing a flank.
Front	The direction in which troops are facing or moving at any given time.
Frontage	The extent of ground covered laterally by personnel, measured from flank to flank.
Flank	Either side of a body of personnel as opposed to its front or rear.
Forming	A method of changing direction as opposed to wheeling.
Incline	The movement by which an equal amount of ground is gained to the front and flank simultaneously.
Inner Flank	That nearer the directing flank and serving as a pivot when a body is changing its direction.
Interval	The space between adjacent flanks of units, or between individual personnel, measured at right angles to the direction of advance.
Line	Ratings formed on the same alignment.
Markers	Officers or men who are placed so as to indicate the position which a unit will occupy on falling in.
Mass	A commando with its companies in line of close column of platoons, with 5 paces of interval between companies.
Odd Blank File	A blank file with a front rank person only.
Open Order	An increased distance between ranks for ceremonial or inspection purposes: (a) In three ranks - 3 paces. (b) In two ranks - 4 paces.
Outer Flank	That opposite to the inner or directing flank (often known as reverse flank)
Pace	A measurement of distance on foot e.g., 30 inches. Also rate of movement.
Parade Commander	The officer in actual command of all troops on parade.
Parade Ground	The area where parades/reviews are conducted. See Fig 1.

Rank	A line of personnel, side by side.
Single file	Personnel one behind the other on a frontage of one person at normal marching distance.
Supernumeraries	Personnel not fallen-in in the unit or platoon, but who form an additional rank.
Unit	A term which denotes a number of personnel organized to act as one body.
Wheeling	A movement by which a body of personnel change their direction of advance.

Fig 1. Parade Ground Layout



Legend:

A:

- Before marching past by companies, a Commando will form up at point A facing left in a close column of companies, the front rank of the leading company being in alignment with point A.
- Before marching past in line, a company will halt and turn left at point A.
- A unit marching past in column of route or column of sixes will wheel on to the passing line at point A.

B: a. The command 'Open - Order!' will be given on reaching point B when marching past in slow time.

b. When marching past after trooping the colour, guards will form to their left opposite and at point B.

C: The command 'Eyes - Right!' will be given so that the leading officer is at the salute when he reaches point C.

D: The command 'Eyes - Front!' will be given when the rearmost rank clears point D.

E: a. The command 'Close - Order!' will be given on reaching point E when marching past in slow time.

b. When marching past after trooping the colour, guards will form to their left on reaching and opposite point E.

F: a. If a Commando marching past by companies is to march past in close column of companies it will halt in close column before reaching point F.

b. If units are to resume their position on the inspection line they will move to the left on reaching point F.

G- The inspection line, on which units will be drawn up to receive the inspecting or
H: reviewing officer, and to which they will return after the march past.

Dimensions

The Inspection Line G - H. The length of the inspection line will depend on the frontage of the troops being inspected.

Distance of G - H from A - F

a. The distance of the inspection line from the passing line will depend on the greatest frontage occupied by any unit when marching past, plus the depth occupied by the band or massed bands while playing the troops past.

b. It may be necessary to reduce the distances of commanders in front of the inspection line, otherwise, in the case of a large formation, either the inspection line may be too far from the passing line or the commander of the parade too near the inspecting officer.

The Passing Line A - F

a. As a general rule, the passing line will be the same length as the inspection line.

b. A - B should be of sufficient length to enable units to obtain their direction before reaching the saluting base.

c. **The Saluting Base B - E**

(1) The saluting base will be not less than 120 nor greater than 260 yards long, the distance being dependent on local conditions.

(2) The reviewing officer will be behind the centre of the saluting base.

d. The distance C - D will be 20 yards, the points being 10 yards either side of the reviewing officer.

e. If the parade is for a brigade or larger formation the distance between points E and F should be of sufficient length to enable all units taking part in the parade to form up in close column clear of the saluting base after the march past, or, if the parade is not required to return in close column, to enable the rear of each unit to clear the saluting base before its commander gives the necessary orders for closing and moving off to a flank.

General Information

a. The march past begins at point B and ends at point E.

b. If a march past is to be in quick time only, points B and E can be dispensed with. Points A and F should, however, remain at their original distances.

c. Points will be marked by flags or markers. Flags or posts may be set up to mark the line on which the troops are to form, or the line may be picked out or marked with whitewash.

d. When large bodies of troops are to march past it will usually be desirable to place small coloured flags along the passing line at appropriate distances from point B to guide units in moving off at correct distances.

KEY OF SYMBOLS
CEREMONIAL TRAINING

	Commanding Officer		Company Quarter Master Sergeant
	Unit Second in Command		Troop Sergeant or Other Sergeant
	Adjutant		Section Commander
	Company Commander		Rank and File
	Company Second in Command		Drum Major
	Troop Commander (or equivalent)		Drummer or Orderly
	Other Officers		Front Rank
	Regimental Sergeant Major		Centre Rank
	1st Drill		Rear Rank
	Company Sergeant Major		Front, Centre and Rear Ranks

Note. Unless otherwise stated, figures in the diagrams indicate paces.

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CHANGE INSTRUCTIONS

1. The 2005 Edition of BRd 2118 supercedes the 2003 Edition. On receipt of the 2005 Edition, the 2003 Edition is to be destroyed in accordance with the disposal of classified/non-classified waste.
2. The main changes on the 2005 Edition CD are:
 - a. The term 'Squad' has been changed to 'Troop' throughout the publication.
 - b. The term 'Battalion' has been changed to 'Commando' throughout the publication.
 - c. Figs 5-36 to 5-39 Lower on Your Arms Reversed From the Present (Sword Drill) have been updated.
3. The change of the CD to 2005 Edition is to be brought to the attention of all personnel with a responsibility for Royal Marine Ceremonial and Drill Training.

CHAPTER 1

GUIDE TO INSTRUCTORS, INSTRUCTIONS FOR PARADES, NOTES ON INSPECTION AND THE PACE STICK

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CHAPTER 1

GUIDE TO INSTRUCTORS, INSTRUCTIONS FOR PARADES, NOTES ON INSPECTION AND THE PACE STICK

SECTION 1 - GUIDE TO INSTRUCTORS

0101. General

The object of drill and the responsibility of those in authority for creating and maintaining the high standard required are given in the introduction to this book. Drill instructors must be fully conversant with all aspects of drill before teaching recruits or young officers. First impressions last throughout a person's service. The responsibility of the drill instructor toward the recruit cannot, therefore, be over emphasized. The following notes are designed to help individual instructors and at the same time to assist in the training of new instructors. Drill is exacting and to teach it successfully an instructor must possess the following qualities:

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

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

- f. When drilling a troop stand at attention.
- g. When moving, march correctly as you would wish your troop to march.
- h. When demonstrating, do so accurately and if the drill movement is conducted with a rifle or sword, use a rifle or sword and NOT a pace stick.
- i. Do not swear.
- j. Always be smart in your personal appearance.
- k. Never over exaggerate a movement of drill.

0102. Method of Instruction

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

- a. DEMONSTRATION. Give a complete demonstration of the drill that is about to be taught, judging the time and shouting the word of command.
- b. EXPLANATION. Having demonstrated the whole detail to the troop the instructor must now explain, in simple language, the detail in more depth. If applicable the detail can be taught by numbers dealing with one movement at a time.
- c. IMITATION. The troop imitate the instructor as the detail is carried out. Faults are to be corrected as they occur. This imitation is continued until all parts of the detail are carried out to the instructors satisfaction. When the instructor is confident that the troop have fully learnt the detail 'by numbers' the individual movements of the drill are then combined to form the complete unbroken drill movement.
- d. PRACTICE. The instructor continues to practice the troop in the detail they have just been taught by giving the correct order without any prefixes. This is the most important item in the sequence. Never let up.

0103. Preparation of the Troop to Receive Instruction

The instructor should initially take up a position central to the troop and then prepare the troop for the instruction they are about to receive. They are first called to attention, dressed and numbered (see [Chapter 2](#)). The instructor will then inform the troop of the detail that is about to be taught to them:

'Troop, detail for,.....!'

'Troop Stand at Ease!'

'Pay attention this way!'

'Troop, Stand Easy!'

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

0104. Marching Details

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

0105. Power of Command, Military Bearing and Dress

The three important and outstanding requirements for all personnel who teach drill, are power of command, a good military bearing and impeccable dress. The elements of power of command are taught on the parade ground, the three principles being:

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

0106. Terminology

Instructors must bear in mind that the most effective teaching is done through the eye; that is to say, one quick demonstration is worth far more than a lot of talk and no action. The instructor must develop a vocabulary of short incisive words with which he may impress the troop that there is something positive and definite to be done. For example, in rifle exercises the words Crack, Drive, Force and Grip convey far more to the person under instruction than do Smack or Hit, Carry or Hold. Likewise, in foot drill, Shoot the Foot Forward, Force the Foot In, mean more than Carry the Foot Forward, or Bring the Foot In.

0107. Giving Commands

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 'Troop Right Incline!', or 'Troop Halt!'. A distinct pause must be made between the caution and the executive word of command, except when on the march when the pause should be regulated by the cadence of the pace. When it is required to return to the last position and no normal order is suitable, the command 'As You Were' may be given. The words of command laid down in the drill book are for drill and not intended for use in battle or in the field. Always give a word of command with the full power of your voice. As a senior instructor insist on this particularly with your junior NCOs in a normal daily routine. The reason for this is twofold, every word of command they give is practice for them and a spoken 'confidential' word of command loses authority and leads to bad drill off the parade ground.

0108. Questions

Short rests must be given between exercises, especially in the early stages of recruit's training. When a troop is stood easy for a rest during drill, the instructor should ply the troop with questions. These should not only cover Corps matters and personalities, but such things as pay, standing orders, sport and amenities. Officers in charge of drill will ensure that their instructors are prepared in this and that each subject is dealt with in turn. Drill instructors, themselves undergoing their weekly drilling, should be supervised and practised in this useful art of questioning.

0109. Communication Drill and Mutual Drill

The following can be used as a template when instructing communication and mutual drill:

- a. Explain and demonstrate words of command confining them to those given at the halt, including rifle exercises.
- b. Place a supernumerary instructor approximately 50 yards from the troop. Conduct the troop collectively in giving simple commands to this NCO at the halt, insisting on clear diction and full power from each individual. The instructor must 'conduct' to ensure that all the class shout together.
- c. Divide the troop into two ranks, placing them approximately 30 yards apart facing one another with 5 paces interval between men. Order one rank to give their opposite numbers the words of command already practised, independently and without regard to the men on their right and left. After a short time, which should not exceed ten minutes, change over so that the opposite rank gives the commands.
- d. Form the troop into three ranks and explain, at the halt, the different words of command, e.g., 'Troop Will Advance', 'Troop Will Retire', 'Troop Move to the Right in Threes'. On each occasion point out the relative position of the right hand man of the front rank. Remind the troop that a troop formed with its front rank leading should not be given the caution 'Will Advance'. This caution should only be used to cancel the command 'Retire'.
- e. Explain and demonstrate the various positions of the foot on which words of command are given, first in slow time, secondly in quick time.
- f. Call out two members of the troop, one to command and one to watch, and carry on with members of the troop drilling the troop in rotation. The instructor must be patient and encourage continually, remembering that all members of the troop should hear everything he says of an instructive nature to the member giving the words of command.
- g. The position of recruits in a troop should be changed continuously.

0110. Mechanical Aids to Drill

The instruments described in the following paragraphs are used to establish mechanically the standard time and length of pace. The metronome shows the time required, a drummer beating the time to it can broadcast the cadence and the pace stick gives the correct length of pace. Constant checks must be made with these implements so that a uniform time of drill is kept between units. Frequent use of them when teaching instructors is important.

a. **The Metronome.** Gives both time for marching and for rifle exercises. Being a delicate machine it requires frequent checking. This can only be done with a stop watch. The metronome can be set to any desired number of beats to the minute. Without the constant use of this instrument it is impossible to maintain a correct and uniform timing for any long period, both in the men under command and among the instructors who are required to call out the time.

b. **The Drum.** From the instructional point of view, the drum has three main functions:

(1) First, to speed up the execution of movements in foot drill at the halt and in rifle exercises when done by numbers.

(a) When used this way the drummer should stand behind the instructor and with the drum out of view of the troops on parade.

(b) The words of command might be 'Rifle Exercises By Numbers, With The Drum, Shoulder Arms'.

(c) The drummer is controlled by the instructor, who signals when to beat by extending the fingers of the right hand and immediately re-closing the fist.

(d) On this signal the drummer will beat.

(e) The troop in this example will do the first movement of the 'shoulder'.

(f) In order to instil the speed of execution into the troop the instructor should vary the pauses between his words of command and the signal.

(2) Second, to control and beat out the correct time when the troop is judging the time. For this purpose a metronome is used in conjunction with the drum. Rifle exercises are done with a uniform pause between movements. The metronome will be set at 116.

(a) The drummer with the metronome working at his side, will stand in rear of the troop, and, if possible, far enough away from the troop for the ticking of the instrument to be inaudible to them.

(b) The instructor's word of command will be, for example, 'Rifle Exercise With The Drum, Shoulder Arms!'. |

(c) The drummer will, as far as possible, observe a uniform pause before beating the drum for the first time. Thereafter he will beat on every third beat of the metronome until the particular movement is completed, e.g. for the 'Order' from the 'Shoulder' he will beat three times.

(3) Third, to beat for the rate of marching, with the metronome set and working at the correct rate.

(a) The drummer will take up the beating of the drum in time with the metronome with the troop standing still and listening, the instructor at the same time calling out the time.

(b) When the instructor is ready to practise his troop, the metronome must be working and the drummer beating before he orders 'Quick March!'. It is impossible for the drummer to start and pick up the beat if he works on the order 'March!'. |

c. **The Pace Stick.** The pace stick measures exactly the correct length of pace. When it is used in conjunction with the metronome and drum a high standard of marching, rhythm and uniformity can be obtained. This is necessary, not only for ceremonial purposes, but also to reduce fatigue on long marches and to set the standard of accuracy required of a drill instructor. It is the only instrument of the three which the instructor must manipulate himself. To master the swinging of a stick constant practice is required. The instructor will march alongside the leading man of the troop and, with the pace stick open and swinging, control the length of pace of the troop. The natural tendency for the men is to step too long, causing bad marching positions and straggling in the troop. As progress is made the instructor should check the length of pace by marching behind the troop with the pace stick swinging. He should repeatedly explain to the troop any faults which occur in the length of pace so that, finally, the correct pace becomes a habit. |

0111. Aids to Instruction

a. **Head-Dress.** Whenever possible, men should drill in the white helmet or cap, not the beret. It must be remembered that men take some time to get accustomed to the white helmet.

b. **Marks on the Parade Ground.** Painted marks on the parade ground can be used to assist the teaching of wheeling, length of pace, etc.

c. **Periodic Tests.** Periodic tests during the training of recruits are useful to show the standard reached by the instructor and his troop. |

SECTION 2 - INSTRUCTIONS FOR PARADES AND DRILLS

0112. Formed Units

The principle is that units will fall in by sub-units in accordance with their tactical or equivalent organization.

0113. Organization for Drill

When men fall in for drill, and no formed sub-units exist, they will fall in in a single unit. They will then be sized, equalized and told off for drill as required.

0114. Organization for Ceremonial

a. The unit will be organized suitably for the ceremonial to be performed. The tactical or equivalent organization authorized by the unit's establishment will be preserved as far as possible. Variations will be confined to ceremonial and the practice drills for it.

b. A Commando will parade with four companies equalized and sized (see [Chapter 2](#)) and further sub-divided into not more than four troops of equal numerical strength.

c. The personal weapon to be carried by the rank and file will be standardized by units. If this cannot be done, men armed with the basic weapon of the unit will be paraded in the front ranks, the remainder in the centre rank.

d. Colours will be paraded.

e. The band will be on parade and will form up nine paces in rear of the centre.

f. Detachments and individuals of other arms permanently attached to a unit, e.g. light aid detachment R.E.M.E., may parade with the unit to which attached, when possible forming an individual section/troop in the headquarter company of that unit. Alternatively such detachments and individuals may be required to parade, as a temporary measure on orders of formation headquarters, with a major unit of their own arm taking part in the parade.

0115. Basic Formation

a. **Three Ranks.** Units will parade, unless otherwise ordered, in three ranks. Sub-units or troops will therefore normally fall in in three ranks, front, centre and rear. The distance between ranks will be one pace of 30 inches. Men will stand at arm interval (with fist clenched) from the file on their right. Six to twelve men will normally fall in in two ranks at two paces distance between ranks. Five or fewer men will normally fall in in a single rank. The interval will be as in three ranks.

b. **Two Ranks.** Units will parade in two ranks for all or part of some ceremonials. There will then be two paces distance between ranks and no interval between files. Men will, however, stand sufficiently clear of the file on their right to handle their arms freely. Six inches clear from shoulder to shoulder may be taken as a guide. For calculation of frontage, each man is allowed 24 inches in the ranks.

c. **Blank File.** In three or two ranks an incomplete file will always be in the second from the left.

d. **Supernumerary Rank.**

(1) Senior NCOs not required as guides will normally be three paces in rear of their units, at equal intervals, where they will supervise the drill of the rank and file.

(2) Junior NCOs will normally parade in the ranks.

(3) For ceremonial, the headquarters of the formation concerned will be responsible for issuing instructions about a supernumerary rank.

0116. Formation of Units

The formation of units is specified for ceremonial in [Chapter 2](#) and for manoeuvre in [Chapter 11](#).

0117. Routine Parades

On all parades, other than for ceremonial, the formations specified for manoeuvre in [Chapter 11](#) will be followed. They will be adapted if necessary to suit the organization of the unit, but the detail given for distance and interval between sub-units, and positions of officers and NCOs, will not be varied except that:

a. When companies are not organized in troops, subordinate officers will divide the company frontage.

b. NCOs in command of sub-units will, when ordered, be posted on the right of the front rank. On the march, they will occupy the positions detailed for troop commanders.

c. JNCOs will, when ordered, fall in in the supernumerary rank.

PARADE ROUTINE

0118. Falling In

A unit will normally fall in for drill or duty in close column. For falling in in a troop see [Chapter 2](#). The following sequence is given as a guide which may be adapted to a parade of any size. Before markers are called for, companies assemble on the edge of the parade ground roughly opposite where their markers will be. The NCO's call may be sounded and NCOs may be fallen in for inspection or orders. The Regimental Sergeant Major or First Drill gives the orders:

ORDER	REMARKS
'Markers!'	If a bugler is on parade the markers' call will be sounded. The markers march forward and fall in at close interval in front of the Regimental Sergeant Major or First Drill facing the companies. The companies stand 'at ease'.
'Markers - Number!'	
'Open To 15 Paces From Number One, Outward - Turn!'	Number 1 marker turns right, the others turn left. Markers may be opened to any suitable number of paces distance from any named marker.
'Quick - March!'	Number 1 marker stands fast. The other markers halt at their correct distance, turn about and cover the leading marker.
'Markers - Steady, Stand at Ease!'	
'Parade - Form Up!'	The men spring to attention and march forward, each company forming a column of threes opposite its marker. When clear of the edge of the parade ground, companies halt with their leading threes in line by their left. Men stand at ease in succession from front to rear of companies and from left to right of the parade.
'Parade - Attention, Slope -Arms!'	If a bugler is on parade, the 'fall in' will be sounded.
'The Company On The Left Will Direct, On Markers Quick -March!'	Companies dress automatically by their right. NCOs in command supervise the dressing.
'Halt!'	
'Left - Turn!'	
'Shoulder - Arms!'	Companies dress as before.
'Open Order - March!'	

|

|

ORDER	REMARKS
<p>'Stand At - Ease!'</p> <p>'Non-commissioned Officers, Call The - Roll!'</p>	<p>NCOs spring to attention, take a pace forward, incline to their left, march forward until they are three paces in front of the centre of their companies and call the roll. Men spring to attention as their name is called and answer 'Present, Sergeant Major', (or rank of mustering NCO). Each man stands at ease when the next man's name is called. The NCO orders the last named man to stand at ease, numbers the company, and marches back to his position on the right of his company. The right hand man of the front rank springs to attention as the NCO halts. The NCO dresses on him and both stand at ease together.</p> <p>If NCOs in command of companies are posted in front of their companies, they will turn about to supervise dressing and call the roll.</p>
<p>'Parade - Attention!'</p> <p>'Non-commissioned Officers - Report!'</p>	<p>NCOs report their companies present, or the number of men absent to the Regimental Sergeant Major in succession from the front. (CSM/Instructors report, 'Troop (No) Present Sir').</p> <p>The Regimental Sergeant Major reports the parade to the Adjutant or Parade Commander.</p> <p>NCOs take a pace forward and report their companies to Company Commanders when the officers approach.</p>

0119. Guides and Markers

When NCOs are not posted as guides, markers will move their position in the ranks as soon as the unit has dressed on them.

When guides are posted:

- Guides will align themselves on the markers as soon as the unit halts. The markers will move to their position in the ranks on the next order.
- The front rank man on the directing flank will align himself on the guide as soon as the unit turns into line or halts in line.

0120. Timing of Drill Movements

- Uniform Pause.** In drill movements which have two or more motions a short pause will be made between motions when judging the time. This pause will be equal to two paces in quick time, except when otherwise stated in the detail.

b. **Sequence of Movements.** Drill will proceed without delay. The lapse of time between movements must be cut to the minimum. As a normal rule, as soon as one movement is completed the command for the next movement is given.

0121. Words of Command

A good word of command does as much as anything to produce good drill, but it has to be both developed and practised. Officers and NCOs must develop the clarity and power of their word of command, and their superiors must coach them in this. The word of command must be clear and understood by every man on parade to whom it is addressed. A word of command is divided into a 'cautionary' and an 'executive'. The cautionary must be distinct and explanatory. It may be necessary to draw it out on a big parade or in a high wind to make certain that it carries. The executive is sharp and pitched higher than the cautionary. The whole executive word should be enunciated, the sharpness being concentrated at the beginning. A word of command should be given the same pause between cautionary and executive whenever it is delivered. At the halt, this pause should normally be a uniform pause, but it cannot be the same for all words of command. It will be longer on the march, and will vary again between quick and slow time. Throughout this book words of command are printed between inverted commas. A dash separates the executive from the cautionary.

0122. Designation of Units

Formed units will normally be addressed by their proper title. This will apply to units formed solely for drill.

- a. The style 'Royal Marines' should be reserved for units or detachments whose main task is to represent the Corps in public.
- b. The title 'troop' is given only to recruit troops and to small parties of men formed for exercise at drill, not having a sub-unit designation.
- c. Orders to Sub-Units in Succession. When orders are given to sub-units in succession, the first and last sub-units will be given their full title, as 'Number One Company'. Intermediate sub-units will be addressed by number only, as 'Number Two'.
- d. The Band. The band will act on words of command given to the parade as a whole. For phrasing of instrument drill see [Chapter 9](#).

0123. Sizing

Men are given the best chance to drill well together when sized. The sub-unit or troop will therefore normally be sized soon after its formation for drill. Sizing also gives a unit the best general appearance and is therefore an essential preparation for ceremonial. A sub-unit should always be sized in the number of ranks in which it is to pay compliments or be inspected. The drill for sizing will need to be supplemented by the detailed inspection of the officer in command. The basis of sizing is the height of the shoulder. Adjustments may have to be made so that headdress and belts are also in size. For the detail of sizing in three ranks see [Chapter 2](#).

0124. Telling Off

When the unit has been sized, it will be numbered from right to left, and told off into troops or their equivalent, which will then be numbered within the unit. When the number of files is not divisible by three the outer troops will be the stronger. A unit will be told off into troops by calling out the numbers of the left hand man, e.g., 'Number 15' on which command number 15 will prove. Then follows the command 'Number 15 - Left of Number 1 - Troop', number 15 will then cut his arm away to the side. 'Number 29 - Left of Number 2 - Troop', and so on. The unit is now equalized. A unit is told off for drill so that everyone knows the number of his sub-unit. The detail for a company is given for example:

- a. The company commander orders 'Company, Tell Off By - Troop!'. The troop commanders, in succession from the leading troop, call out 'Number - (Troop)'.
- b. The company may be told off by the company sergeant major before the officers take post. Troop sergeants will then tell off as detailed in a above.
- c. If ordered to tell off by sections, section commanders will tell off in turn in the same way.

0125. Dressing

Dressing consists of taking up alignment by the right or left at the correct interval and covered from front to rear at the correct distance. It is one of the most important of the basic drills, because the appearance of troops in the line or marching past depends on it. To avoid waste of time, men must be taught to take correct alignment and cover rapidly. (See [Chapter 2](#) for detail). Whenever a unit or troop halts in line, or turns into line, or takes open or close order, it will dress automatically except:

- When doing Interval Drill.
- When Retiring.
- In Ceremonial.

Automatic dressing will be by the directing flank ordered, or, if no directing flank has been ordered, by the right. In interval drill and ceremonial, dressing will be by word of command. In ceremonial, it is normal for 'Right - Dress!' to be given immediately after taking open or close order. It should not, however, be given in close order immediately before taking open order.

0126. Ceremonial Dressing - Basic Drill for NCOs

a. Single Unit

- (1) **Ranks at Close Order.** On the command 'Right - Dress!' the right guide turns to his right, marches out 5 paces to the flank of his unit and turns about. He dresses the front rank only, then orders '(Company), Eyes - Front!', and immediately marches forward 5 paces and turns right.

(2) **Ranks at Open Order.** Each rank will be dressed. When he has dressed the front rank, the guide turns left, marches forward 3 paces, turns right and dresses the centre rank. He dresses the rear rank in the same way. He then turns right, marches forward 6 paces, and turns left before giving the command '(Company), Eyes - Front!'. |

b. **Close Column or Column**

(1) Guides will work together throughout, taking the time from the guide of the leading sub-unit. The order 'Eyes - Front!' is given in succession from front to rear. When the guide of the rear sub-unit orders 'Eyes - Front!', guides will step off together and resume their positions. |

(2) The Regimental Sergeant Major or Company Sergeant Major will supervise covering. |

c. **Line**

(1) A company is dressed by the Company Sergeant Major. |

(2) A Commando is dressed on markers or by the Regimental Sergeant Major. |

d. **Corrections to Alignment.** NCOs correcting alignment are to order ranks to 'Dress Forward!' or 'Dress Back!'. |

0127. Dressing on Markers

When a commando is required to dress in two ranks on markers the command will be: |

a. 'On Markers, Quick - March!', (when deploying from Close Column). |

b. 'On Markers, Left or Right - Form!', (when forming line to a flank). |

On this command both markers of the company formation and the outer markers of the remaining companies march out and halt at arm's length in front of the commando alignment, facing the point of formation, and recover arms. The Regimental Sergeant Major or senior Company Sergeant Major on parade covers the markers and orders 'Steady'. The markers shoulder arms and, if facing the right of the line, change arms. |

When the men approach, the markers extend their inner arm with fist clenched at right angles to the body: |

c. 'Left Dress!'. (The detail in **sub para c** and **sub para d** is given for dressing by the left only). |

(1) The men dress by the left and forward to the extended arms of the markers. |

(2) The left guide of No 4 Company marches out 5 paces as usual. |

(3) Left guides of the remaining companies take 2 paces forward, turn left, take 5 paces forward to their left front and turn about. They should now be about 2 paces beyond the markers, looking along the front rank of their company from a position one pace in front of the company on its left.

(4) The left hand men of the rear ranks of companies march forward 2 paces and take the place of their left guides in the front rank.

(5) All companies are dressed simultaneously by their left guides.

d. Left guides order 'Eyes - Front!' in succession from the left. On the command 'Number One Company, Eyes - Front!':

(1) Right markers cut their arms to the side, turn about and march to position themselves on the right of their rear ranks. The left marker cuts his arm to his side and moving by the left flank of No 4 Company, marches to his position in line. (When dressing is by the right markers he will also 'change arms').

(2) Left guides march to their position in line, stepping off together with the markers.

(3) Left hand men of the rear rank step back 2 paces and resume their places.

e. 'Commando, Open Order - March!'. The rear rank steps back 2 paces.

f. 'Rear Rank, Left or Right - Dress!'. The rear rank of each company acts as ordered and is dressed by its right marker, who turns to his left. Right markers in succession from the right order 'Rear Rank, Number - (Company), Eyes - Front'. On the order of No 4 Company's right marker, all march to their positions in line.

0128. Marching

Marching plays its part in drill as a means to discipline. In ceremonial, the quick march expresses the spirit of the unit, while much of the dignity of the occasion is established by the slow march. A unit marching in quick time with 'style' is probably well disciplined and its morale high. The slow march teaches balance and a good carriage. It is an exercise and is a traditional part of British Military ceremonial.

a. **Rate of Marching.** The rates of marching for the Corps, in paces to the minute, are:

- Quick Time: 116
- Slow Time: 65
- Double Time: 180

b. **Length of Pace.** The lengths of pace, in inches, are:

- 30 - Normal pace in quick time and slow time, paces forward and to the rear.
- 33 - Stepping out.
- 21 - Stepping short.
- 40 - Double time.
- 12 - Side pace. (Distance between heels when stood at ease.)
- 24 - Side pace when forming two ranks from three or three ranks from two.

0129. Inspection

Parade work includes, in addition to drill, inspection of men and arms to determine that:

- Weapons are cared for and cleaned correctly.
- Equipment and clothing are well fitted and serviceable.
- The proper standard of turnout is attained.

Inspection should also establish that the men are clean, healthy and alert. In particular the bearing of the individual must be checked. Bayonets may be fixed before the inspection begins to assist checking that the men are standing correctly at attention. Ranks will be in open order and while one rank is being inspected, the remaining ranks may be stood at ease. They may however be employed, possible methods are:

- Questions by a NCO or candidate.
- Move away to drill under a NCO or candidate.

If more than one sub-unit is to be inspected, sub-units in rear will be stood at ease or exercised as ordered by the inspecting officer. Some notes on inspections are at [Section 3](#) to Chapter 1.

0130. Parade Etiquette

- a. Ranks joining or leaving a parade, whether as individuals or in charge of a party, will first report to the senior rank on parade for permission to proceed.
- b. Other ranks on parade and in its main vicinity will stand to attention and face the parade during all parade bugle calls. Officers will do likewise for the 'Fall In' and the 'Officers' Call' only.

- c. No rank is to walk across a parade when any form of drill is being carried out on it.
- d. Ranks will report themselves by rank and name only, and will state their duty.

0131. Dismissing

The dismiss is the final drill movement of the parade and is a compliment to the senior rank on parade. (see [Chapter 2](#))

SECTION 3 - NOTES ON INSPECTION

0132. Miscellaneous

See BR 81 Royal Navy and Royal Marines Uniform Regulations, for the dress regulations and kit scales. The following points become second nature with experience and in a good unit, both in their being noticed at inspection and in their observance by the men. Full wear must be extracted from clothing and as long as it is serviceable it must be worn on occasions when best clothing is not required. Part worn clothing will be clean, correctly pressed, and in good repair. Clothes worn to the pitch of unserviceability must be noted on inspection. Every item of clothing and equipment must be correctly marked. It is usual to inspect, starting at the right hand man of the front rank, from the head downwards, the front of the rank before the back of it, and the men before their arms. The inspecting officer or NCO should be accompanied by the next senior on parade, who will note anything he is told.

0133. General Impression

- a. Bearing. Is the man standing at the correct position of attention. Before starting to inspect, see that any incorrect positions are put right.
- b. Does the man look fit? Is he clean? Is his uniform clean, well fitting, pressed and correctly worn? Are his arms clean?

0134. Head-dress

a. Helmet W.P. (Warmsley Pattern)

- (1) Is the helmet in good repair and worn correctly, crown vertical, peak level with the eyes, the helmet neither too high nor too low on the head?
- (2) Are the ball top and helmet plate in the correct positions and polished?
- (3) Is the helmet white and clean, without mark or stain?
- (4) Is the green underside clean and free from paint?
- (5) Is the chin chain clean and worn correctly, all spare links on the left and secured over the head band of the helmet?

b. The Cap

- (1) *From the Front*
 - (a) Is the cap worn square and well forward on the head?
 - (b) Is the white top clean and its shape correct?
 - (c) Is the red band pure red without mark or discolouration?

- (d) Is the cap badge correctly fitted?
- (e) Is the peak polished, free from cracks or chips and correctly shaped?
- (f) Is the chin stay in good repair and correctly fitted?
- (g) Are the buttons anodised and sewn on without loose ends of thread?

(2) *From the Back*

- (a) Is the white top clean and not distorted or discoloured?
- (b) Is the band clean and free from grease?

c. **The Beret**

(1) *From the Front*

- (a) Is the leather band square on the head, badge in the correct position, fullness pulled down the proper way?
- (b) Is the beret free from dirt or fluff; and if a blue beret, is the red patch clean?

(2) *From the Back*

- (a) Is the tape neatly tied, with the ends tucked into the leather band?

0135. Face and Neck

Is the man clean and shaved?

Notes:

1. *Men must shave each morning.*
2. *Check that troops' eyes do not follow the inspecting officer.*

a. **The Hair**

- (1) Is the hair neat below the cap or head-dress? Hair is to be neatly cut and trimmed.
- (2) Are the sideboards not below the centre of the ear?

0136. The Blue Tunic and Belt

The way the tunic fits and is put on makes a major contribution to the 'straight up and down' look of a smart turnout. Correct fit and wearing are vital to a neat appearance.

a. The Tunic**(1) *From the Front***

- (a) *The Jacket.* The collar, cuffs and jacket must be carefully fitted. There should be no creasing at the waist under the belt. Any fullness there is must be pulled to the sides. The fly of the jacket must be straight and central, making a straight line through the belt buckle with the fly of the trousers.
- (b) *Pressing.* The sleeves and body of the tunic must be pressed flat, the only crease to show being that in the sleeves.
- (c) *Buttons.* Buttons must be well sewn on and done up, anchors pointing forward/downward.
- (d) *Badges.* Designations and badges of rank and collar badges must be clean, correctly placed and properly sewn on or fitted.
- (e) *Pockets.* Pockets must not be stuffed out with papers, etc. Pocket flaps must lie close to the jacket.
- (f) *Medal Ribbons.* Medal ribbons must be clean and bright.
- (g) No ends of cotton from stitching must be allowed to appear.
- (h) Neither shirt collar nor cuffs of shirt or pullover must be allowed to show. Shirt sleeves must not be rolled up.

(2) *From the Back*

- (a) Is the collar clean? Do the collar, waist and cuffs fit well? Is the jacket the correct length?
- (b) Is the back properly pressed?
- (c) Are shirt and pullover invisible?

b. **The Lovat Tunic.** Most of the points mentioned for the blue tunic are also applicable to the Lovat Tunic. In addition:

- (1) The prongs of the cloth belt buckle are to be fitted to the central eyelet holes on the belt.
- (2) The bottom of the skirt is to be horizontal and the back vent vertical, with an overlap of not less than 1 to 1½ inches.

c. **White Belt**

(1) *From the Front*

- (a) The belt must be so firmly fitted that, during a long parade, the weight of the bayonet cannot pull it down on one side and the jacket cannot ride up underneath.
- (b) The buckle must be central to the front and in line with the clothing buttons.
- (c) When the belt has brass fittings, these must be clean both back, front and edges. Runners must be vertical and as close to the buckles as possible. Any part of the belt turning back underneath must be correctly fastened and square under the outer part of the belt.

(2) *From the Back*

- (a) The frog must be on the left hip, not under the left arm or in the small of the back. The bayonet must be inspected for rust and fingermarks on the steel, either by withdrawing from the scabbard or when fixed to the rifle.

0137. Hands

Hands must be clean, with no tobacco or other stains; nails clean and trimmed. Gloves, if worn, must be clean and in good repair; marking must not show.

0138. Trousers

a. **Lovat Trousers**

(1) *From the Front*

- (a) Trousers must be well braced up.
- (b) Trousers should hang straight, lower edge touching the instep.
- (c) Red Stripe in tweeds clean and not faded or discoloured.
- (d) Look for wear at the knees and pockets.

(2) *From the Back*

- (a) Be sure that braces are worn whenever a tunic is worn.
- (b) Lower edge should reach the top of the heel of the boot.
- (c) Lower edge not frayed.

0139. Boots*a. From the Front*

- (1) These must be in a good state of repair and free from cracks.
- (2) Regulation laces must be strong and flat, not twisted and knotted; and concealed so that they cannot fall down.
- (3) Laces must be done up tightly so as to close the lace holes; this is a matter of fitting and is a Service requirement for the protection of the instep.
- (4) Polished boots will be polished on the uppers, under the arch and along the front of the heel block as well as on the toes.
- (5) Royal Marine Combat Boots (RMCB) will be dubbined as ordered.

b. From the Back

- (1) Get some men to lift one foot at a time to see if the soles are in good repair and AP boots are properly studded.

0140. Greatcoat*a. From the Front*

- (1) Collar, sleeves and coat pressed flat.
- (2) All buttons, hooks and eyes properly sewn on; the hooks clean and no wear showing on the buttons.
- (3) Lower edge regulation height from the ground.
- (4) Sleeves of tunic not showing.
- (5) When web belt is worn, coat belt done up round the front inside.

b. From the Back

- (1) Collar of tunic covered at the back.
- (2) Collar free from grease.
- (3) Collar and coat pressed flat. Skirt of coat having two 2-inch pleats at the bottom, graduated to the base of the belt, folds turned toward the centre of the back. No other creases in the coat.
- (4) All buttons done up.

0141. Overalls

Overalls will be laundered and pressed and worn like other uniform; there should be no holes, tears or threadbare places.

0142. Combat Soldier 95 clothing

This should not be allowed to become excessively dirty, and where possible items should be exchanged one for one with units being responsible for dry cleaning.

0143. Equipment

The condition and cleaning of equipment will depend upon use, but it is to be kept free from mud and dirt. This will be done by brushing when dry, with a hard clean brush. Should it be necessary for equipment to be scrubbed, detergents are not to be used.

0144. Inspection of Arms

Barrels will be clean and dry for inspection. Slings will be tight and all brass polished.

SECTION 4 - THE PACE STICK AND THE CANE

0145. History

The Royal Regiment of Artillery claims to being the originator of the pace-stick (Fig 1-1). It was used by it's Field Gun teams to ensure correct distances between the guns. This pace-stick however, was more like a walking stick, with a silver or ivory knob. It could not be manipulated in the way laid down in this chapter as it opened just like a pair of callipers. From these small beginnings the Infantry developed the pace-stick as an Aid to Drill. In 1928, the late Arthur Brand MVO MBE developed a drill for pace-sticks. The stick he used is still carried by the Academy Sergeant Major RMA Sandhurst. In 1952 the Academy Sergeant Major (the late John Lord MVO MBE) started a 'Pace-Stick Competition'. This competition is still held annually between the RMA Sandhurst and the Guards Depot. Teams of four Sergeants with a Warrant Officer as team captain, carry out the pace-stick drill over a set course in slow and quick time. The suggested test in the use of the pace-stick is based on the Pace-Stick Competition. Sgt P J Clements, former Senior Instructor at the Drill Wing, CTCRM, revised the pace-stick drill for the Royal Marines in 1997.

0146. The Object of Pace-Stick Drill

- a. The object of Pace-Stick Drill is to provide uniformity in the use of the pace-stick and by it, the attainment of a high standard of steadiness and cohesion amongst instructors.
- b. The pace-stick is used to gauge the correct length of pace, to measure the distances between ranks, to check drill movements and when stepping out and stepping short. The instructor should march with the troop with the pace-stick open and turning, to control the length of pace. When a troop has progressed and is marching the length of pace, the instructor should march behind the troop with the stick open and turning.

0147. Pace-Stick Drill at the Halt (Stick Closed)

- a. **Position of Attention (Stick at the Shoulder).** To hold the pace-stick correctly it is held in the right hand with the brass feet ferrules uppermost. The pace-stick is placed on the second joint of the fore-finger with the remaining fingers gripping the side of the pace-stick. The thumb is placed along the front of the stick so the appearance is the same as the left hand in the position of attention (see Fig 1-2).
- b. **Position of Attention (Stick at the Carry).** The stick is placed beneath the left armpit, feet ferrules to the rear, with hinge end protruding about 18" to the front. It is placed there by moving the right hand across the body placing the stick as directed above. The stick is trapped under the armpit by the pressure of the inside of the upper arm, the left hand moves on to the stick, fingers straight and pointing to the front on the left side of the hinged end, thumb along the inside. After a regulation pause, the right arm is cut away to the position of attention (see Fig 1-3).
- c. **Stand at Ease - At the Shoulder.** Normal foot drill is used with the stick and it remains in the right hand, passing along the forearm and armpit and protrudes out by the right shoulder (see Fig 1-4).

d. **Stand Easy.** In this position the body is simply relaxed.

Note. It is permitted to Stand at Ease and to Stand Easy with the stick in position of the Carry. Normal foot drill is carried out - the stick remains under the left armpit and the right hand remains at the side, it does not go to the rear.

e. **Saluting at the Halt.** In the position of the Carry the salute is carried out as normal. When in the position of the Shoulder the stick must be taken to the position of the Carry prior to the salute.

e. **Common Faults.** These are:

(1) *Shoulder at Attention.*

(a) Stick not held parallel to right arm.

(b) Stick held in first as opposed to second finger joint.

(2) *Carry at Attention.*

(a) Pressure of left hand making head of stick dip down.

(b) Stick not parallel to the ground.

(c) Left hand not at end of stick.

(d) Movements not carried out with a regulation pause.

0148. Pace-Stick Drill at the Halt (Stick Open)

a. **Position of Attention.** With the stick open to 750mm (30 inches), stand to attention as normal. Hold the stick in the right hand with the 'leading leg' of the stick perpendicular. The foot ferrule on the ground is in line with the front of the toecap and 25mm (1 inch) to the right, the 'rear leg' covering off the leading leg. The right hand holds the stick with the thumb on the inside, the fingers on the outside curling round the front of the stick, with the apex of the legs showing over the right hand (see [Fig 1-5](#)).

b. **Position of Stand at Ease.** Normal foot drill is used but the left arm remains at the side. With a flick of the right wrist, move the rear leg of the stick round to the front, keeping the leading leg on the ground, maintaining the grip with the right hand (see [Fig 1-6](#)).

c. **Stick Open at the Carry.** It is permitted to have the stick in the carry position whilst open, that is with the head of the stick in the left hand as for stick closed. The leading leg uppermost and parallel to the ground underneath the left armpit. The adjusting bar pointing downwards (see [Fig 1-7](#)).

d. **Stand at Ease (Stick Open at the Carry).** As for the position of the carry with the stick closed (see [Note](#)).

e. **Stand Easy (Stick Open at the Carry).** For the Stand Easy, relax the body.

Note. *It is permitted to Stand at Ease and to Stand Easy with the stick in position of the Carry. Normal foot drill is carried out - the stick remains under the left armpit and the right hand remains at the side, it does not go to the rear.*

f. **Common Faults:**

- Stick not in line with the toecap.
- Fingers not curled around the apex of the stick.
- Rear leg not 'covering off' the leading leg.
- Rear leg not rotated through 180°.

0149. Pace-Stick Drill on the March (Stick Closed)

This drill is always carried out on successive left feet.

a. **The Trail.** Step off from the position of the shoulder and carry out the following drill:

(1) On the first pace move both hands and grip the centre of the stick, left hand above the right, stick close to the right side of the body and perpendicular. On the third pace move the stick to fullest extent of the right arm, stick parallel to the ground, foot ferrules to the front. At the same time cut the left arm to the side. On the fifth pace swing both arms. The stick is held at the point of balance by the right hand, and allowed to swing with the movement of the right arm, being manipulated between the fingers and thumb of the right hand. The little finger remains on top of the stick so that the whole of the stick remains parallel to the ground at all times. This movement does not stop the arm from swinging normally (see [Fig 1-8](#)).

(2) To bring the stick back to the position of the shoulder, halt in the normal way, but the stick is held in the right hand parallel to the ground. After a regulation pause, with a flick of the right wrist bring the stick into a perpendicular position, at the same time the left hand moves across the body to strike and grip the stick at the point of balance, forcing it into the shoulder. the right hand moves to the hinge end and grips the stick as per the position of Attention after a further regulation pause. Cut the left hand to the side.

(3) To bring the stick back to the position of the Carry, halt in the normal way, but the stick is held in the right hand and parallel to the ground. After a regulation pause, move the stick across the body placing it under the left arm, feet ferrules to the rear as per the position of Attention, the left hand immediately grasps the head of the stick. After a regulation pause, cut the right arm to the position of Attention.

b. **The Shoulder.** It is permissible for the stick to be carried on the march in the position of the Shoulder. The stick is held parallel to the right arm and the arms are swung as normal.

c. **Saluting.** When it is required to salute an officer from the trail position, the stick is placed under the left armpit, working on successive left feet as follows

- **One** Stick placed under arm, in position of the Carry at Attention.
- **Two** Right hand cut to the side.
- **Three** Salute for regulation five paces.
- **Four** Cut the hand away (on the right foot).
- **Five** Right hand to stick (on the next left foot).
- **Six** Stick to Trail position.
- **Seven** Swing stick.

d. **About Turn.** On the first movement of the turn bring the pace-stick to a perpendicular position in front of the right shoulder, upper part of the arm close to the side, forearm horizontal, hand in line with the waist-belt. On the first pace after the completion of the turn, bring the pace-stick to the trail as the right foot reaches the ground.

e. **Common Faults:**

- (1) Stick not carried parallel to ground.
- (2) Stick not forced under the armpit.
- (3) Regulation pause not maintained.
- (4) Stick not held parallel to ground by pressure of upper arm and rib cage.

Note. Going from the Carry to the Trail and vice versa is as above omitting the salute. The movements are on successive left feet.

0150. Pace-Stick Drill on the March (Stick Open)

a. **The Carry.** When the stick is open it can be 'Carried'. From the position of Attention, (stick open), on the first pace pick up the stick by bending the right arm so the forearm is parallel to the ground. The index finger remains in front of the leading leg, remaining fingers curl round the rear leg. The thumb makes contact with the index finger round the front of the leading leg. The leading leg of the stick maintains the perpendicular. The right elbow is into the side (see [Fig 1-9](#)).

- (1) On the command 'Halt!' force the stick down to the position of Attention.
- (2) To salute with the stick at the Carry, first transfer the stick to the left hand, by passing the stick across the body. The left hand grasps the head of the stick as the stick reaches the centre of the body. After a regulation pause, the stick is taken to the left side and the right arm cut to the position of Attention.
- b. **Common Faults:**
 - (1) Forearm not parallel to the ground.
 - (2) Leading leg not perpendicular.
- c. **Pacing.** The stick is swung through 180° keeping the hand tight against the hip to control the swing of the stick. The foot of the stick must always be placed in the same place in relation to the instructor's foot to maintain the correct 750mm (30") distance. Constant practice is required to perfect an instructors pacing. An initial period of instruction and practice on grass is beneficial before the student graduates to the parade ground.

0151. Pace-Stick Drill in Slow Time

- a. **Slow Time.** The stick should be Carried whilst marching prior to turnings on the march. On the command 'Carry - Sticks!' ('Carry' on the right foot 'Sticks' on the left), the stick is lifted into the Carry position on the next right foot. To recommence pacing, on the command 'Pace - Sticks!' ('Pace' on the right foot, 'Sticks' on the left). The leading leg is forced in the ground on the next right foot and the sticks continues to turn.

Note. *The stick is only carried whilst in the right hand unless saluting, when it may be passed to the left on successive left feet. It must be passed back to the right before recommencing pacing.*

- b. **Change Sticks.** If pacing for long distances the instructor may have to change hands to avoid strain or over tiredness.

(1) *Changing Sticks Right to Left.*

- (a) On the command 'Change - Sticks!' ('Change' on the left foot, 'Sticks' on the right). On the command 'Sticks!' the leading leg of the stick is moved across the body, the left foot passing inside the stick, at the same time the left hand moves to take control of the stick. At this time both hands are on the stick. The leading ferrule hits the ground on the outside of the left foot (see [Fig 1-10](#)). As the right foot moves forward the left hand controls the stick and on the next right foot the right hand is cut sharply away. The stick continues to turn on the left side of the instructor.

(2) *Changing Sticks Left to Right.*

(a) On the command 'Change - Sticks!' ('Change' on the right foot 'Sticks' on the left foot). The stick is changed from the left hand to the right. On the command 'Sticks' the leading leg is moved across the body, the right foot passing inside the stick. At the same time the right hand moves to take control of the stick, at this time both hands are on the stick. The leading ferrule hits the ground on the outside of the right foot. As the left foot moves forward the right hand controls the stick and the left hand is cut away to the side. The rear leg follows across the body and continues to turn on the right side of the instructor.

0152. Pace-Stick Drill in Quick Time

a. **Changing Sticks Right to Left.** The same movements as in Slow Time are used, with slight changes regarding the arm swinging as follows:

(1) With the stick turning in the right hand the cautionary word of command 'Changing Sticks' is given. On the executive 'Change - Sticks!' ('Change' on the right foot 'Sticks' on the left). The stick is changed from the right hand to the left. On the command 'Sticks!' the left arm is cut into the side on the next right foot. The leading leg of the stick is moved across the body, the left foot passing inside the stick. The left hand moves to the top of the stick to take control, both hands are on the stick at this time. The leading ferrule hits the ground on the outside of the left leg. As the right foot moves forward the left hand controls the stick and the right hand is cut away to the side. The rear leg follows across the body, swinging outwards and continues to turn on the left side of the instructor. The right arm being swung on the next left foot after the change.

b. **Changing Sticks Left to Right.** With the stick turning in the left hand, change back to the right using the reverse procedure.

c. **Common Faults:**

- (1) Not swinging the stick through 180°.
- (2) Not cutting the disengaged hand away in double time when changing sticks.
- (3) Leading leg not perpendicular when the first phase of changing sticks is executed.

d. **Quick Time.** When marching with the pace-stick in quick time, the same drill movements are used as in slow time.

e. **Carry Sticks.** On the command 'Carry - Sticks!' ('Carry' on the left foot 'Sticks on the right). A mis pace is taken with the left foot and on the next right the stick is brought to the position of the Carry. To continue pacing. On the command 'Pace -Sticks!' ('Pace' on the left foot, 'Sticks' on the right). A mis pace is taken with the next left foot and on the next right continue pacing.

0153. Pace-Stick Drill for Parade Form Ups

Instructors will remain in the position of the Shoulder Sticks at all times during the form-up, apart from when they are marched forward as markers by the chief instructor, when they will go to the Trail on stepping off and resume the Shoulder on halting.

- a. On the command 'Instructors Call the Role!', the instructor comes to Attention, takes one pace forward, Inclines to the left, marches forward seven paces and turns left to face his troop. A regulation pause between all movements. On completion of calling the role he returns to his position as right guide. The pace-stick remains in the Shoulder throughout.
- b. On the command 'Instructors Inspect your Troops!', the instructor takes one pace forward changing the stick to the Carry at Attention position, cutting the right arm away sharply as the right foot comes into the left. Salutes, (if officers on parade), inclines to his left, marches forward seven paces, halts and turns to face his troop. A regulation pause being counted between all movements.

0154. Pace-Stick Competition

The following movements could be used to test instructors in their ability to use a pace-stick proficiently:

- Stand at Ease.
- Attention.
- Pace-Stick 20 paces right hand (slow time)
- Change sticks.
- 20 paces left hand.
- Change sticks.
- Carry sticks 20 paces.
- Pace-Stick 20 paces right hand.
- Change sticks.
- 20 paces left hand.
- Change sticks.
- Carry sticks 20 paces.
- Halt.
- About turn.

Repeat movements in Quick Time.

DRILL WITH THE CANE**0155. General**

The drill movements with the Cane are very similar to those made with the Pace-Stick, therefore, where drill movements are the same the paragraphs in the Pace-Stick drill have been referred to

- a. **Position of Attention.** Hold the cane in the vertical position (see Para 0148 sub para a).
- b. **Position of Stand at Ease.** (see Para 0148 sub para b).

c. **Marching.** The cane will be carried at the Trail (see [Para 0150](#)). Step off and as the left foot first comes to the ground move both hands at the same time to grasp the cane in the middle, keeping the cane upright into the right shoulder with the left hand; as the left foot again comes to the ground straighten the right arm with the cane horizontal and cut the left hand to the side. As the left foot comes to the ground for the third time swing the arms as in marching, holding the cane between the thumb and the first two fingers of the right hand and keeping it parallel to the ground throughout the swing, which must be straight from front to rear. At 24 inches in the ranks the cane will be kept in the vertical position and both arms will be swung.

d. **Halting.** Halt with the cane at the 'Trail'. After a uniform pause, bring the cane to the vertical position as follows:

(1) *First Movement.* Grasp the cane with the left hand at the centre and bring it to a perpendicular position at the right side, at the same time move the right hand to the knob of the cane as in the position of Attention.

(2) *Second Movement.* Cut the left hand away to the side.

e. **Turning About**

(1) *When Halted.* Keep the cane in the position of Attention.

(2) *On the March.* As given for the pace-stick at [Para 0149 sub para d](#)

0156. Saluting with the Cane

The salute with the hand is given with additional movements to transfer the cane from and to the right hand.

a. **At the Halt.** Transfer the cane from the vertical position in the right hand to the horizontal position under the left armpit, ferrule to the rear. Keep the left hand to the side and cut the right hand to the side before saluting. As soon as the salute is completed, reach across the body with the right hand and, seizing the cane, return it to the position of Attention.

b. **On the March**

(1) As the left foot first comes to the ground place the cane under the left arm.

(2) As the left foot next comes to the ground, cut the right hand to the side.

(3) As the left foot again comes to the ground, salute.

(4) On the eleventh pace (left foot), seize the cane with the right hand; and cut it to the side on the thirteenth pace.

(5) On the fifteenth pace swing the arms again.

c. When Reporting to an Officer

- (1) Halt. Put the cane under the left arm. Cut the right arm away. Salute.
- (2) Salute again. Turn about. Step off, seizing the cane with the right hand. As the left foot comes to the ground on the third pace, cut the cane to the side. Start swinging the arms when the left foot next comes to the ground.

0157. Dismissing

- a. When an officer is present, on the command 'Dismiss', turn to the right, force the cane under the left arm; cut the right hand away; salute; cut the hand away; step off, cutting the cane to the 'Trail' as the left foot next comes to the ground.
- b. Men not carrying a cane will wait for those who are.

Fig 1-1. Pace-Stick



Fig 1-2. Position of Attention (Pace Stick at the Shoulder)



Fig 1-3. Position of Attention (Pace Stick at the Carry)



Fig 1-4. Position of Stand at Ease (Pace Stick at the Shoulder)



Fig 1-5. Position of Attention (Pace Stick Open)



Fig 1-6. Position of Stand at Ease (Pace Stick Open)



Fig 1-7. Position of the Carry (Pace Stick Open)



Fig 1-8. Position of the Trail (Pace Stick Closed)



Fig 1-9. Position of the Carry (Pace Stick Open)



Fig 1-10. Changing Sticks (Right to Left)



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CHAPTER 2

INTERVAL DRILL

SECTION 1 - FOOT DRILL

0201. Introduction to Foot Drill

Throughout this chapter a distinct movement of the foot is referred to constantly. This is 'Shoot the Foot Forward', used to move the body forward from rest. To shoot the foot forward, the opposite leg is braced back but allowed to flex at the ankle and toe while the detailed foot is shot forward with knee braced and ready to carry the weight of the body forward on to that foot.

a. In all movements of foot drill the following must be avoided:

- (1) Scraping the foot on the ground.
- (2) Rising on the toes and clicking the heels.
- (3) Hopping or leaving the ground with both feet at once.
- (4) Incorrect carriage of the head and shoulders.

b. It is important that these movements are demonstrated at the start and impressed on all recruits so that movements taught later are correctly done.

0202. Falling in on Parade

The troop forms up in three ranks and stands easy, on the edge of the parade ground facing in the direction they will be when on parade. The right guide or right hand man of the front rank acts as right marker.

ORDER	ACTION
'Troop, Right Hand Man Right - Marker!'	On the command 'Troop' the troop comes properly to ease. On the command 'Marker' the right marker comes to attention, marches in quick time 15 paces straight to his front (a lesser distance if there is not enough space), halts and stands at ease.
'In ... Ranks on your Right Marker - Fall In!'	Marker and troop come to attention. The troop march forward straight to their front, halt on the 15th pace, dress automatically, look to the front and stand at ease in succession from the right. A uniform pause will be made between movements.

Notes:

1. When necessary, or in any confined space, a troop may fall in without intervals. Each member of the troop then places himself so as to occupy a lateral space of 24 inches.
2. Should there be less than 13 members in the troop they are to form up in 2 ranks, the distance between the ranks being 2 paces, the second rank being termed the rear rank.
3. Should there be less than 6 members in the troop they are to form up in single file.
4. When the troop consists of a number which is not a multiple of 3, the person, or persons second from the left form a blank (or incomplete) file. (In 3 ranks the centre rank is left blank, in 2 ranks the rear rank is left blank).

0203. Position of Attention

ORDER	ACTION
‘Troop - Attention!’ (Pronounced ‘Shun’)	Bring the left foot sharply up to the right. Heels together and in line, feet turned out at an angle of 30°. Knees braced back. Body erect, shoulders level and square to the front. Arms braced straight down at the side, wrists straight, elbows pressed in to the side. Palms of the hands turned towards the thighs, fingers form a relaxed clenched fist touching the thigh lightly above the second knuckle, thumbs straight and vertical resting on the forefinger and in line with the seam of the trousers. Neck erect, head balanced evenly on the neck, and not poked forward, eyes looking straight to the front. The weight of the body should be balanced on both feet, and evenly distributed between the forepart of the feet and the heels. The breathing must not be restricted in any way and no part of the body should be either drawn in or pushed out. Exactness in this position is of great importance; personnel should not, therefore, be at attention more often or longer than is necessary. See Fig 2-1.

Common Faults:

- A strained and exaggerated position, causing breathing to be restricted.
- Unsteadiness and movement of the eyes.
- Feet and body not square to the front, heels not closed.
- Arms slightly bent and creeping forward, not locking elbows into the sides.
- Backs of the hands to the front, thereby opening the shoulder blades and constricting the chest.

- Wrists crooked and strained, knuckles of the forefingers projecting below the other fingers.
- Raising the heels off the ground when bringing the left foot in.

0204. Standing at Ease

ORDER	ACTION
'Stand at - Ease!'	Keeping the legs straight, Force the left foot 12 inches (300mm) to the left so that the weight of the body rests equally on both feet. At the same time smartly clasp the hands behind the back and place the back of the right hand in the palm of the left, (fingers straight and together) grasping it lightly with the fingers and thumb and the arms braced to their full extent. See Fig 2-2 and Fig 2-3 .

Note. When fighting order is worn, or any articles are carried under the arm and no rifle is carried, the arms are kept to the sides.

Common Faults:

- Failure to carry the left foot off 12 inches and not square to the left.
- Bending the arms.
- Allowing the finger-tips to curl up.
- Movement of the right foot with consequent loss of dressing.
- Raising the right heel when carrying off the left foot.

0205. Standing Easy

ORDER	ACTION
'Stand - Easy!'	Relax the limbs, body and head. Personnel are permitted to move their limbs and body, but are not to talk or move their feet, so that on coming to attention there will be no loss of dressing. Personnel standing easy who receive a cautionary order, such as 'Troop!', 'Troop!' etc., will assume the position of stand at ease.

Note. Except on ceremonial parades, a handkerchief may be used and clothing adjusted.

Common Faults:

- Moving the feet, thereby losing dressing.
- Slouching and talking.

0206. Dressing

a. **Dressing a Troop.** Other than when on parades where the dressing flank is decided by the formation of that parade, the dressing flank should always be in the intended direction of movement of the troop so that blank files (if any) will be at the rear when stepping off.

b. **Dress by Word of Command**

ORDER	ACTION
'Troop - By the Right(or Left) - Dress!'	Dressing with Intervals. Each member of the troop, except the marker on the named flank, looks towards their right (or left) with a smart turn of the head ensuring that the chin is kept up off the shoulder. At the same time personnel in the front rank extend their right (or left) arm horizontally, level with their own shoulder height, behind the person on their right (or left), back of the hand uppermost and hand forming a relaxed clenched fist. Every member of the troop, except the right (or left) hand marker counts a regulation pause and then takes up their dressing in line by taking short, quick steps until their knuckles are in the same vertical line as the shoulder of the person on their right (or left) and so that they are just able to see the lower part of the face of the person next but one to them. Care must be taken to carry the body backward or forward with the feet, the shoulders being kept perfectly square in their original position, and that the arm is raised horizontally to their own shoulder height. Dressing with intervals, each member of the troop occupies approximately 40 inches (1 metre).

Note. When this movement is done with rifles, the disengaged arm will be raised and the head and eyes turned to the right (or Left). In a troop comprising some men without arms these men will conform to the movements of those armed.

Common Faults:

- Feet and shoulders not square to the front; leaning forward when taking up the dressing.
- Incorrect distance, interval, and covering off.
- Failing to stand still when once in line.

(1) *Eyes Front.*

ORDER	ACTION
'Eyes - Front!'	Each member of the troop turns their head smartly to the front and at the same time the front rank brings their arms to the side, by a bending and punching movement, and resumes the position of attention.

(2) *Half Arm Intervals.*

ORDER	ACTION
'Troop - With Half Arm Intervals - By the Right (or Left) - Dress!'	When because of space restrictions it is required to carry out dressing with half arm intervals by the right/left dress. The same drill should be carried out as for full arm dressing except that each member of the troop dresses in until the knuckles of their hand are in line with the centre of the back of the person on their right/left. Dressing with half arm intervals each member of the troop occupies approximately 30 inches (750mm).

(3) *Close Arm Interval.*

ORDER	ACTION
'Close Arm Interval - By the Right (or Left) - Dress!'	Where it is desired to dress by close arm interval, the order is 'Close Arm Interval by the Right (or Left) - Dress!' At that order each member of the troop closes in until they are approximately 2 inches (50mm) clear of the person on their right/left. Dressing by close arm interval each member of the troop will occupy approximately 24 inches (600mm) in the ranks.

c. **Dress Automatically.** Men dress as by word of command but each man working independently. When the troop has completed it's dressing, head and eyes are turned to the front and hands cut away in succession from the right, ranks in the rear taking the time from the front rank.

d. **Drum Dressing.** When it is required to dress by the drum the cautionary word of command will be 'Dress by the Drum!' The troops at this time have already fallen in in one of the recognized formations. Executive signals will then be as follows:

(1) *A Double Flam on the Drum.* Right markers come to attention and take one pace forward.

(2) *A Double Flam on the Drum.* The parade comes to attention and takes one pace forward.

(3) *A Single Flam on the Drum.* The front ranks raise their arms and all ranks turn their heads to the right.

(4) *A Roll Dying Away and Ending With A Tap.* The parade dresses by the right, bringing the head and eyes to the front on the tap, and the front rank lowering their arms.

Notes:

1. *Drum dressing is a training aid.*
2. *Distance between ranks, front to rear, is judged and arms are not raised.*

0207. Numbering and Proving

a. **Numbering.** In the early stages of training the instructor, who will not know the names of all men in his troop, may wish to speak to an individual as 'Number - of the -Rank'. The troop will, therefore, always be numbered. Numbering also establishes the front rank which will remain as such until the troop is turned about (not retired) and re-numbered.

ORDER	ACTION
'Troop - Number!'	The right-hand marker of the front rank calls 'One', the next person 'Two', and so on in rapid succession to the left, the numbers being called sharply and clearly. When in three ranks the centre and rear ranks do not call out their number, but each centre and rear rank member of the troop notes the number of their respective front rank person.

Note. If an error is made in the numbering, the instructor will order 'Stop' and call out the last correct number. The man so named will call out his number again and the front rank will continue the numbering from him.

Common Faults:

- Movement of the head and eyes.
- Anticipating the calling of a number by the man on the immediate right, thereby causing two men to call the same number.

b. **Proving.** The instructor may require to divide the troop into two parts. To do so he will select the left-hand man of the right half troop, call out his number, and explain what he is.

ORDER	ACTION
'Number - 12!'	<p>The man so indicated forces his right arm upward to the full extent, at an angle of 45° above the horizontal, palm to the left, fingers extended and close together.</p> <p>If more than one part or division is required the instructor would order 'Number 6, 12 and 18' (etc), the men so indicated acting as above.</p>
'Left of the Right Half - Troop (or Divisions)!'	On the executive word of command, e.g. 'Troop!' or 'Divisions!', the men who 'proved' will cut their hands away to the side.

Common Faults:

- Movement of the head and eyes.
- Raising the arm by keeping the elbow straight instead of bending the elbow slightly and forcing the hand upward.
- Fingers not together, arm not at 45° angle.

0208. Open and Close Order March

To inspect the troop and for interval drill it is necessary for the troop to be at 'Open Order', ie, the front rank takes two paces forward, the rear rank two paces to the rear and the centre rank stands fast.

a. Open Order - March

ORDER	ACTION
'Open Order - March!'	The front rank takes two paces forward, each of 30 inches (750mm), and brings the two feet together; arms remain to the side throughout. The first pace is started by shooting the left foot forward. The rear rank conforms to the rear.

Notes:

1. *In two ranks the rear rank only will move.*
2. *In ships and confined spaces it may be necessary to open order to one pace, in which case the order will be 'One Pace Only Open Order - March!'*

Common Faults:

- Failure to take a full pace to the front, and particularly, to the rear.
- Arms not still to the side; shoulders swinging.
- Bending at the waist.
- Eyes glancing toward the ground.
- Failing to resume the correct position of attention.

b. **Close Order - March.** The drill for 'Open Order - March' is reversed.

0209. Turning and Inclining**a. Turning by Numbers**

ORDER	ACTION
'By Numbers Turning to the Right - One!'	Keeping the knees straight and the body erect, turn through 90° to the right, on the heel and left toe, raising the right toe and left heel in doing so, and keeping the weight of the body on the right foot. On completion of this movement the right foot is flat on the ground, the left leg to the rear with the heel raised and turned in, both knees braced back and the body in the position of attention.
'Troop - Two!'	Bring the left foot into the right by raising the left toe.

Notes:

1. *The cautionary 'By Numbers Turning' should not be repeated for each turn done in succession by numbers.*
2. *In all turns the weight must be kept on the forward foot.*
3. *For left turns reverse the above procedure.*

b. Turning About by Numbers

ORDER	ACTION
'By Numbers Turning About - One!'	Turn through 180°, on the right heel and left toe, raising the right toe and left heel in doing so, bracing the legs and maintaining the balance by locking the thighs together.
'Troop - Two!'	Bring the left foot into the right by raising the left toe.

Note: *The 'About Turn' is always made right about.*

c. Inclining by Numbers

ORDER	ACTION
'By Numbers Inclining to the Right - One!'	Turn through 45° to the right, on the right heel and left toe, raising the right toe and left heel in doing so, and keeping the weight of the body on the right foot. On completion of this movement the right foot is flat on the ground, the left leg to the rear with the heel raised and turned in, both knees braced back and the body in the position of attention.
'Troop - Two!'	Bring the left foot into the right by raising the left toe.

Note: For left turns reverse the above procedure.

d. Judging the Time

ORDER	ACTION
'Judging the Time, Right - Turn!'	The troop carry out both movements of all turns, judging a pause equal to one pace in quick time between each movement.

Note: Having carried out the first turn judging the time the instructor's word of command 'Right - Turn' will be prefixed by the order 'Troop Will Turn Right' (or left as the case may be), for all subsequent turns.

Common Faults:

- The weight being put on the rear foot; allowing the heel of the forward foot to move over the ground instead of simply pivoting.
- Moving the arms.
- Bending at the waist when bringing in the foot.
- Not making a square turn with the shoulders and body in the first motion.
- Failure to raise the toe of the pivot foot during the first motion and not turning the toe of the pivot foot out far enough, particularly when turning about.

0210. Dismissing

As soon as possible the troop must be taught how to dismiss.

ORDER	ACTION
'Dis - miss!'	The troop which will be in close order, turn to the right, make a uniform pause, salute, and after a further uniform pause step off, the whole troop maintaining step and formation until clear of the parade ground.

Note: If no officer is present, the salute will be omitted.

0211. Sizing

Sizing can be either 'Tallest on the Right, Shortest on the Left' or 'Shortest in the Centre'. It can be done carefully by forming everyone into a single rank and grading them for size, or it can be done 'by Inspection' in threes or however many ranks are required, but this latter way should be confined to a small party such as a barrack guard.

a. To Size in Three Ranks.

ORDER	ACTION
'Tallest on the Right, Shortest on the Left, in Single Rank -Size!'	The whole troop will turn to their left, count a uniform pause and then sort themselves out by size, in a single rank with no interval between files, remaining to attention. The exact grading is then checked by the instructor.
'Troop - Number!'	The troop number off from right to left.
'Odd Numbers One Pace Forward, Even Numbers One Pace Step Back - March!'	The instructor must check this movement.
'Stand Fast Number One, Odd Numbers to the Right, Even Numbers to the Left, Ranks Right and Left -Turn!'	All turn as ordered with the exception of the right-hand man.
'Form Three Ranks, Quick - March!'	On the command 'Quick - March!' both ranks will step off. The left-hand man of the even number rank will wheel to his right and lead on behind the odd number rank. The odd number rank will begin to form three ranks as it arrives in position, i.e., No 3 goes to the rear rank behind No 1, No 5 goes to the centre rank behind No 1, No 7 goes to the front rank etc. This can be simplified if the senior non-commissioned officer on parade goes along the front rank detailing 'Front Rank - Rear Rank - Centre Rank' and along the rear rank detailing 'Centre Rank - Rear Rank - Front Rank'. The troop is now properly sized in three ranks with the tallest on the flanks.

If it is required to size the troop finally with the tallest on the right and the shortest on the left, the sequence will be:

ORDER	ACTION
'Number 1 Will Stand Fast, The Remainder Right - Turn!'	
'Form Three Ranks, Quick - March!'	On this order the troop will step off and form up in three ranks in sequence: Rear Rank, Centre Rank, Front Rank, Rear Rank, Centre Rank, and so on.

If a small troop is to be sized, the word of command is 'In Three (Single, etc.) Ranks -Size!' The troop turn left, count a uniform pause and form up according to size.

0212. Marching

a. **Marching in Quick Time.** The marine will start to 'March' only from the position of attention. When the command 'Quick - March!' is given so as to step off the troop in time with the band or another troop, it will be given on two successive right feet. On the command 'March!' the marine will always step off with the left foot, swinging the right arm forward and the left arm to the rear. When teaching recruits how to march, the following points will be emphasized:

- Length of pace is 30 inches from heel to heel.
- The heel should come to the ground first, with the knees straight.
- Each leg must be swung forward naturally and in a straight line, the knee being bent sufficiently for the toe to clear the ground.

ORDER	ACTION
'Quick - March!'	Step off with the left foot, swinging the right arm forward and the left arm to the rear. The arms must be swung freely, and straight from rear to front, reaching the extremity of their swing each time the heel touches the ground. The arms are to be kept straight and swung from the shoulder, as far to the rear as possible and to the front until the bottom of the hand is in line with the top of the belt; wrists straight; fingers curled up; thumbs to the front; shoulders still and square to the front.

Note. When marching as a troop, each man other than the pivot man is responsible for keeping his own dressing, covering, interval, distance and correct step. The pivot man will be responsible for keeping direction, time and pace. He will keep direction by selecting a distant point to his front and aligning it on a nearer object on his line of advance. In interval drill each member of the troop will act as pivot man.

Common Faults. The majority of faults come from stepping a pace of more than 30 inches. Instructors are to be constantly on the alert for this and must check the pace frequently. Other faults are:

- When marching in threes, incorrect distance between ranks.
- When marching in line, incorrect intervals between files.
- Bending the elbows.
- Failing to keep the little finger on top when swinging the arm to the rear.
- Failing to swing the arm a sufficient distance to the rear, resulting in a short, jerky swing and loss of rhythm.
- At all times, lack of dressing, covering, and style, and unequal arm swinging.
- On the first pace, placing the left foot flat on the ground or bending the knee too much.
- Failing to keep the wrist straight.
- Failing to swing the arms straight to the front and rear.

Note. *Instructors must be proficient in the use of metronome, drum and pace-stick.*

b. **Halting in Quick Time**

ORDER	ACTION
'Troop - Halt!'	The order is given as the right foot passes the left. Complete a pace with the left foot and bring the right foot sharply to the left. At the same time force the arms into the sides to the position of attention. The arms will be kept straight while doing this.

Common Faults:

- Looking down.
- Scraping the left foot.
- Bending the left knee.
- Bending at the waist.
- Taking a pace to the left front instead of to the immediate front.
- Swaying back on the heels after halting.

- Kicking the left foot forward before placing it on the ground.
- Not cutting right arm from the front and left arm from the rear.

c. **Marching in Slow Time.** The slow march is used in ceremonial and to teach movements on the march before demanding them in quick time. During recruit training, therefore, interval drill will frequently be practised in slow time only. In order to step off with a band or troops already marching in slow time, the command 'Slow -March!' is given on two successive right feet.

ORDER	ACTION
'Slow - March!'	Ranks will step off in slow time, keeping the hands steady at the sides, thumbs to the front, arms controlled by forcing in the elbows. Each leg will be brought forward in one even motion and will be straightened as it comes to the front with the toes pointed downward. The toes are placed on the ground before the heel, the outer edge of the sole of the boot going to the ground first.

Common Faults:

- Heels touching the ground first when marching.
- Rolling, caused by the failure to turn the toes out at 15° when marching.
- Hands creeping forward and elbows away from the sides.
- Hands, instead of elbows, being forced in tight to the legs, thus causing the wrists and hands to move at each pace.
- Failure to take a full pace forward with the left foot, hopping as the right foot moves to the left.
- Checking the foot in the forward movement.

d. **Halting in Slow Time**

ORDER	ACTION
'Troop - Halt!'	Complete one full pace of thirty inches with the left foot and bring the right foot sharply to the left so as to assume the position of attention.

0213. Stepping Out and Stepping Short

a. Stepping Out

ORDER	ACTION
'Step - Out!'	Complete a full pace forward with the right foot and then lengthen the pace by 3 inches without altering the time of marching. This step is used when a slight increase of speed, without an alteration of time is required.

b. Stepping Short

ORDER	ACTION
'Step - Short!'	Complete a full pace with the right foot and then shorten the pace by 9 inches, without altering the time of marching.

Note. In both cases the normal length of pace will be resumed on the command 'Quick/Slow - March' being given, the first normal pace being taken with the next left foot.

Common Faults:

- Failure to maintain the correct swing of the arms.
- Loss of time in marching.

0214. Paces

a. Forward and to the Rear. Paces forward and to the rear are always taken in quick time.

ORDER	ACTION
'.....Paces Forward (or Step Back) - March!'	The left foot is shot forward or to the rear a full pace of 30 inches. If one pace is ordered, halt on that left foot by pulling the right foot into the left with heels in line and together. If more than one pace is taken, the first pace gets the body moving. The right leg, and subsequently each leg in turn, is allowed to swing forward (or backward) naturally as in normal marching, stepping a pace of 30 inches. The arms are kept still to the sides, as in the position of attention, and the shoulders square to the front. The maximum number of paces that men will be ordered to step forward or to the rear will be four.

Note. These movements must be known before 'Open Order - March' is taught.

Common Faults:

- Hurrying the movement so that an incorrect length of pace is taken.
- Bending the leg which is taking the steps forward.
- Failure to shoot forward the left foot for the first pace.
- Placing the foot flat instead of heel first.
- Bending the body.

b. **The Side Pace.** The side pace (12 inches) is used to move the troop not more than 8 side paces to a flank. If the troop is to be moved more than this it will be turned and marched. The exact number of paces, up to 4, can be specified, when the troop will halt automatically; or the troop will continue marching until halted. It is usual to teach the side pace to the left first as a direct follow on from the stand at ease.

ORDER	ACTION
‘....Paces Left/Right Close - March!’	Force the left/right foot 12 inches to the left/right, ball of the foot on the ground first, instantly closing the right/left foot to it in a similar manner and in double time, thus completing the phase. Continue the movement until the specified number of paces has been completed. Except for the movement of the feet, the correct position of attention will be maintained. A pause equivalent to one pace in quick time will be between each phase.
‘Left/Right Close - March!’	A number of paces not being specified, continue the movement as above until halted.
‘Troop - Halt!’	The word of command will be given as the heels are together. The troop will complete one more pace and remain steady.

Common Faults:

- Unequal paces causing loss of covering.
- Failure to take the foot directly to the flank, resulting in loss of dressing.
- Failure to close the heels at each pace.
- A tendency to hop instead of bringing the right foot in sharply as the left foot touches the ground.
- Failure to observe a pause, equal to one pace in quick time between each side pace.
- Placing the foot flat and bending the knee.

0215. Turnings on the March

Throughout all turnings on the march, the correct position of marching must be maintained, the turn must be made squarely to the new direction and covering, dressing, distance and interval must be corrected by each individual member of the troop immediately after turning. When turning, the normal rate of marching is to be maintained. Turns and inclines on the march comprise of two movements, action to check the forward movement and at the same time to change direction, and a new movement to lead off in the new direction. Since a majority of personnel are right-footed it is best to teach the left turn first. When turning about, odd blank files and guides will mark time for two paces on the command 'About' to gain their position in the new leading rank before the turn begins.

0216. Turnings and Inclinings in Slow Time

Turnings and Inclinings on the march are first taught in slow time and by numbers.

a. Turning

ORDER	ACTION
'By Numbers Turning to the Left - One!'	The command is given as the right foot passes the left. Stop with the right foot just in front of the left.
'Troop - Two!'	Turn smartly in the required direction, using the ball of the right foot as a pivot and advance a pace of 30 inches in the new direction with the left foot.
'Troop - Three!'	Continue marching in the new direction beginning with the right (rear) foot.
'The Troop Will Turn Left, Left - Turn!'	Judging the time, the action as above takes place, but retaining the time of marching.

***Note.** For Right Turns reverse the above procedure.*

Common Faults:

- Not making a square turn with the head and shoulders.
- Allowing the hands and arms to swing away from the position of attention.
- Not shooting the left foot forward so as to gain momentum in the new direction.
- Failure to keep the right leg straight when turning.

b. Turning About

ORDER	ACTION
'By Numbers Turning About -One!'	The command is given as the right foot passes the left. On the command 'One!' take a half pace forward with the right foot, turning 45° to the right and keeping the weight of the body on the right foot; at the same time raising the left knee as for marking time.
'Troop - Two!'	Transfer the weight of the body to the left foot, turning 90°, and at the same time raising the right knee as for marking time.
'Troop - Three!'	Transfer the weight of the body again to the right foot, turning 45°, and at the same time raising the left knee as for marking time.
'Troop - Four!'	Transfer the weight of the body to the left foot and immediately shoot the right foot forward a pace of 30 inches in the new direction.
'The Troop Will Turn About, About - Turn!'	Judging the time, the command 'Turn!' is given just before the right foot comes to the ground. The troop act as by numbers but in a marching time of 65 paces to the minute.

Common Faults:

- Failure to keep the leg straight when it is taking the full weight of the body.
- Bending at the waist when raising the knees.
- Failure to shoot the right foot forward a full pace of 30 inches.
- Loss of balance when inclining and turning, thereby describing a large circle instead of marking time on the same point.
- Moving the arms.
- Turning at a pace quicker than 65 to the minute.
- Failure to raise the knees high enough.
- Allowing the foot to come up under the seat.

c. Inclining

ORDER	ACTION
'By Numbers Inclining to the Left - One!'	The command is given as the right foot passes the left. Stop with the right foot just in front of the left.
'Troop - Two!'	Turn smartly 45° in the required direction, using the ball of the right foot as a pivot and advance a pace of 30 inches in the new direction with the left foot.
'Troop - Three!'	Continue marching in the new direction beginning with the right (rear) foot.
'The Troop Will Left Incline, Left In - Cline!'	Judging the time, the action as above takes place, but retaining the time of marching.

Note. For Right Inclines reverse the above procedure.

0217. Turnings and Inclinings in Quick Time

Before teaching turnings in quick time, the instructor must demonstrate again in slow time how the position of attention is maintained, the lift required to show this off to advantage and how a turn is made square to the new direction. Thereafter he must demonstrate these points in quick time. Turnings in quick time are first taught by numbers, the first movements in each being the 'check pace' required to step forward movement preparatory to changing direction.

a. Turning

ORDER	ACTION
'By Numbers Turning to the Left - One!'	The command is given on the right foot, take a further pace with the left foot, then 'Freeze' when the next right foot is placed down at a 45° angle in front of the left foot. Arms are cut into the sides in the position of attention.
'Troop - Two!'	Turn the body through 90° , using the right foot as a pivot. As the body completes the turn, force the left foot forward a pace of 30 inches in the new direction. The body throughout to be kept in the position of attention.
'Troop - Three!'	Continue marching in the new direction, swinging the right arm forward and the left arm to the rear on the next left foot.

Note. For Right Turns reverse the above procedure

Common Faults:

- Failure to check the forward movement before turning.
- Failure to make a complete 90° turn.
- Allowing the knee to bend when it is taking the weight of the body.
- Failure to take a 30 inch pace immediately after turning.
- Insufficient use of the arms to pull the body around.
- Bending at the waist, looking down.

b. Turning About

ORDER	ACTION
'By Numbers Turning About - One!'	The command is given on the right foot. Complete the pace with the left foot, cutting the arms into the sides in the position of attention, check the momentum of the body by taking a half pace of 15 inches with the right foot, turning through 45° to the right and raise the left knee as for marking time.
'Troop - Two!'	Bring the left foot into the position of attention, turn 90° to the right, at the same time raising the right knee as for marking time.
'Troop - Three!'	Bring the right foot into the position of attention, turn 45° to the right, at the same time raising the left knee as for marking time.
'Troop - Four!'	Force the left foot into the position of attention. As soon as the left foot meets the ground, shoot the right foot forward and continue marching in the new direction. Arms will begin to swing on the first pace with the left foot after the turn-about.

Common Faults:

- Arms not being checked as the left knee is raised for the first time.
- Increasing the time above that of marching.
- Moving the arms during movements two, three and four.
- Bending at the waist.
- Creeping forward on the second and third movements.
- Allowing the foot to come under the seat.

c. Inclining

ORDER	ACTION
'By Numbers Inclining to the Left - One!'	The command is given as the left foot passes the right. 'Freeze' with the right foot forward, right arm to the rear, left arm forward. The weight of the body will be over the right foot.
'Troop - Two!'	Turn the body through 45°, using the right foot as a pivot. As the body completes the turn, force the left foot forward a pace of 30 inches in the new direction. The body throughout to be kept in the position of attention.
'Troop - Three!'	Continue marching in the new direction, swinging the right arm forward and the left arm to the rear on the next left foot.

Note. For Right Inclines reverse the above procedure.

0218. Marking Time, Forward and Halt

Marking time is done in the same cadence as marching and the position of attention must be maintained.

a. Slow Mark Time from the Halt

ORDER	ACTION
'Slow Mark - Time!'	Raise the left knee so that the thigh is parallel with the ground, the lower leg perpendicular and the foot at a natural angle; straighten the leg again directly to resume the position of attention and, as the foot comes to the ground, bend and straighten the right knee in a similar manner; body erect, shoulders square to the front, arms still at the sides.

The position can be taught by numbers if necessary, e.g., to eradicate faults. On the command 'One!', raise the left knee. On the command 'Two!', lower the left knee, assume the position of attention and then immediately raise the right knee and remain still. On the command 'Halt!' (given as the left foot reaches the ground), bring the right foot down to resume the position of attention.

Common Faults:

- Failure to place the foot on the same ground, with consequent loss of dressing or interval.
- Movement of the body, shoulders or arms.
- Looking down.
- Hopping, failure to straighten the leg as the foot reaches the ground.
- Hands creeping forward, causing the wrists to bend with the movement of the legs.
- Increasing the time above that of marching.

b. Slow Mark Time from Slow March

ORDER	ACTION
'Mark - Time!'	Given with a long cautionary word of command and the executive as the right foot passes the left. Complete the pace with the right foot and begin to mark time with the left foot.

c. Slow March from Slow Marking Time

ORDER	ACTION
'For - ward!'	To move forward when slow marking time, the command 'Forward!' is given as the right knee is fully raised. The right knee will immediately be straightened and the left foot shot forward to begin slow marching.

d. Quick Mark Time from the Halt

ORDER	ACTION
'Quick Mark - Time!'	The left knee is raised and the movement is as for slow time.

Common Faults. As for slow time, but in addition:

- A tendency to lean forward.
- Raising the foot so that it is too far back instead of with the heel under the knee.
- Creeping forward instead of marking time on the same ground, caused by dragging the toe over the ground instead of placing the foot down flat.

e. **Mark Time from Quick Marching**

ORDER	ACTION
'Mark - Time!'	Given with a long cautionary word of command and the executive as the right foot strikes the ground. Complete the pace with the left foot and begin to mark time with the right foot. At the same time force the arms into the position of attention.

f. **Quick March from Quick Marking Time**

ORDER	ACTION
'For - ward!'	'For' as the right foot, 'ward' as the left foot meets the ground. The right foot completes the next pace marking time, and, as the right foot comes to the ground, the left foot is shot forward and the arms are swung to take up the marching in quick time.

Common Faults:

- Bending at the waist on the first pace after the order 'For - ward'.
- Failure to force the right arm forward and the left arm to the rear, resulting in loss of thrust on the first pace forward.

g. **Halt when Marking Time**

ORDER	ACTION
'Troop - Halt!'	The order is given as the left foot is striking the ground. Force the right foot in to the position of attention.

0219. Changing Step in Quick and Slow Time

Changing step should be taught by numbers, starting with slow time.

a. **By Numbers Slow Time**

ORDER	ACTION
'By Numbers Change Step - One!'	The order is given as the right foot reaches the ground. Complete the pace with the left foot flat on the ground and 30 inches in front of the right foot.
'Troop - Two!'	Bring the hollow of the right foot up to the heel of the left foot. Maintain the angle of 30° between the feet.
'Troop - Three!'	Shoot the left foot forward a full pace of 30 inches and continue to march in slow time.

Having learnt the movements by numbers the troop will then combine all three. The first and third movements are done at the rate of marching. The second movement is done in double that time.

Common Faults:

- Failure to keep the shoulders square to the front.
- Not making a full pace for the third movement.
- Scraping the right toe as the hollow of the right foot is brought up to the left heel.

b. **In Quick Time**

ORDER	ACTION
'Change - Step!'	The order is given on the left foot. The movements of the feet will be exactly the same as for slow time. The arms are forced into the position of attention as the hollow of the right foot is brought up to the left heel. Start the swing of the arms again with the second pace forward of the left foot.

Common Faults:

- As in slow time and, in addition, insufficient use of the arms.

c. While Marking Time

ORDER	ACTION
'Change - Step!'	The order is given - Slow Time, on two successive left feet as they meet the ground. Quick Time, on two successive left feet as the knees are being raised. Force the left foot into the position of attention. Place the weight of the body over the left foot. Two beats will then be made with the right foot in the same time as for marching. On the second beat being made with the right foot, raise the left knee and continue marking time. The movements are the same in quick and slow time.

Common Faults:

- Body rolling.
- Increasing the rate of marching.
- Arms not being maintained in the position of attention.

0220. Marching, Marking Time and Halting in Double Timea. **Marching**

ORDER	ACTION
'Double - March!'	Step off with the left foot and run on the balls of the feet with easy swinging strides, inclining the body slightly forward, but maintaining the correct carriage. The feet must be picked up cleanly from the ground at each pace, and the thigh, knee and ankle joints must all work freely. The body should be carried forward by the thrust from the rear foot without unnecessary effort. The heels must not be raised toward the seat, but the foot carried straight to the front and the ball of the foot placed lightly on the ground. The arms should be swung as in quick time except that they should be bent at the elbows so that the forearms form an angle of about 135° with the upper arm. The length of pace will be 40 inches and the rate of marching 180 paces to the minute.

Common Faults:

- Swinging the shoulders.
- Looking down.
- Stepping too long at the head of the troop, thus causing straggling in rear.
- Running on the heels and loss of dressing, distance and interval.
- Hurrying the rate of marching and a complete loss of military bearing.

b. **Marking Time.** As for quick time, except that the ball of the foot only is put to the ground and the arms are kept to the sides in the bent position. The rate of double marching is maintained.

c. **Halting**

ORDER	ACTION
'Troop - Halt!'	As for quick time, at the same time cutting the arms to the sides. The word of command 'Halt' is given as the left foot leaves the ground, after which three more paces are taken. These three paces are required to check the rapid movement of the body before gaining the position of attention. It is, however, normal to 'break into quick time' before ordering 'Halt' from the double time.

Common Faults:

- Hopping with both feet off the ground at once.
- Loss of precision in halting.

d. Changing Step

ORDER	ACTION
'Change - Step!'	Hop twice on the next right foot and continue doubling in the normal manner.

0221. Changing the Time of Marching**a. Breaking into Quick Time from Slow Time**

ORDER	ACTION
'Break Into Quick Time, Quick - March!'	Given on two successive right feet. As the right foot strikes the ground, shoot the left foot forward, force the right arm to the front and the left arm to the rear. Continue marching in quick time.

Common Faults:

- Making the first pace too hurriedly, thereby failing to gain the correct rhythm at the start.
- Stamping the left foot on the ground in the first pace.
- Failing to force the left arm to the rear.
- Bending at the waist.

b. Breaking into Slow Time from Quick Time. This is taught by numbers.

ORDER	ACTION
'By Numbers Break Into Slow Time - One!'	Given as the right foot strikes the ground. Complete the pace with the left foot, pull the arms in to the sides in the position of attention. Take a check pace with the right foot.
'Troop - Two!'	Shoot the left foot forward and continue marching in slow time.

Normally the word of command will be 'Break into Slow Time, Slow - March!' The change into slow time will be done without pause. The executive word of command 'March!' is given as the left foot is level with and passing the right.

Common Faults:

- Failure to check the motion of the body, caused mainly by insufficient use of the arms.
- Swinging the left shoulder to the rear when checking the body.
- Leaning backward.
- Bending the right leg on the check pace.

c. Breaking into Double Time from Quick Time

ORDER	ACTION
'Break Into Double Time, Double - March!'	Given as the left foot meets the ground. Complete the pace in quick time with the right foot. Break into double time with the next left foot, swinging the leg forward at the correct rate of marching, i.e. 180 paces per minute; at the same time bending the arms.

Common Faults:

- Immediate relaxation of control and rhythm.
- Allowing the head to loll forward.
- Failing to take the last pace forward in quick time before breaking into double time.

d. Breaking into Quick Time from Double Time

ORDER	ACTION
'Break Into Quick Time, Quick - March!'	Given on the right foot. Complete two more paces in double time, checking the pace to 30 inches, then break automatically into quick time.

Common Faults:

- Failure to march correctly at once.

SECTION 2 - TROOP DRILL

0222. Introduction to Drill in Line

Drill in line forms a major part of ceremonial. Its importance is not only in the fine show it makes for the public but also in the distinct effort it demands to do it correctly from all taking part. This individual effort serves to develop the corporate spirit and discipline of a unit or sub-unit. Marching in line is taught first in slow time. In quick time there is no difference in the basic detail, but each individual must swing his arms to the regulation height to the front and rear. This helps the men maintain their dressing. In forming, the movement of forcing the arms to the sides when turning, halting or beginning to mark time must be vigorous and clean.

0223. Marching in Line and Changing Direction

a. **Marching in Line in Slow Time.** The instructor must explain again the use of the cautionary words of command 'Advance' and 'Retire' and also the flank of direction. During practice, the length of pace, distance between ranks (one pace), and the interval between men, must be checked frequently. The following must be demonstrated and practised:

- Selection of two points to march on by the pivot man so as to keep a straight line of advance.
- How to keep interval and dressing.
- Regaining lost dressing gradually.
- Stepping off with a full pace and halting so that dressing is not lost.

Notes:

1. *In the case of a troop with an odd blank file marching in line, the blank file will mark time two paces (left, right) on the command 'About!' (given on the left foot), thus gaining the position in the new front rank before the command 'Turn!' is given (four paces after the word 'About!').*
2. *If turned about while at the halt, the odd blank file will take two paces forward.*
3. *Guides will act in a similar manner to blank files, but if the command 'Troop Will Retire, About - Turn!' is given, the blank files only will mark time or take two paces forward.*

Common Faults:

- Failure to maintain correct interval, distance and dressing.
- Making a sudden spurt or check to regain lost dressing instead of doing it gradually.
- Stepping off and halting with an uneven and incorrect length of pace.

- Stepping a pace of more than 30 inches.

b. Taking Open and Close Order in Slow Time

ORDER	ACTION
'Open - Order!'	Given just before the left foot reaches the ground. <i>Centre Rank</i> - Mark time two paces (left, right) and lead on with the left foot. <i>Rear Rank</i> - Mark time four paces and lead on with the left foot. This makes three paces distance between ranks.
'Close - Order!'	<i>Front Rank</i> - Mark time four paces. <i>Centre rank</i> - Mark time two paces.

c. Diagonal March

ORDER	ACTION
'Diagonal March , Left In - cline!'	The command is given on the right foot, as the left foot strikes the ground pull the arms in to the sides in the position of attention. As the next right foot comes forward turn the body through 45°, using the right foot as a pivot. As the body completes the turn, force the left foot forward a pace of 30 inches in the new direction. Continue marching in the new direction, swinging the right arm forward and the left arm to the rear on the next left foot.

Note. For Right Inclines reverse the above procedure.

Point out the importance of dressing and covering. Individuals must maintain the original alignment and must cover the original man covered. They must therefore also maintain their original distance and intervals. The diagonal march enables a troop to gain ground to the front (or rear) and to a flank at one and the same time without changing it's formation.

d. **Changing Direction**(1) *By Forming at the Halt.*

ORDER	ACTION
'Change Direction Right, At The Halt, Right - Form!'	The right-hand man turns to his right. The remainder of the front rank inclines to its right. The remainder of the troop stands still.
'Troop, Slow - March!'	The right-hand man moves forward three paces and halts. The two men in the file behind him conform, wheeling and halting behind him facing the new direction at one pace distance from each other. The next file marches forward, wheeling to face the new direction and halts in line, dressing on the right hand file.

Notes:

1. *This movement is always used for changing direction when there are more than six men in line.*
2. *The movement is normally taught from the halt to the halt by individual files in turn before the whole troop is practised together.*
3. *If the cautionary 'At The Halt!' is not given the troop will mark time on reaching the new alignment, from which it will receive the order 'Forward!'*

(2) *By Forming on the March.*

- (a) The executive command is given as for right (or left) turn. The pivot man will act as follows:
 - i. *Move to Halt (Right).* Turn right and march forward 4 paces to the halt.
 - ii. *Move to Move (Right).* Turn right and march forward 3 paces to the mark time.
 - iii. *Move to Halt (Left).* Turn left and march forward 3 paces to the halt.
 - iv. *Move to Move (Left).* Turn left and march forward 4 paces to the mark time.

- (b) The remainder of the front rank incline and march to their new alignment. Centre and rear ranks men will not incline but follow on behind their front rank men. All will halt and dress or mark time when in line with the right (or left) file.

Common Faults:

- Failing to maintain the correct interval.
- Increasing the rate of marching on the outer flank or when marking time.
- Increasing the length of pace, particularly in the front rank.
- Files approaching the new alignment in echelon instead of being covered correctly.
- Failing to halt or take up the marking time on the correct foot.
- Centre and rear rank men failing to maintain the correct distance throughout the movement.

(3) *By Wheeling.* Whether marching in single file, threes, or sixes, the inner man will wheel on the circumference of a circle which has the radius of four feet; and will change direction through 90 degrees. The speed of the wheel is governed by the ability of the outside man to keep pace by stepping out. The man on the inner flank will glance outwards from the corner of his eye without turning his head and will shorten his pace accordingly. The outer men in each line must glance inwards in order to keep the dressing. Files in rear will march straight to their front and will follow on the ground covered by the leading file. It is not practicable to wheel more than six men in line, unless the wheel is a gradual one, e.g. in a ceremonial procession through the streets. With more than six men in line, a change of direction will be made by forming.

ORDER	ACTION
'Change Direction Right, Right - Wheel!'	Men act as above.

Notes:

1. *If it is desired to wheel less than through a right angle, the word of command 'Forward!' will be given when the leading section is facing the required direction. They will then lead straight on.*
2. *If it is desired to wheel through more than a right angle, the command 'Right - Wheel!' will be given a second time.*

Common Faults:

- A tendency for the files in rear to swing out and away from the wheeling point.

- A tendency for the outer man to begin the wheel before reaching the wheeling point, causing the files to approach this point in echelon.
- Failure of inner men to bring round each section (by stepping too long).
- Loss of distance due to the outer men not stepping out.

(4) *Rear Files - Cover.*

ORDER	ACTION
'Rear Files - Cover!'	This order will be given if the troop is halted or ordered to mark time before the whole troop has wheeled to a new direction. The files which have not wheeled will step off and cover those which have, moving into their places by the shortest possible route.

Common Faults:

- Inner men of rear files failing to observe correct interval on completion of covering.

0224. Forming Troop

Forming troop is the movement by which a troop standing or marching in threes changes its formation to line without changing its direction. It is first taught in slow time. The word of command is given as for the left or right incline. (Forming troop from the halt is taught for instructional purposes only).

a. **Forming Troop from the Halt**

ORDER	ACTION
'At The Halt, On The Left, Form - Troop!'	The whole troop except the left-hand man of the leading section of three (pivot man) makes a left incline.
'Slow - March!'	The pivot man marches forward three paces and halts. The remainder of the troop march round to their correct places in line and halt.

Notes:

1. *If the cautionary is not preceded by 'At The Halt!' the troop marks time instead of halting.*
2. *It is advisable on the first occasion to deal with the leading section of threes individually and the remaining sections in turn.*

3. *Emphasise the fact that each file must approach its alignment with the centre and rear rank men immediately behind the front rank man.*

4. *The same movement may be made 'On The Right', in which case the pivot man is the right-hand man of the leading section of threes and the incline is made to the right.*

b. Forming Troop on the March

ORDER	ACTION
'At The Halt, On The Left, Form - Troop!'	The whole troop, with the exception of the pivot man, will incline to its left. The pivot man will go forward 4 paces to the halt. The remainder march into their positions in line, halt and dress.
'On The Left, Form - Troop!'	As for forming troop at the halt, except that the pivot man will go forward 3 paces to the mark time.

Notes:

1. *When forming troop on the right, the number of paces taken by the pivot man are reversed, 3 to the halt and 4 to the mark time.*

2. *When the cautionary 'At The Halt' is not given, files mark time on reaching their position in line. When formed, the troop will receive the order 'Forward!'*

Common Faults:

- Front rank men increasing the length of pace.
- Centre and rear ranks failing to maintain the correct distance on their approach to the alignment.
- Increase of the rate of marching and length of pace by men in the rear sections of threes.
- Failing to halt or mark time on the correct foot.

0225. Forming Two Ranks and Three Ranks

When forming two ranks from three ranks or three ranks from two ranks the only rank to move is the centre rank.

a. **To Form Two Ranks from Three Ranks**

ORDER	ACTION
'Form Two - Ranks!'	<p>Odd numbers of the centre rank carry the left foot 24 inches to the left, then shoot the right foot forward a pace of 30 inches, immediately forcing the left foot into the right in the position of attention.</p> <p>Even numbers of the centre rank carry the left foot 24 inches to the left, then shoot the right foot to the rear a pace of 30 inches, immediately forcing the left foot into the right in the position of attention.</p> <p>If there is an even blank file, the left-hand man of the centre rank will, if an odd number, act as an even number, and vice versa.</p> <p>If there is an odd blank file, the left-hand man of the centre rank will go to the rear whether he is an odd or an even number.</p>
'Right - Dress!'	The head and eyes will be turned to the right. Each man is allowed 24 inches in the ranks. The rear rank remains two paces of 30 inches in rear of the front rank when in close order.

Common Faults:

- Men in the centre rank not knowing their correct numbers.
- Incorrect interval in three ranks not allowing enough space for the centre rank men to move into. This can be overcome by giving 'Right - Dress!' before forming two ranks.
- Not carrying the left foot far enough to the left in the first movement, thereby causing collisions and uneven covering.
- Not reaching out far enough in the second movement thereby failing to reach the new alignment.
- Failure to place the feet flat on the ground.

b. To Form Three Ranks from Two Ranks

ORDER	ACTION
'Form Three - Ranks!'	<p>The original centre rank men take up their original positions as follows:</p> <p>Odd numbers shoot the left foot to the rear a 30 inch pace, then carry the right foot 24 inches to the right, immediately forcing the left foot into the right in the position of attention.</p> <p>Even numbers shoot the left foot forward a 30 inch pace, then carry the right foot 24 inches to the right, immediately forcing the left foot into the right in the position of attention.</p>

Common Faults:

- Not carrying the right foot off far enough in the second movement, thereby failing to cover off.
- Failure to place the feet flat on the ground.

0226. Marching Off In Single File

It is often necessary for a troop in three ranks to form single file, e.g. when marching into a building.

a. A Troop Facing a Flank in Threes

(1) When Halted.

ORDER	ACTION
'Front Rank, Quick - March!'	The front rank steps off in quick time in single file.
'Centre Rank, Quick - March!'	Given as the rear of the front rank passes the head of the centre rank. The centre rank follows on behind the front rank.
'Rear Rank, Quick - March!'	Given as the rear of the centre rank passes the head of the rear rank. The rear rank follows on behind the centre rank.

(2) On the March.

ORDER	ACTION
'Form Single File, Centre and Rear Rank, Mark - Time!'	The front rank carries on marching. The remainder mark time.
'Centre Rank, For - ward!'	Given on two successive right feet and as the rear of the front rank passes the head of the centre rank. The centre rank follows on behind the front rank.
'Rear Rank, For - ward!'	Given on two successive right feet and as the rear of the centre rank passes the head of the rear rank. The rear rank follows on behind the centre rank.

Note. *Similar movements can be done in a different sequence of ranks.*

b. Re-forming Three Ranks

(1) When Halted.

ORDER	ACTION
'The Troop Will Re-form Three Ranks On The Front Rank. Centre And Rear Ranks, Quick - March!'	The front rank stands fast. The centre and rear ranks lead on to their correct position,
'Centre (or Rear) Rank - Halt!'	

(2) On the March.

ORDER	ACTION
'The Troop Will Re-form Three Ranks On The Front Rank, At The Halt, Front Rank - Halt!'	The front rank halts. The centre and rear ranks continue marching to their positions.
'Centre (or Rear) Rank - Halt!'	

Note. *If the cautionary word of command is not followed by 'At The Halt!' the executive word of command to each rank in turn will be 'Mark - Time!'*

c. A Troop in Line

(1) When Halted.

ORDER	ACTION
'Advance In Single File From The Right, Quick - March!'	The right-hand section of threes march forward in quick time. The remainder mark time going forward in quick time in succession of sections of threes from right to left, to form single file. The second and subsequent sections of threes wheel so as to cover off the right-hand section.

(2) On the March.

ORDER	ACTION
'Advance In Single File From The Right, The Remainder Mark - Time!'	The right hand sections of threes leads on. The remainder mark time and go forward in succession to form single file.

d. Re-forming Troop.

(1) When Halted.

ORDER	ACTION
'At The Halt, On The Left, Form - Troop!'	The original right-hand section of threes stands fast. The remainder incline to the left.
'Quick - March!'	The right-hand section of three stands fast. The remainder march to their original positions in line as in forming troop, halt and dress.

(2) On the March.

ORDER	ACTION
'At The Halt, On The Left, Form - Troop!'	The whole of the troop with the exception of the original right-hand file, will incline to the left and, acting as in forming troop, will regain their position in line.

Note. If the first cautionary word of command is not followed by 'At The Halt!' the executive word of command will be 'Right-Hand Section Of Threes, Mark -Time!'

(3) *Halting and Dressing.* The right-hand section of three will halt three paces after the remainder have inclined.

SECTION 3 - MARKS OF RESPECT, HONOURS, SALUTES AND COMPLIMENTS

0227. Introduction

- a. The full details of military honours, salutes, compliments and marks of respect are in Queens Regulations for the Royal Navy and in Queens Regulations for the Army, to which officers must refer.
- b. Compliments in the armed forces derive their origin from the Sovereign, to whom the highest compliment, the Royal Salute is paid. Because of their link with the Sovereign the following are also paid some form of compliment:
 - Other members of the Royal Family.
 - Governors and Ministers of the crown to whom the Sovereign delegates authority.
 - All Colours, Standards and Guidons of the Royal Navy, Royal Marines, Army and Royal Air Force.
 - All officers of the Armed Forces as holders of the Sovereign's commission, including reserves.
- c. Chapter 92 of BR 2 (Queens Regulations for the Royal Navy) lays down full details of Military Honours and Marks of Respect, which compliments are to be paid and on what occasions. It should be consulted before all ceremonial parades and events.

0228. Marks of Respect in Her Majesty's Ships

Marks of respect are normally paid to Royal personages, officers and officials on their arrival at and departure from Her Majesty's ships only between 'colours' and 'sunset', but the senior officer concerned may waive this rule in certain circumstances. See [Chapter 18](#) for detail for guards and bands. A table of marks of respect is given in Queen's Regulations for the Royal Navy.

0229. Honours, Salutes and Compliments Ashore

- a. **By Troops on Parade and by Guards of Honour.** The honours and salutes, exclusive of artillery salutes, to be given by troops on parade and by Guards of Honour are as follows:
 - (1) To Her Majesty the Queen and His Royal Highness Prince Philip:
 - (a) Royal Salute - Present arms, colours lowered. The band will play the whole of the National Anthem.
 - (b) In the case of a parade held to commemorate the birthday of the Queen, the same honours and salutes will be accorded as if Her Majesty were present.

(2) To other members of the Royal Family:

(a) Royal salute - Present arms, colours lowered. The band will play the first six bars of the National Anthem.

(3) To Admirals of the Fleet, Field -Marshals, Marshals of the Royal Air Force:

(a) General Salute as in (4). Regimental colours will be lowered.

(4) To General Officers and Inspecting Officers below the rank of General Officer, and to Corresponding Ranks and Appointments in the Royal Navy and Royal Air Force:

(a) General Salute by troops under their command, officers saluting, men presenting arms, colours flying, bands playing the first part of a slow march, and drums beating.

(b) By units not having bands - the bugles sounding the salute or the drums beating a ruffle.

(5) To Commanding Officers of Garrisons, Camps and Stations, If under the rank of General Officer or Corresponding Rank in the Royal Navy and the Royal Air Force:

(a) As for the next higher rank.

(6) To Standards, Guidons and Colours of all Services:

(a) When uncased, at all times to be saluted with the highest honours. Arms presented, trumpets or bugles sounding the salute, drums beating a ruffle, except when carried by units forming part of the escort at a military funeral (see [Chapter 22](#)).

Note. For full details of honours, salutes and compliments ashore see Queen's Regulations for the Army.

b. The National Anthem

(1) Whenever the National Anthem is played, other than at a church service, all ranks on parade are to be brought to 'attention' and officers and the R.S.M. are to salute.

(2) All parties on the move are to be brought to the halt and if armed remain at the shoulder, with officers or N.C.O.s in charge saluting. Sentries are to shoulder arms.

c. **Compliments to the Colours.** Her Majesty is represented in most units by her standard, guidons or colours. These therefore are entitled to compliments as follows:

- (1) An individual rank on seeing the colours will stop working or halt, face the colours at attention and salute.
- (2) A party of men working, or drilling or marching will halt, face the colours and stand at attention. The officer or N.C.O. commanding the party will salute. If the party has rifles, bayonets will be fixed and arms will be presented.
- (3) Guards will turn out and present arms.
- (4) On marching on or off parade, colours will be received in open order, with bayonets fixed and arms at the 'present'. The drums will beat a ruffle.
- (5) Two units, both carrying colours, will give 'Eyes - Right!' to each other as they pass.
- (6) The only times when a colour is not saluted are :
 - (a) When the colours are carried by a unit forming a part of the escort at a military funeral, by ranks or units attending or on duty with the funeral.
 - (b) When colours are cased.
- (7) The guns of artillery regiments on parade are accorded the compliments of units carrying colours.

d. **Compliments to be Paid by Guards and Sentries.** At all times between 'Reveille' and 'Retreat', guards other than those on Royal Duty will turn out and pay the compliments specified in Para 0229 *sub para a.* above to general officers in uniform. Regimental guards will turn out and present arms once a day to their C.O. of whatever rank.

- (1) *Salutes to Armed Corps and Armed Parties.*
 - (a) Guards will turn out at all times when armed parties approach their posts.
 - (b) Between 'Reveille' and 'Retreat' they will salute armed parties as follows:
 - i. They will present arms to an armed corps.
 - ii. They will stand with arms at the 'Shoulder' for other armed parties.

Note. For definitions of 'armed corps' and 'armed parties' see Queen's Regulations for the Army.

(2) Between 'Retreat' and 'Reveille', guards will not pay compliments except to grand rounds.

(3) An officer under the rank of a general officer is not entitled to the compliment of the bugle sounding the salute, or the drum beating a ruffle, when guards present arms to him. Officers not in uniform are not entitled to the compliment of a guard turning out (but see Queen's Regulations for the Army for exceptions). Brigadiers are not entitled to the compliment of the guard turning out, except in the case of those guards found by troops under their command and mounted under their immediate order or under the orders of their unit commanders.

(4) When a general officer in uniform, or a person entitled to a salute, passes in rear of a guard, the commander will cause his guard to fall-in and stand with arms at the 'Shoulder' facing the front, but no drum will beat or bugle sound. When such officers pass while guards are relieving, both guards will salute as they stand, receiving the word of command from the senior commander.

(5) All guards and sentries will pay the same compliments to commissioned officers of the Royal Navy, the Army and the Royal Air Force and their Reserves, and to Commonwealth and Foreign Officers when in uniform.

(6) *Salutes by Sentries.*

(a) Honours will be paid by sentries as given in the Queen's Regulations for the Army. Sentries on ordinary posts (i.e., other than on Royal Palaces, Governors' Residences, Generals' Residences, etc.), will 'Present Arms' to General and field officers and to armed parties; and will salute at the 'Shoulder' to the officers below field rank and to unarmed parties.

(b) Chaplains, Royal Navy, will be saluted as for officers of field rank.

e. **Compliments on the March.** The following refer mainly to the procedure in peace, since compliments during a march on active service will not be paid unless specially ordered:

(1) Compliments will be paid when a body of troops passes:

(a) The Queen or other members of the Royal Family.

(b) Armed bodies of troops on the march commanded by an officer.

(c) Guards and escorts.

(d) General officers and officers of the Royal Navy and Royal Air Force of equivalent rank, when in uniform.

The commander will give the order 'March to Attention!' and compliments will be paid in succession by the sub-units on parade, commanders giving the command 'Eyes - Right (or Left)!'. All officers and such other ranks as are in command of sub-units will salute.

(2) Small bodies of troops not commanded by an officer will pay compliments to all officers.

(3) An officer in command of an armed party will return the salute of a NCO in charge of an armed party of less than twenty men but will not call the armed party to attention.

(4) When in command of a party, armed or unarmed, an officer will salute any officer senior to him provided he is a field officer or higher, or of equivalent rank in the other services.

(5) Compliments paid by guards and sentries will be returned as detailed in (1) above.

(6) Bodies of troops on the march or on training will only pay compliments to the same higher commander once a day. At other times the commander only will salute his seniors.

(7) When persons entitled to salutes approach from the rear, compliments will not be paid, but officers will salute. This will not apply in the case of members of the Royal Family, when troops will be ordered to 'March to Attention' and give 'Eyes - Right (or Left)!'.

(8) Troops will march to attention until clear of, and when approaching, their parade ground; and when entering and leaving barracks.

f. **Salutes by Guards of Honour.** When actually mounted and engaged in their duties, compliments will be paid as follows, other than to the person in whose honour the guard is mounted:

(1) Colours will be saluted as in Para 0229 a. [sub para \(6\)](#).

(2) For officers entitled to a salute at the 'Present' but of a lesser degree than the person in whose honour the guard is mounted, the guard will be called to attention. Officers will salute.

(3) Salutes by officers junior to the guard commander or by other ranks will not be acknowledged.

g. **Salutes to Officers by Ranks on Parade**

- (1) When a salute is being paid by a formed body of men, only the senior officer to whom the salute is given will return the salute. On a ceremonial parade all officers not under the parade commander, whether accompanying the senior officer or not, are to stand to attention.
- (2) When the National Anthem is played as a salute to a royal personage present, officers accompanying royalty are not to salute. All other officers, whether on or off parade, are to salute.
- (3) When the National Anthem is played, but not as a salute to a royal personage present, all officers, whether on or off parade, are to salute.

h. **Military Funerals.** Military funerals will be saluted by guns, and attended (subject to the detailed provisions in Queen's Regulations for the Royal Navy and Queen's Regulations for the Army), in accordance with the following table:

Table 2-1. Military Funerals

Rank or Corresponding Rank	Salute of Guns	Rounds of Small Arms	Escorts
Field Marshal	19	-	As may be authorized by the War Office.
General	17	-	Not to exceed 2,000 all ranks.
Lieutenant-General	15	-	Not to exceed 1,750 all ranks.
Major-General	13	-	Not to exceed 1,500 all ranks.
Brigadier	-	3	Not to exceed 1,200 all ranks.
Colonel	-	3	Not to exceed 1,000 all ranks.
Lieutenant-Colonel Commanding (exercising a command appropriate to that rank)	-	3	His own commando or detachment equivalent thereto.
Lieutenant-Colonel (other than above)	-	3	Not to exceed 300 all ranks.
Major	-	3	Not to exceed 200 all ranks.
Captain	-	3	Not to exceed 100 all ranks.
Lieutenant or Second Lieutenant	-	3	Not to exceed two troops))
RSM and QMS	-	3	Not to exceed one troop) or detachments) of equivalent) strength))
All other grades	-	3	Not to exceed two sections))))

- (1) At the funeral of a general officer, flag officer or commodore dying on service, minute guns will be fired while the body is being borne to the burial ground, but these minute guns will not exceed the number laid down in [Table 2-1](#). When any such officer who has died when afloat is to be buried on shore, minute guns will be fired from the ship, if a ship of war, while the body is being conveyed to the shore. Where the means exist, minute guns will be fired from shore while the procession is moving from the landing place to the burial ground. The total number of minute guns so fired must not exceed twice the number laid down in [Table 2-1](#). The salute of guns laid down in [Table 2-1](#) or, in the case of a flag officer or commodore or air officer, a salute of the number of guns to which the deceased was entitled when living, will be fired after the body is deposited in the grave.
- (2) At the funeral of an officer designated in [sub para \(1\)](#) above, the pall will be supported by officers of the same rank as that held by the deceased, and, if insufficient number of that rank cannot be obtained, by such other officers as the military authorities concerned may desire to invite.
- (3) When a military funeral is allowed by the regulations, in addition to the firing party and escort laid down in [Table 2-1](#), the military funeral of an officer will be attended by the officers, that of a sergeant by sergeants, and that of a corporal by the corporals, of the formation to which the deceased belonged or was attached. The military funeral of a NCO or marine will be attended by the company, etc. (officers included) to which he belonged or was attached.
- (4) See [Chapter 22](#) for the detail for a military funeral.

0230. Compliments to be Paid by Ranks Not on Parade

Officers and men must know what is contained about saluting in the following paragraphs. Instructors should teach this knowledge by question and answer when troops are standing easy, in particular when teaching saluting. The detail for honours to be paid by sentries should be taught and exercised when teaching sentry drill.

0231. The Salute - History

A salute is in fact, the normal greeting between comrades in arms, and is an essential part of discipline. The salute with the hand, the presenting of arms and the salute with the sword, were methods by which the person paying a compliment could show the person to whom that compliment was being paid that no offence was meant. They are all gestures, symbolic of loyalty and trust. The hand salutes of the Royal Marines, the Army and the Royal Air Force is made with the palm of the hand facing forward, unlike the Naval Hand salute which is made with the palm of the hand inclined downwards. The reason for this is believed to originate from the days of sail, when sailors climbed the rigging. Admirals of the day did not like their sailors showing dirty hands to them when saluting so the hand was inclined downwards to hide the palm from view. The Naval Salute of Nelsons time was a 'touch of the forelock'. Officers and men removed or touched their hats when in the presence of superiors. Correct and smart saluting is an outward indication of courtesy, good manners and discipline, it is therefore very important that all should know when and how to salute. That the salute is properly and smartly given is a matter of training. A salute should always be given in a civil and not a servile manner and failure to salute shows disrespect, idleness and a low standard of discipline.

0232. Saluting

Compliments in the armed forces derive from Her Majesty the Queen, the highest being the Royal Salute to Her Majesty and to those members of the Royal Family, Governors, Ministers, etc, to whom she delegates her authority. Formed bodies of troops, being on the Queen's business, are also entitled to compliments, as are the standards, guidons or colours of units. An officer is saluted as the Queen's representative and a holder of Her Majesty's Commission. The details of compliments which must be paid are laid down in the Queen's Regulations for the Royal Navy. It is the duty of all officers and NCOs to be familiar with the rules in general and especially with the simple details given below:

a. **The National Anthem.** Whenever the National Anthem is played as part of a salute or on parade all ranks in uniform are to stand to attention and salute. Those in plain clothes are to stand to attention and take off their hats. Similar action is to be taken when the National Anthems or Hymns of Commonwealth or foreign countries are played.

b. In Her Majesty's Ships

(1) *Saluting the Quarterdeck.* All ranks will salute when they come over the gangway or on to the quarterdeck.

(2) *Colours and Sunset.* When the 'Alert' is sounded for the hoisting or hauling down of colours, all ranks will stand at attention, face the required direction and salute.

(3) *Saluting Officers.* Salutes are not exchanged except before addressing or when addressed by a superior officer.

c. Persons, etc., to be Saluted. The following will be saluted:

(1) The Queen and all members of the Royal Family and of foreign Royal Families.

(2) Naval and Royal Marines officers and commissioned officers of the Army and Royal Air Force, including reserves.

(3) Officers of Commonwealth Naval, Military and Air Forces in uniform.

(4) Officers of foreign Naval, Military and Air Forces in uniform.

(5) Officers in plain clothes who are known to be officers either because of their position or because they belong to the same ship or unit.

(6) Cars flying an official distinguishing flag or broad pendant, or plate. These insignia are not displayed unless the officer entitled to them is in the car.

(7) Uncased colours carried by Naval, Military or Air Force units.

d. **Funerals (Military or Civil)**

- (1) Ranks will salute the body.
- (2) Ranks will salute standards, guidons or colours of units forming part of the escort, only if they themselves are not present to attend the funeral.

e. **Exchange of Personal Salutes.** The following rules will be observed:

- (1) Other ranks will salute all officers. When two or more other ranks not in an organized party pass or are passed by an officer, all will salute.
- (2) Ranks riding bicycles or similar vehicles (pedal or motor) are **NOT** to salute when the vehicle is in motion (owing to the danger in taking the eyes off the road). When the bicycle is stationary, ranks are to salute by giving an 'Eyes - Right!- (or Left)' but are **NOT** to remove their hands from the handlebars.
- (3) When sitting in mechanical vehicles, drivers are **NOT** to salute.
- (4) When travelling in mechanical vehicles, all officers, or the vehicle commander when an other rank, are to salute with the hand, and all other ranks are to sit to attention, when passing, or being passed by an officer senior to them.
- (5) Any other rank riding a horse will salute as follows:
 - (a) When riding with both hands on the reins he will give 'Eyes - Right! (or Left)' without moving his hands.
 - (b) When holding the reins in one hand only, he will force the right arm down to its full extent, hand behind the right thigh, arm and hand in the normal position of attention, and give 'Eyes - Right! (or Left)'.
- (6) Consideration whether or not his salute can be returned does not excuse an officer or other rank from saluting.
- (7) Salutes will not normally be exchanged in such public covered places as railway stations and sports-ground stands, except when a rank is reporting to, or being addressed personally by a superior officer.

f. **Left Hand Salute.** When because of physical incapacity, a salute with the right hand is impossible, the salute will be given with the left hand.

g. Special Instructions for Saluting with Arms

- (1) *At the Halt.* The marine will salute as follows:
 - (a) If at the 'Order' when an officer passes he will turn towards the officer and stand to attention.
 - (b) If at the 'Shoulder' when an officer passes he will salute as detailed in [Chapter 3](#).
- (2) *On the move.* When a marine passes an officer he will salute him at the 'Shoulder' and will conform to the detail given in [Chapter 3](#).
- (3) *When Reporting to an Officer.* When a marine reports to an officer he will do so at the 'Shoulder' and will conform to the detail given in [Chapter 3](#).

h. Standing at Attention

- (1) Ranks will stand at attention during the two minutes silence on Remembrance Day.
- (2) NCOs and marines will stand to attention when addressing or addressed by their superiors.

i. **The Salute as a Private Mark of Respect.** Ranks in uniform should salute as a private mark of respect on occasions when in plain clothes, they would raise their hats, e.g., when passing the Cenotaph, when greeting ladies.

0233. Saluting at the Halt

When teaching saluting, instructors must also teach the proper duty of the individual in paying compliments. In particular, while the troop is standing easy, the men's knowledge should be tested and refreshed by question and answer. Saluting at the halt is a basic lesson but often to be revised with trained soldiers to correct any bad mannerisms which may have been picked up. Saluting is best taught and exercised as interval drill with the troop inclined to a flank.

a. Saluting to the Front

ORDER	ACTION
'By Numbers, Salute to the Front - One!'	The right arm is kept straight and raised sideways until it is horizontal, palm of the hand to the front, fingers extended, thumb close to the forefinger. Keeping the upper arm still and the hand and wrist straight, bend the elbow until the tip of the forefinger is one inch above the right eye.

(1) Points to Note.

- (a) The upper arm is horizontal and at right angles to the side, forearm, wrist and fingers in one straight line.
- (b) When wearing a cap or helmet the tip of the forefinger should be touching the peak of the head-dress. When wearing a beret the tip of the forefinger should be touching the leather binding.
- (c) Palm of the hand vertical, little finger on top.

Common Faults:

- Leaning to the left, straining the muscles and leaning backwards.
- Elbow forward. Forearm, wrists and fingers not in a straight line.
- Hand too high or too far over towards the centre of the forehead, hand tilted forward, fingers not together, movement of the left arm, pushing the head forward toward the hand.

ORDER	ACTION
'Troop - Two!'	To return to the position of attention, the hand is cut the shortest way to the side. The fingers will be curled up on the way down to the side.

Common Faults:

- Dropping the hand before the elbow.
- Not straightening the arm and therefore not resuming the proper position of attention.
- Moving the left hand when cutting the right arm away.

Notes:

1. *When judging the time, the hand will remain at the position of the salute for the uniform pause. The word of command will be 'To The Front - Salute!'.*
2. *In general, the most common fault in saluting to the front is that the movement has started before the man has halted, stopped speaking, or the man starts speaking before the movement has been properly completed.*

b. Saluting to the Right

ORDER	ACTION
'By Numbers Salute to the Right - One!' or 'To The Right - Salute!'	This is best taught from the correct position of the salute to the front. Get the marine to incline his head and eyes to the right and, without upsetting the position of the right arm, wrist or hand, to shift the hand so that the right eye can just look along the palm of the hand. He should be able to see the right palm, wrist and elbow with both eyes. The marine should look his own height or into the eyes of the officer he is saluting. This must be practised until the movement of the head, eyes and hand become simultaneous.

Common Faults:

- Leaning forward; looking along the back of the hand with the right eye; not looking the officer in the face.
- Hand too high.
- Left shoulder allowed to come forward, right elbow to the rear.
- Raising the wrist.

ORDER	ACTION
'Troop - Two!'	The head and eyes are turned to the front. The hand is cut to the side as in saluting to the front.

c. Saluting to the Left

ORDER	ACTION
'By Numbers Salute to the Left - One!' or 'To The Left - Salute!'	This is best taught from the correct position of the salute to the front. Get the marine to incline his head and eyes to the left and, push the right hand, wrist and arm farther over to the left to the correct position above the right eye. The marine should look his own height or into the eyes of the officer he is saluting. This must be practised until the movement of the head, eyes and hand become simultaneous.

Common Faults:

- Turning the left shoulder to the rear and allowing the right elbow to drop forward.
- Not allowing the right hand to move over to its correct position.
- Dropping the wrist.

ORDER	ACTION
'Troop - Two!'	The head and eyes are turned to the front. The hand is cut to the side as in saluting to the front.

0234. Saluting on the March

Saluting on the march will be to a flank and may be done in slow or quick time.

a. Saluting to a Flank

ORDER	ACTION
'By Numbers, Salute to the Right - One!'	Given as the left foot strikes the ground, miss pace with the right foot. Freeze with the left heel on the ground, toe raised. Bring the right arm smartly to the position of salute as the heel touches the ground. Incline the head and eyes to the right. Force the left hand to the side as for the position of attention. As the left foot comes to the ground and the salute is made, the troop shouts 'Up!'.
'Troop - Two!' 'Three!' 'Four!' 'Five!'	Keep the left arm still to the side. Maintain the correct position of the salute and, without swinging the shoulders complete the next 4 paces and shout 'Two!', 'Three!', 'Four!', 'Five!'. The orders may be given in quick succession, one pace being taken on each and the appropriate number shouted each time the heel comes to the ground.
'Three!' 'Four!' 'Five!'	The orders may be given in quick succession, one pace being taken on each and the appropriate number shouted each time the heel comes to the ground.
'Troop - Six!'	Complete the pace with the right foot. As the heel touches the ground turn the head and eyes to the front, cut the right arm away to the side, and shout 'Down!'.
'Troop - Seven!'	Continue marching in quick time, swing the arms and shout 'Swing!' on the first pace.

(1) *Judging the time.*

ORDER	ACTION
'Saluting to the Right - Salute!'	Given as the left foot comes to the ground. Come up to the salute on the next left foot and cut the hand away on the sixth pace (right foot). Recruits will continue to call out the time.

Common Faults:

- In addition to the faults already mentioned, there is a tendency to swing the shoulders and to stray from the direction of marching in the direction of the salute. This latter fault is corrected by getting an instructor to act as a guide to the troop under instruction.

b. Saluting when Passing and Officer

- (1) When a man passes an officer, he will salute on the third pace before reaching him and cut the hand away on the third pace after passing him. If carrying a cane, he will place it under the left arm, cutting away the hand before saluting. During the salute the man will look the officer full in the face.
- (2) Recruits will be practised in marching two or three together, saluting points being placed on either side. When several men are together, the nearest man to the point will give the time. They should be practised in saluting points on the move as well as fixed saluting points.

0235. Addressing or Delivering a Message to an Officer

Men will be taught to halt two paces in front of an officer when reporting to him or when delivering a message. Written messages will always be carried in the left hand, except when the left hand is used to salute.

ORDER	ACTION
'Approaching an Officer with a Message. Troop - Halt!'	The troop halt, and then, salute to the front.
'Message Delivered!'	This command is used to complete the detail. The troop will salute to the front again; then turn about and step off in quick time.

Note. *There is to be a uniform pause between each movement.*

0236. Saluting when Wearing a Cape or Without Head-dress and when in Plain Clothes

This action covers the case of the individual man who passes an officer, is spoken to by an officer or is passed by an officer, when the individual man is wearing a cape, or has no hat, or is dressed in plain clothes. As part of a recruit's training, these movements will be explained, demonstrated and practised on the parade ground.

a. **Wearing a Cape or Without Head-dress.** At all times when in uniform and wearing a cape or without head-dress:

(1) When passing an officer, the man will cease swinging his arms, pulling the right arm in from the front, left arm from the rear, and will turn his head and eyes in the required direction on the left foot and so remain for five paces, turning his head and eyes to the front on the right foot and swinging his arms on the next left foot.

(2) When spoken to by an officer he will stand to attention.

(3) When passed by an officer he will stand to attention.

b. **In Plain Clothes**

(1) If wearing head-dress the man will remove it well clear of his head and look the officer in the eye.

(2) When not wearing head-dress, a man will pay his respect by inclining his head and eyes and saying 'Good Evening, Sir, etc.'

(3) He will stand to attention if speaking to, or being spoken to by an officer.

0237. Saluting when Sitting, when Fallen Out and when In a Room

a. **When Sitting.** A man who is sitting when an officer approaches will stand to attention facing the officer and, if wearing head-dress, will salute.

b. **When Fallen Out.** If two or more men are sitting or standing about, the senior NCO or marine will face the officer, order 'Men Standing About - Attention!' and himself salute the officer.

c. **In a Room.** When appearing before an officer in a room, a man will salute. He will not remove his head-dress.

Common Faults:

- Complete failure to pay the necessary compliment.
- Saluting with no hat on.

0238. Saluting with Arms, Pace-Stick or Cane

The detail for the salute with arms, pace-stick or cane is given as follows:

- a. Rifle see [Chapter 3](#).
- b. Sword see [Chapter 5](#).
- c. Pace-stick or Cane see [Chapter 1](#).

0239. Eyes Right or Eyes Left

When a formed body is required to pay compliment to a flank on the march it will receive the orders:

ORDER	ACTION
'By the Right! (or Left)' 'Eyes -Right! (or Left)'	Given as the left foot touches the ground in quick time or as the right foot touches the ground in slow time. In either case the whole will work when the left foot next comes to the ground. All officers and those NCOs in command will salute to the flank. The guide will look to his front to keep direction. The remainder will incline the head and eyes to the flank ordered and look the person being saluted in the eyes as they pass.
'Eyes - Front!'	Given as the left foot touches the ground in quick time or as the right foot touches the ground in slow time. All will look to the front and continue marching.

Notes:

1. *'Eyes - Right! (or Left)' will be given so that the officer or NCO in command is at the salute as the head of the unit comes level with the near end of the saluting base, or approaches the person being saluted.*
2. *'Eyes - Front!' will be given when the rear rank is clear of the far end of the saluting base, or person being saluted.*

Common Faults:

- Looking down, failure to look the person saluted in the eyes.
- Closing into the flank of direction.
- Shortening the length of pace.
- When in column of route failure of the commander to give his order from a position in which the rear of his command can hear.
- Not maintaining the correct rate of marching.

SECTION 4 - REMOVING HEAD-DRESS AND GIVING THREE CHEERS**0240. Removing Head-dress**

Head-dress will be removed when required to give three cheers or cheer ship.

a. When the Helmet W.P. is worn

ORDER	ACTION
'Remove - Head-dress!'	Seize the chin chain at the point of the chin with the left hand. After a pause, carry the left hand and the chin chain to the peak of the helmet. After a further pause, raise the helmet about 4 inches vertically above the head.
'Replace - Head-dress!'	Replace the helmet on the head. After a pause bring the left hand and chin chain to the point of the chin. After a further pause, cut the left hand to the side.

Note. Mounted officer with sword drawn will first pass the sword to the left hand where it will be held horizontally about 8 inches below the hilt, point to the left. The head-dress will be removed in the right hand.

b. When the Cap is Worn

- (1) When chin stays are down the drill will be as given for the White Helmet.
- (2) When chin stays are up the drill for both removing and replacing head-dress will be done in two movements, the left hand going direct to the peak of the cap; and being cut away to the side from the peak of the cap.

c. When the Beret is Worn

- (1) The beret will be removed in two movements, as for caps.
- (2) 'Replace - Head-dress!':
 - (a) Replace the beret with both hands (over a period equal to 4 paces in quick time). Cut the hands to the sides in the correct position of attention.
 - (b) If armed:
 - i. Grip the rifle between the knees, as for the first movement of 'Unfix Bayonets'.
 - ii. Replace the beret with both hands (over a period equal to 4 paces in quick time).

- iii. Seize the rifle with the right hand, cut the left hand to the side.
- iv. Resume the position of attention.

Note. Before 'Replace-Head-dress!' is ordered the beret must be at the left side. When giving three cheers, the beret will be brought to the left side at the end of the third 'Hurray!'.

- d. **When Parading with the Royal Navy.** When Royal Marines remove and replace head-dress simultaneously with Royal Naval contingents, the naval executive commands 'Off - Caps!' and 'On - Caps!' will be used.

0241. To Give Three Cheers

As each 'Hurray!' is given the head-dress is raised vertically above the head to the full extent of the left arm and then returned to a position about 4 inches above the head.

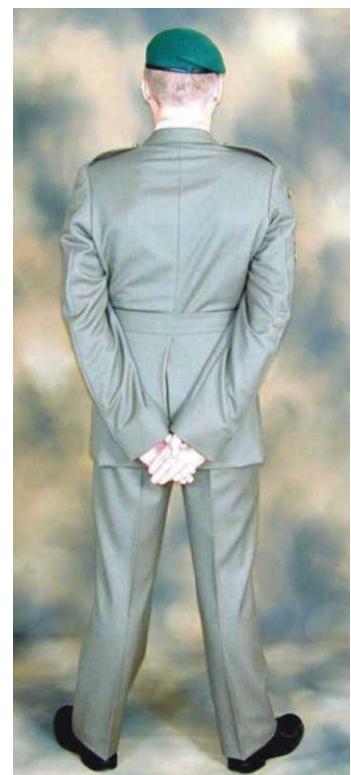
Fig 2-1. Position of Attention



**Fig 2-2. Position of Stand at Ease -
(Front View)**



**Fig 2-3. Position of Stand at Ease -
(Rear View)**



CHAPTER 3

ARMS DRILL

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CHAPTER 3

SECTION 1 - RIFLE DRILL - RIFLE EXERCISES AT THE HALT

0301. Introduction

- a. Since the publication of the provisional 5.56mm rifle drill manual in September 1985, and following the introduction of the 5.56mm to units, various trials have concluded that the provisional arms drill is not acceptable to the Armed Forces as a whole, because of the weapon's weight, size and the number of protrusions on it.
- b. This chapter contains 5.56mm arms drill which has been devised following five basic principles:
 - (1) The weapon must be ready for use: for example the sight should not be removed.
 - (2) The weapon has to be sustainable during longer parades by all service personnel; hence positions adopted have to be comfortable and relieve the weight of the weapon at appropriate times.
 - (3) The drill should cause as little damage to uniforms and medals as possible.
 - (4) The drill should be smart and safe.
 - (5) No additional expenditure should be incurred.
- c. The arms drill has been developed for use by 5.56mm fitted with the Iron or SUSAT sight ([Fig 3-1](#)).
- d. The scabbard issued with the rifle cannot be used for the fixing and unfixing of bayonets. It is therefore suggested that, if units wish to carry out parades with bayonets fixed, this should be done informally before and after troops march on and off parade. For those units issued with flexible bayonet frogs, the drill laid down in this chapter should be carried out.
- e. For inspections, soldiers should be at the position of attention, although whether the rifle is held at the shoulder or the slope will depend on the custom. It should be borne in mind that it is difficult to retain 5.56mm fitted with the iron sight at the shoulder for long periods. Inspecting officers, when inspecting soldiers at the slope, should also be aware of the bayonet protruding over the left shoulder when inspecting the rear of any particular rank.
- f. Because of the size and weight of the rifle, frequent 'Change Arms' will be necessary both at the halt and on the march, at the discretion of the parade commander. (Normally every 8 minutes.)

g. When the rifle is carried across the body with the sling (for instance a tactical sentry within barracks), compliments should be paid by saluting with the hand.

h. Units who encounter problems with the implementation of these drills or who wish to submit any suggestions should contact:

The First Drill
Parade Office
Commando Training Centre
Lympstone
Devon
Telephone: Military: Lympstone Ext 4127/4223

i. All measurements used in this chapter are indicated in 'inches' and 'centimetres'. It should be noted, however, that the conversion in these measurements is not mathematically exact and has been taken to the nearest figure which is convenient for ease of instruction.

j. All drill movements throughout this chapter should follow a logical sequence to teach.

0302. Rifle Exercises at the Halt

a. The training that rifle exercises give in co-ordinating the mind and limbs and the 'balance' they afford to foot drill makes them an essential part of any drill programme. Trained marines, when exercised in interval and troop drill, should be under arms.

b. All rifle exercises are taught by numbers. When judging the time, all movements are made as sharply as possible, counting a uniform pause between successive movements.

c. The word of command for the movement judging the time will be as for by numbers, but the word 'Arms!' becomes the executive, e.g., 'Shoulder Arms - One!' which becomes 'Shoulder - Arms!'.

d. The most common fault in rifle exercises is lack of control over the rifle which causes movement of the body. In rifle exercises the upper arm and elbow are kept close to the body and there should be no movement of the head or body except where specifically given in the detail.

e. The importance of safe handling of weapons is to be emphasised to all ranks carrying out rifle drill. The instructor is to ensure that whenever any rank picks up a rifle he always takes off the magazine, pulls back the cocking handle and looks into the chamber and magazine to make sure they are empty. When a rank hands a rifle to someone else he is to carry out the same movements and show the person receiving the rifle that it is empty.

f. **Common Faults.** Most common faults can be accustomed to all rifle drill and therefore have not been repeated in all rifle exercises. For an example, common faults for 'Troop One' in the 'Slope' from the shoulder are also relevant for 'Troop One' for the 'Present Arms' from the shoulder.

0303. Position of Attention (Fig 3-2)

The rifle is held in the right hand underneath the butt plate and locked into the right side of the body. The fingers are curled under the butt plate to allow the rifle to rest in the hand. The thumb is curled around the toe of the butt and is in line with the seam of the trousers. The magazine is square to the front. The left hand is in the normal position of attention.

0304. Stand at Ease (Fig 3-3)

ORDER	ACTION
'Stand at - Ease!'	Drive the left foot away 12 inches so that the body is evenly balanced on both feet. The rifle does NOT move throughout the execution of this movement and remains as per the position of attention.

0305. Stand Easy (Fig 3-4)

ORDER	ACTION
'Stand - Easy!'	Both arms are brought forward in a quarter circle movement and both hands meet in the centre of the body so that the palm of the left hand, fingers and thumb together, has a full grasp of the back of the right hand. The right hand has retained its cup like grip on the butt plate. The rifle is positioned diagonally across the centre of the body with the magazine facing to the left and the stock resting on the right shoulder.

0306. Stand at Ease from Stand Easy

ORDER	ACTION
At the cautionary order: 'Parade, Troop!' etc.	The shoulders are braced and both the rifle and the left arm are brought smartly to the correct position of the Stand at Ease. The right hand has retained its cup like grip on the butt plate. The movement is not forced as this would cause the rifle to fall forward.

Common Faults:**a. The Position of Attention.**

- (1) Rifle dropping forward from the shoulder and not being pulled back.
- (2) Magazine and pistol grip not facing straight forward.
- (3) Rifle butt allowed to creep onto the front of the thigh.
- (4) Hand not cupping the butt properly i.e., fingers splayed, thumb not around the toe of the butt, butt resting on the tips of the fingers instead of the palm.
- (5) Shoulder 'hunched up' on the side at which the rifle is carried.

b. The Position of Stand at Ease.

- (1) Not maintaining the rifle at the position of attention, plus all of the common faults for the position of attention.

c. The Position of Stand Easy.

- (1) Moving the head and fidgeting. The order to Stand Easy is not an excuse to move about.

0307. Saluting at the Halt - Rifle at the Shoulder ([Fig 3-5](#))

ORDER	ACTION
'Salute to the Front - One!'	Drive the left hand across the body forearm horizontal. Strike the base of the stock with a flat open palm, fingers and thumb straight. The back of the hand to the front, elbow forced into the body, knuckle of the thumb of the left hand should be level with the outer edge of the stock.
'Troop - Two!'	After a uniform pause cut the left hand to the side and resume the position of attention. As per Fig 3-2

Common Faults:

- Forearm not parallel to the ground.
- Fingers and thumb not together.
- Left elbow pushed forward.

0308. Change Arms - Rifle at the Shoulder

This movement is executed in order to rest the right arm when standing with the rifle at the shoulder for long periods.

ORDER	ACTION
'Change Arms - One!'	The left arm comes across the front of the body by the shortest possible route, the left hand grasps the base of the stock in a full grip thumb behind, fingers together, little finger touching the trigger guard, forearm against the body. See Fig 3-6 .
'Troop - Two!'	The rifle is forced to the centre of the body controlled by the left hand so that the muzzle is in line with the mouth. The right hand leaves the base of the butt and grasps the stock above the left hand in a full grip with the little finger of the right hand touching the forefinger of the left. All fingers are together and both elbows pulled in tight to the side. The rifle is vertical with magazine and pistol grip to the front. See Fig 3-7 .
'Troop - Three!'	Release the grip with the left hand, at the same time force the rifle to a vertical position at the left side of the body under control of the right hand, ensuring the rifle is touching the shoulder. At the same time grasp the base of the butt plate with the left hand in a cup-like grip with the thumb curled around the toe of the butt. See Fig 3-8 .
'Troop - Four!'	Release the grip with the right hand and force it across the body by the shortest possible route to resume the position of attention. At the same time force the rifle back so the thumb is in line with the seam of the trousers. See Fig 3-9 .

Note. To change back to the right side of the body, the above process is reversed.

0309. Trail Arms from the Shoulder

ORDER	ACTION
'Trail Arms - One!'	The left arm comes across the body, the left hand grasping the base of the stock in a full grip, fingers together. Thumb behind, little finger touching the trigger guard, the forearm is tight against the body. See Fig 3-10 and Fig 3-11 .
'Troop - Two!'	The right hand leaves the base of the butt and grasps the rifle between the pistol grip and magazine housing in a cup like grip. Fingers together, thumb running down the pistol grip. The right elbow is forced back. See Fig 3-12 and Fig 3-13 .
'Troop - Three!'	The left arm is cut across the body to the left side as per the position of attention and at the same time the rifle is punched down parallel to the ground by straightening the right arm. The right arm is tight against the body and the muzzle of the rifle pointing slightly to the centre. See Fig 3-14 and Fig 3-15 .

Common Faults:

- During 'Troop - Two!' the right elbow not being pulled back.
- Failing to 'punch' the rifle to the horizontal
- Failing to keep the muzzle pointing to the centre.

0310. Shoulder Arms from the Trail Arms

ORDER	ACTION
'Shoulder Arms - One!'	The rifle is forced to the vertical position by bending the right elbow, the upper arm stays tight to the side, at the same time the left arm comes across the body, the left hand grasping the base of the stock in a full grip, fingers together, thumb behind, little finger touching the trigger guard. The left arm is tight against the body. See Fig 3-16 and Fig 3-17 .
'Troop - Two!'	The right hand leaves the rifle and strikes the base of the butt in a cup like grip, fingers together, thumb around the toe of the butt. See Fig 3-18 .
'Troop - Three!'	The left arm is cut across the body to the left side as per the position of attention, at the same time the rifle is forced into the right shoulder, thumb in line with the seam of the trousers. See Fig 3-19 .

0311. Change Arms at the Trail

ORDER	ACTION
'Change Arms - One!'	The rifle, controlled by the right hand is forced vertical and into the centre of the body by bending the right elbow and keeping the upper arm tight to the side, the rifle is 4 inches (10cm) from the body, at the same time the left hand comes across and grasps the base of the stock in a full grip, thumb behind, fingers together with the little finger of the left hand touching the trigger guard. Muzzle of the rifle in line with the mouth. See Fig 3-20
'Troop - Two!'	The right hand leaves the rifle and grasps the stock above the left hand in a full grip, thumb behind, fingers together and the little finger of the right touching the forefinger of the left hand. Both elbows are tight against the sides and the rifle does not move throughout this movement. See Fig 3-21 .
'Troop - Three!'	The left hand leaves the stock and grasps the rifle in a cup like grip between the pistol grip and magazine housing with the fingers together, thumb running down the pistol grip. Both elbows are kept tight to the sides and the rifle does not move throughout this movement. See Fig 3-22 .
'Troop - Four!'	The rifle is punched down the left side and parallel to the ground by straightening the left arm which is kept tight to the side. The muzzle points slightly to the centre, at the same time the right arm is cut to the side as per the position of attention. See Fig 3-23 .

Note. To change back to the right side of the body the above process is reversed.

Common Faults:

- Moving the rifle while changing hands during the second and third movements.
- Failing to keep the elbows close to the side in all movements.

0312. Ground Arms from the Shoulder

This movement is executed when ranks are in open order.

ORDER	ACTION
'Ground Arms - One!'	The left arm comes across the front of the body by the shortest possible route and the left hand grasps the base of the stock in a full grip, thumb behind, fingers together with the little finger touching the trigger guard. Forearm against the body. See Fig 3-24 .
'Troop - Two!'	The right hand leaves the base of the butt and grasps the rifle between the pistol grip and magazine housing in a cup like grip, thumb pointing down the pistol grip, the right elbow is pulled back. See Fig 3-25 .
'Troop - Three!'	Bend the body at the waist and knees. Keeping the knees together twist and lower the rifle to the ground, force the left arm to the side ensuring it follows the contours of the body. The rifle is placed gently on the ground with the front of the SUSAT sight close to and in line with the seam of the right toe cap, magazine to the right, muzzle straight to the front. Head and eyes looking at the ground 18 inches (46cms) directly to the front. See Fig 3-26
'Troop - Four!' or 'Troop - Attention (Shun)!'	Release the grip on the rifle with the right hand and force the body upright to resume the correct position of attention. See Fig 3-27 .

Common Faults:

- Not keeping a grip on the rifle when it is on the ground.
- Not looking at the ground 18 inches (46cms) in front.
- Left arm not contouring the body.

0313. Take Up Arms from the Ground

ORDER	ACTION
'Take Up Arms - One!'	Bend both knees and with the right hand take control of the rifle with a cup like grip between the pistol grip and the magazine housing, thumb running down the pistol grip, the head and eyes looking at the ground 18 inches (46cms) to the front. See Fig 3-28 .
'Troop - Two!'	Straighten the legs, bring the rifle back up to the right shoulder by bending the elbow and twisting the wrist so that the magazine faces forward. At the same time the left hand comes across the front of the body and grasps the base of the stock in a full grip, fingers together, thumb behind, little finger touching the trigger guard. The head and eyes are facing forward. See Fig 3-29 .
'Troop - Three!'	The right hand leaves the rifle and grasps the base of the butt in a cup like grip, fingers together, thumb around the toe of the butt. See Fig 3-30 .
'Troop - Four!'	The left arm is cut to the side, and the rifle is pulled back to resume the correct position of attention. See Fig 3-31

0314. Port Arms from the Shoulder

ORDER	ACTION
'Port Arms - One!'	The left arm comes across the body, the left hand grasping the base of the stock in a full grip. Fingers together, thumb behind, little finger touching the trigger guard. The left arm is tight against the body. See Fig 3-32 .
'Troop - Two!'	Carry out a right incline and stand at ease in one movement. At the same time allowing the left shoulder to move forward slightly, force the rifle downwards and forwards, so that it is in front of the left shoulder controlled by the left hand. Bend the right arm and grasp the pistol grip with the right hand, forefinger outside the trigger guard. The rifle is at a 30 degree angle with the butt pressed firmly between the body and forearm. The head and eyes looking forward over the muzzle of the rifle. See Fig 3-33 and Fig 3-34 .

Common Faults:

- Feet not in the correct position during 'Troop - Two!'.
- Rifle not in the correct position during 'Troop - Two!'.

0315. Shoulder Arms from the Port

ORDER	ACTION
'Shoulder Arms - One!'	Resume the position of attention, at the same time force the rifle back to the position of the shoulder, changing the grip of the right hand to its correct position on the base of the butt. See Fig 3-35 .
'Troop - Two!'	The left arm is cut to the left side as per the position of attention. See Fig 3-36 .

Common Faults:

- Scraping the left foot when moving back to the position of attention.
- Feet not at 30 degree angle when resuming the position of attention.

0316. High Port Arms from the Shoulder

ORDER	ACTION
'High Port Arms - One!'	The left arm comes across the body to grasp the base of the stock in a full grip. Fingers together, thumb behind, little finger touching the trigger guard. See Fig 3-37 .
'Troop - Two!'	The rifle, controlled by the left hand is forced to a position 45 degrees across the upper body with the left hand in line with the left shoulder. The magazine and pistol grip point straight forward parallel with the ground, at the same time, the right hand leaves the butt and grips the pistol grip, fingers together forefinger outside the trigger guard. The right wrist, forearm and elbow are tight against the rifle which is 4 inches (10cms) from the chest. See Fig 3-38 .

Common Faults:

- Right hand failing to grasp the pistol grip during 'Troop - Two!'.
- Rifle not at 45 degree angle.
- Magazine and pistol grip not square to the front.
- Left hand not in line with the left shoulder.

0317. Shoulder Arms from the High Port

ORDER	ACTION
'Shoulder Arms - One!'	The rifle is forced back into the right shoulder by the left hand, the right hand leaves the pistol grip and grabs the base of the butt in a cup like grip, fingers together, thumb around the toe of the butt. See Fig 3-39 .
'Troop - Two!'	The left arm is cut to the left side to the position of attention and the rifle is pulled back into the right shoulder so that the thumb is in line with the seam of the trousers. See Fig 3-40 .

0318. On Guard from the Shoulder

ORDER	ACTION
'On Guard - One!'	The left arm comes across the front of the body and grasps the base of the stock in a full grip, thumb behind, fingers together, little finger touching the trigger guard. See Fig 3-41 .
'Troop - Two!'	Bend the left leg sufficiently to take a full pace of 30 inches, at the same time drop the rifle down and forward under control of the left hand ensuring the rifle is at 45 degrees and in line with the right shoulder, at the same time the right hand leaves the butt and grasps the pistol grip in a full grip, less the index finger, which is placed along the trigger guard, bend slightly forward transferring the weight of the body onto the left leg ensuring the butt is placed on the right hip, forearm and elbow forced well in, the right leg is braced back. See Fig 3-42

Common Faults:

- Not taking a full pace with the left foot.
- Failing to bend the left leg at the knee.
- Failing to maintain the rifle at a 45 degree angle.
- Failing to adopt an aggressive fighting position.

0319. Shoulder Arms from the On Guard

ORDER	ACTION
'Shoulder Arms - One!'	Bring the left foot <u>Back</u> to assume the position of attention, at the same time force the rifle back into the right shoulder, the right hand leaving the pistol grip and grasping the base of the butt in a cup like grip. See Fig 3-43
'Troop - Two!'	Cut the left arm to the side and pull the rifle back to resume the correct position of attention. See Fig 3-44 .

Common Faults:

- Scraping the left foot and not resuming the correct position of attention.

0320. On Guard from the High Port Arms

Move to the position of the On Guard as displayed in [Fig 3-42](#) in one movement.

0321. High Port Arms from the On Guard

Move Forward to the position of the High Port as per [Fig 3-38](#) in one movement.

0322. Slope Arms from the Shoulder

ORDER	ACTION
'Slope Arms - One!'	Force the butt forward and upward so that the rifle is vertical, at the same time force the left hand across the body by the shortest possible route to grasp the base of the stock just above the trigger guard. At the same time release the right hand from the butt plate to grasp the small of the butt in a Y-like grip, thumb next to the body and the fingers straight, web of the thumb and index finger under the SUSAT sight eye piece. See Fig 3-45 and Fig 3-46 .
'Troop - Two!'	Force the rifle up and across the body by the shortest possible route, placing the rifle on the left shoulder under control of the right hand, at the same time release the grip with the left hand and force it down the rifle by the shortest possible route to grasp the butt plate with a cup like grip, with the exception of the thumb which is curled around the toe of the butt. Ensure both forearms are parallel to the ground and the fingers of the right hand are straight and pointing down the magazine. See Fig 3-47 .
'Troop - Three!'	Force the right arm down by the shortest possible route to resume the correct position of attention, thumb in line with the seam of the trousers. See Fig 3-48 .

Common Faults:

- Failure to grasp the rifle with both hands simultaneously.
- Failure to adopt the correct position with right hand fingers straight on 'Troop - One!'.
- Moving the upper body and head during 'Troop - Two!'.
- Not ensuring both forearms are parallel to the ground on 'Troop - Two!'.
- Not cutting the right hand to the position of attention on 'Troop - Three!'.

0323. Shoulder Arms from the Slope

ORDER	ACTION
'Shoulder Arms - One!'	Force the right hand across the body by the shortest possible route to grasp the area of the small of the butt with a Y-like grip, thumb underneath, fingers together and pointing down the magazine ensuring the right forearm is parallel to the ground. See Fig 3-49 .
'Troop - Two!'	Force the rifle down by the shortest possible route to a vertical position on the right side of the body under control of the right hand, at the same time change the grip of the right hand to a Y-like grip on the small of the butt, elbow pulled back. The left hand released from its grip around the butt is forced up the rifle to grasp the base of the stock in a full grip just above the trigger guard. See Fig 3-50 .
'Troop - Three!'	Release the grip with the right hand and force it down to grasp the base of the butt in a cup like grip. See Fig 3-51 .
'Troop - Four!'	Force the rifle back into the correct position of the Shoulder Arms with the thumb in line with the seam of the trousers. At the same time release the grip of the left hand and force it across the body by the shortest possible route to resume the correct position of the Shoulder Arms. See Fig 3-52 .

Common Faults:

- Right forearm not parallel to the ground on 'Troop - One!'.
- Moving the upper body and head during 'Troop - Two!'.

0324. Saluting at the Halt

ORDER	ACTION
'Saluting to the Front - One!'	Force the right arm from the position of attention across the body, to strike the rifle in the area of the small of the butt, with the thumb in the groove of the ejection opening cover. Ensure that the hand, forearm and elbow are parallel to the ground. See Fig 3-53 .
'Troop - Two!'	After a pause, cut the right hand to the side and resume the position of attention. As per Fig 3-48 .

Common Fault:

- Forearm not parallel to the ground.
- Fingers and thumb not together.

0325. Change Arms at the Slope

This movement is executed in order to rest the right arm.

ORDER	ACTION
'Change Arms - One!'	Force the right hand across the body to grasp the area of the small of the butt with a Y-like grip, thumb underneath, fingers pointing down the magazine and tight together. Both forearms are kept parallel to the ground. See Fig 3-54 .
'Troop - Two!'	Force the rifle across the front centre of the body under control of the right hand, ensuring that the foresight is in line with the mouth and the rifle is vertical. At the same time the left hand leaves the butt and grasps the stock in a full grip, fingers together, thumb behind and little finger touching the trigger guard. Both elbows are tight against the chest. See Fig 3-55
'Troop - Three!'	Force the rifle across onto the right shoulder under control of the left hand. Ensure the back of the left hand is uppermost. The right hand grasps the base of the butt in a cup like grip, fingers together thumb around the toe of the butt. The magazine is facing to the right, right forearm parallel to the ground and the left forearm tight against the rifle. See Fig 3-56 .
'Troop - Four!'	Force the left arm to the left side as per the position of attention. See Fig 3-57

Note. To change back, the above process is reversed.

Common Faults:

- Right forearm not parallel to the ground on 'Troop - One!'. |
- Rifle not placed correctly on the right shoulder, i.e. magazine and pistol grip should be pointing to the right. |
- Left forearm not tight against rifle and body. |

0326. Present Arms from the Shoulder

ORDER	ACTION
'Present Arms - One!'	Force the butt forward and upward so that the rifle is vertical, at the same time force the left hand across the body by the shortest possible route to grasp the base of the stock just above the trigger guard. At the same time release the right hand from the butt plate and grasp the small of the butt in a Y-like grip, thumb next to the body, fingers straight, web of the thumb and index finger under the SUSAT sight eye piece. See Fig 3-58 and Fig 3-59 .
'Troop - Two!'	Force the rifle up to the front centre of the body under control of the right hand, ensuring the safety catch is in line with the mouth and the rifle is 4 inches (10cm) away from the chest. At the same time release the grip with the left hand and strike the left side of the rifle with straightened fingers, wrist and forearm, ensuring the hollow of the left palm covers the base of the stock. The left wrist, forearm and elbow are tight against the rifle. See Fig 3-60 .
'Troop - Three!'	Force the rifle down the front centre of the body under control of the right hand so that the right arm is at its fullest extent. At the same time twist the right hand to a Y-like grip on the small of the butt, at the same time move the left hand 6 inches (15cm) to the left side of the rifle and grasp the base of the stock with a half grip, fingers together, thumb running vertically up the stock. At the same time force the right foot to the rear and drive it so that the instep is behind and touching the heel of the left foot at an angle of 30 degrees. See Fig 3-61 .

Common Faults:

- Palm of the left hand incorrectly placed on the stock on 'Troop - Two!'. |
- Fingers of the left hand splayed on 'Troop Two!' |

- Rifle not vertical on final movement.
- Rifle not at full extent of the right arm on final movement.
- Right foot instep not at correct angle.

0327. Shoulder Arms from the Present Arms

ORDER	ACTION
'Shoulder Arms - One!'	Force the rifle into the right shoulder, at the same time release the grip with the right hand and grasp the base of the butt in a cup like grip. Thumb around the toe, at the same time drive the right foot forward to assume the correct position of attention. See Fig 3-62 .
'Troop - Two!'	Cut the left arm to the side and pull the rifle back and assume the correct position of attention. See Fig 3-63 .

0328. Present Arms from the Slope

ORDER	ACTION
'Present Arms - One!'	Force the right hand across the body to grasp the small of the butt in a Y-shaped grip, thumb underneath, fingers together and running down the magazine. Both forearms are kept parallel to the ground. See Fig 3-64 .
'Troop - Two!'	Force the rifle across and up the front centre of the body under control of the right hand, so that the safety catch is in line with the mouth and 4 inches (10cms) away from the chest. At the same time release the grip with the left hand, straighten the fingers and thumb and strike the left side of the rifle with the left hand, wrist and forearm, ensuring that the hollow of the palm covers the base of the stock. The left wrist, forearm and elbow are pulled well in to the rifle which is front centre of the body. See Fig 3-65 .
'Troop - Three!'	Force the rifle down the front centre of the body under control of the right hand so that the right arm is at its fullest extent. At the same time twist the right hand to a Y-shape grip on the small of the butt. At the same time, remove the left hand approximately 6 inches (15cms) to the left, strike and grasp the stock in a half grip. Fingers together, thumb running vertically up the stock, at the same time force the right foot to the rear and drive it so that the instep is behind and touching the heel of the left foot, at an angle of 30 degrees. See Fig 3-66 .

0329. Slope Arms from the Present

ORDER	ACTION
'Slope Arms - One!'	Force the rifle across the body on to the left shoulder under control of the right hand, twist the grip of the right hand so that the fingers are pointing down the magazine. The left hand releases its grip on the stock and grasps the base of the butt in a cup like grip. The magazine is square to the left and both forearms are parallel to the ground. See Fig 3-67 .
'Troop - Two!'	Force the right hand down and across the front of the body to resume the correct position of the slope arms, at the same time drive the right foot forward to assume the correct position of attention. See Fig 3-68 .

0330. Recover Arms from the Shoulder

ORDER	ACTION
'Recover Arms - One!'	Force the butt forward and upward so that the rifle is vertical, at the same time force the left hand across the body by the shortest possible route to grasp the base of the stock in a full grip, fingers together, little finger touching the trigger guard. At the same time release the right hand from the butt to grasp the small of the butt in a Y-like grip, thumb next to the body and fingers straight, web of the thumb and index finger under the SUSAT sight eye piece. See Fig 3-69 and Fig 3-70 .
'Troop - Two!'	Force the rifle to a vertical position in the centre of the body so that the cocking handle is in line with the mouth, at the same time grasp the base of the butt with the left hand so that it is resting in the centre of the palm, thumb around the toe of the butt, fingers together and pointing up the right side. Ensure the fingers of the right hand are straight, together and pointing down the magazine. Both elbows should be tight against the body. See Fig 3-71 .

Common Faults:

- Arms and elbows not pulled in tight to the sides on final movement.

0331. Shoulder Arms from the Recover Arms

ORDER	ACTION
'Shoulder Arms - One!'	Force the rifle down into the right shoulder under control of the right hand, at the same time grasp the base of the stock in a full grip with the left hand. See Fig 3-72 and Fig 3-73 .
'Troop - Two!'	The right hand releases its grip and grasps the base of the butt in a cup like grip, thumb around the toe. See Fig 3-74 .
'Troop - Three!'	The left arm is cut away to the left side and the rifle is pulled back, both to the correct position of attention. See Fig 3-75 .

0332. Fixing/Unfixing Bayonets

- a. The scabbard currently issued with the rifle is rigid and for field use, and cannot be used for the fixing and unfixing of bayonets, therefore, the following drills may only be carried out if units possess a flexible frog which has the ability to rotate. It is suggested, for units who do not possess a flexible frog, that the fixing and unfixing of bayonets should be carried out informally, before and after troops march on and off parade.
- b. Bayonets will be fixed for Sentry Drill and Colours Escorts, and normally for Ceremonial Parades. They are fixed and unfixed with ranks in Open Order.

0333. Fixing Bayonets

ORDER	ACTION
'Troop will Fix Bayonets - Troop One!'	Force the rifle to the vertical position at the right side of the body, at the same time the left hand is forced to the rear to grasp the bayonet handle with a full grip, the back of the hand touching the body, it is then twisted so that the scabbard and bayonet are directly up the centre of the back. See Fig 3-76 and Fig 3-77 .
'Troop - Two!'	Drive the bayonet down and out of the scabbard and punch the left arm and fist directly out in line with the left shoulder, ensuring the cutting edge of the bayonet is facing the body. See Fig 3-78 .
'Troop - Three!'	Jerk the head and eyes to look at the muzzle, at the same time, bend the left arm at the elbow and twist the bayonet so that the cutting edge is facing forward. Locate the base of the bayonet on the muzzle. See Fig 3-79 .

ORDER	ACTION
'Troop - Four!'	Drive the bayonet sharply down onto the muzzle and twist to engage the locking catch mechanism.
'Troop - Five!'	Cut the left arm away to the left and at the same time jerk the head and eyes to the front to resume the correct position of the Shoulder Arms/Attention. See Fig 3-80 .

Common Faults:

- Not looking at the muzzle on 'Troop - Three!'.
|
- Failing to lock the bayonet onto the muzzle.
|

Note. When conducting the drill in normal time the following orders are to be used:

'Troop will fix bayonets - Troop Fix!' in place of 'Troop - One!'.

'Troop - Bayonets!' in place of 'Troop - Two!', incorporates movements two, three and four, with a pause taken between each movement.

'Troop - Shun!' in place of 'Troop - Five!'.

0334. Unfix Bayonets

ORDER	ACTION
'Troop will Unfix Bayonets - Troop One!'	Force the left hand across the body by the shortest possible route to grasp the top of the stock in a full grip. See Fig 3-81 .
'Troop - Two!'	Force the rifle out to the centre of the body ensuring the rifle stays vertical, at the same time the right hand comes across the body by the shortest possible route and grasps the bayonet in a full grip. See Fig 3-82 .
'Troop - Three!'	While keeping the back straight, bend the knees and force the rifle down between the legs, gripping the rifle between the knees, cocking handle just above the right knee on the inside of the right thigh. Once the rifle is gripped by the knees, release and remove the bayonet. Ensure the blade of the bayonet is facing the body. See Fig 3-83 .

ORDER	ACTION
'Troop - Four!'	<p>The left hand is forced to the rear by the shortest possible route to grasp the scabbard in a Y-like grip. The fingers and thumb are straight with the web of the thumb and index finger in line with the mouth of the scabbard, thumb nearest the body. At the same time the right hand forces the bayonet across the body by the shortest possible route to strike the hip with the flat of the blade. The inner right forearm on the flash eliminator. The tip of the blade is then placed inside the scabbard. The right hand changes from full grip on the bayonet handle to a grip with fingers and thumb straight and pointing down the scabbard. The head and eyes are jerked to the left to observe the scabbard over the left shoulder. After a regimental pause, the bayonet is driven into the scabbard with the right hand, ensuring the shoulders remain square to the front, with the left elbow pointing rearwards, and the rifle is vertical and in the crook of the right elbow. The fingers should be forming a 'T' shape. See Fig 3-84.</p>
'Troop - Five!'	<p>The right hand releases its grip on the bayonet handle and is forced by the shortest possible route to the right side of the body, at the same time the left hand releases its grip on the bayonet scabbard and grasps the barrel just above the stock in a full grip whilst forcing the head and eyes to the front. See Fig 3-85.</p>
'Troop - Six!'	<p>Force the rifle, under control of the left hand, up and across the body to the right side and grasp the base of the butt in a cup like grip, thumb around the toe. At the same time the knees are braced back. See Fig 3-86</p>
'Troop - Seven!'	<p>The left hand is cut to the left side and the rifle is pulled back so both are in the correct position of Attention/ Shoulder Arms. See Fig 3-87.</p>

Common Faults:

- During 'Troop - Three!', failing to grip the rifle between the knees.
- Opening the heels.
- Looking down at the bayonet.
- Failing to keep the upper body erect.
- Failing to keep the elbows tight to the side.
- During 'Troop - Five!' ('Troop - Shun!') failure to look up and keep the shoulders square to the front.

Note. When conducting the drill in normal time the following orders are to be used:

'Troop will unfix bayonets - Unfix!' - incorporates movements One, Two and Three with a pause between each movement.

'Troop - Bayonets!' - incorporates movement Four.

'Troop - Shun!' - incorporates movements Five, Six and Seven, with a pause between each movement.

0335. Volleys with Blank Cartridge

The rifle is to be loaded with three blank rounds.

ORDER	ACTION
'Volleys with Blank Cartridge -Troop One!'	The left arm comes across the body, the left hand grasping the base of the stock in a full grip. Fingers together, thumb behind, little finger touching the trigger guard. The left arm is tight against the body. See Fig 3-88 .
'Troop - Two!'	Carry out a right incline and stand at ease in one movement. At the same time allowing the left shoulder to move forward slightly, force the rifle downwards and forwards, so that it is in front of the left shoulder controlled by the left hand. Bend the right arm and grasp the pistol grip with the right hand, forefinger outside the trigger guard. The rifle is at a 45 degree angle with the butt pressed firmly between the body and forearm. The head and eyes looking forward, over the muzzle of the rifle. See Fig 3-89 and Fig 3-90 .
'Troop - Three!'	Move the left hand sharply over the top of the rifle to grasp the cocking handle with the forefinger and thumb, fist clenched. Ensure the right hand keeps control of the rifle throughout this exercise. See Fig 3-91 and Fig 3-92 .
'Troop - Four!'	Cock the rifle sharply and release the cocking handle when at the rear. The left hand stays to the rear. See Fig 3-93 .
'Troop - Five!'	Move the left hand sharply to the safety catch, thumb and forefinger either side, back of the hand towards the ground. Fist clenched. See Fig 3-94 .
'Troop - Six!'	With the left forefinger push the safety catch fully to the left to remove safety from the weapon.
'Troop - Seven!'	Strike the base of the stock with the left hand in a full grip, back of the hand towards the ground. See Fig 3-95 .

ORDER	ACTION
'Troop - Eight!'	Lift the rifle so that the butt sits on the right shoulder. Ensure it is slightly forward of the vertical (approx 135 degrees). The right elbow is pulled in tight to the rifle. The right forefinger is curled around the trigger, the left elbow is raised, the head remains still and looking forward between the rifle and the left arm. See Fig 3-96 .
'Troop - Nine!'	Pull the trigger.

a. **Reload.** When conducted in normal time, the reload is carried out in four movements with a pause between each movement as follows:

ORDER	ACTION
'Reload - One!'	Bring the weapon down to the position of the Port Arms.
'Troop - Two!'	Move the left hand over the top of the rifle to grasp the cocking handle with forefinger and thumb, fist clenched.
'Troop - Three!'	Cock the rifle sharply, release the cocking handle, the left hand stays to the rear.
'Troop - Four!'	Strike the base of the stock with the left hand in a full grip, back of the hand towards the ground.

b. **Making Safe on Completion of Firing.** When volleys have been fired as part of a drill display or ceremonial parade, it will not be the normal practise to unload in public, troops are to be taught to remain at the 'Present' after the last volley. They will then receive the order to 'Shoulder Arms!' and carry out the following sequence:

ORDER	ACTION
'Shoulder Arms - One!'	Return the weapon to the load position.
'Troop - Two!'	Move the left hand sharply away from the stock and with the forefinger and thumb position them either side of the safety catch.
'Troop - Three!'	Push the safety catch to 'S'.
'Troop - Four!'	Strike the base of the stock sharply with the left hand in a full grip, back of the hand towards the ground.
'Troop - Five!'	Resume the position of Attention, at the same time force the rifle into the right shoulder and move the right hand to grasp the base of the butt in a cup like fashion.
'Troop - Six!'	Cut the left hand to the left side and pull the rifle back so both are in the correct position of Attention.

Common Faults: Volleys with Blank Cartridge.

- Failure to control the rifle with the right hand throughout the load.
- Failure to pull the trigger rather than squeeze.

Notes:

1. *When conducting the drill for 'Volleys' in normal time, the following orders are to be used and a regulation pause taken between each movement:*

- a. 'Volleys with Blank Cartridge - Standing - Load!' - Incorporates movements One to Seven inclusive.
- b. 'Present!' - Incorporates movement Eight.
- c. 'Fire!' - Incorporates movement Nine.

2. *It is possible however, for troops to be given the order 'Standing - Load!' and with a regulation pause between the 'Present'; 'Fire' and 'Shoulder Arms' continue to carry out a full volley. This, however, should only be taught with experienced troops.*

3. *The methods of methods of making safe or unloading are suitable only as drill movements for use when the magazine has been charged with three rounds of blank ammunition and "Volleys" or "Feux-De-Juie" have been fired.*

4. *If only one round is to be fired the 'Reload' is omitted and the 'Shoulder Arms' is ordered.*

5. *Arms are to be inspected as soon as possible after the display or parade.*

6. *If the sequence of firing is broken, magazines must be discharged or reloaded and replaced as required.*

SECTION 2 - RIFLE EXERCISES ON THE MARCH

0336. Use and Conduct

- a. Rifle exercises on the march are used for two main purposes:
 - (1) As a variant in the form of drilling trained marines and, at the same time, confirming the time of arms drill and precision of each individual movement.
 - (2) As an effective form of drill for drill displays.
- b. When moving in quick time, the rifle will be moved on every third foot as follows:
 - (1) When the exercise starts with the rifle held at the right side, the executive word of command will be given as the right heel reaches the ground. The movements will begin as the right foot next reaches the ground, succeeding motions being made on every third beat.
 - (2) When the exercise starts with the rifle held at the left side the word of command will be on the left foot and the movement will begin on the next left foot.
 - (3) On completion of a movement of rifle drill on the march, the left arm, if free, is to be swung to the rear on the next left foot.

0337. Fixing Bayonets and Saluting

The 'Fix Bayonets' and 'Salute' are different when executed on the march and are therefore covered at paragraphs [Para 0340](#) and [Para 0341](#).

0338. High Port and Shoulder

Executing the 'High Port' when breaking into double time, and the 'Shoulder' from the 'High Port' when breaking into quick time from double time, the movements are to be done on successive beats of the left foot.

0339. The Salute at the Shoulder or Slope

The salute with the rifle is carried out at the shoulder or slope arms position. The action of the hand is the same whether the salute is to the front or to a flank. The head and eyes are turned only if the salute is to a flank.

0340. Saluting on the March (at the Slope) ([Fig 3-97](#))

ORDER	ACTION
'Saluting to the Right, Troop - One!' ("One, Miss, Over").	Given as the left heel strikes the ground. Take another pace ("Miss") with the right foot, and as the next right heel strikes the ground ("Over") bring the right hand, rifle, head and eyes to the position of the salute to the right.

ORDER	ACTION
‘Troop - Two!’ (“Two, Three, Four, Five”).	Maintain the position of the salute to the right for a further four marching paces.
‘Troop - Three!’ (“Down”).	Take a full pace with the right foot, as the heel strikes the ground, cut the right arm to the side and at the same time jerk the head and eyes forward.
‘Troop - Four!’ (“Swing”).	Take a full pace with the left foot and swing the right arm up in line with the shoulder, continue to march in quick time.

Note. *To salute to the left, jerk the head and eyes to the left at ‘Troop - One!’. All other movements are identical.*

0341. Fixing Bayonets

ORDER	ACTION
‘Fix Bayonets - One!’ (“Miss, Pull”).	Given as the right heel strikes the ground, take another (“Miss”) pace with the left foot, as the next right heel strikes the ground, (“Pull”) pull the left arm from the front to the side.
‘Troop - Two!’ (“Over”).	Observe a pause and grip the bayonet with the left hand. Back of the hand next to the body and the elbow pulled in.
‘Troop - Three!’ (“Twist”)	Observe a pause and point the scabbard towards the centre of the back. Keep the elbow pulled well in.
‘Troop - Four!’ (“Out”).	Observe a pause, draw the bayonet down and out of the scabbard, punch the left arm forward, level, directly in front of and in line with the left shoulder, cutting edge towards the body.
‘Troop - Five!’ (“Over”).	Observe a pause, jerk the head and eyes to look at the muzzle, at the same time, bend the left arm at the elbow, twist the bayonet with the cutting edge facing forward. Locate the base of the bayonet on the muzzle.
‘Troop - Six!’ (“On”).	Observe a pause and drive the bayonet sharply down on the muzzle. Twist to engage the locking catch mechanism.
‘Troop - Seven!’ (“Cut, Pause”).	Observe a pause and cut the left arm sharply to the left side, force the head and eyes forward (“Cut”). Take a full pace with the right foot (“Pause”), and on the next left foot commence swinging the left arm to the rear and continue to march in quick time.

SECTION 3 - FUNERAL EXERCISES WITH THE RIFLE

0342. Reverse Arms from the Slope

ORDER	ACTION
'Reverse Arms - One!'	Force the right arm across the body to grasp the rifle in the area of the small of the butt in a Y-like grip, fingers straight, thumb underneath. See Fig 3-98 .
'Troop - Two!'	Force the rifle down by the shortest possible route, to a vertical position on the right side of the body, under control of the right hand. At the same time the left hand releases its grip on the butt plate and is forced up the rifle by the shortest possible route to grasp the stock with a full grip just above the trigger guard. See Fig 3-99 .
'Troop - Three!'	Rotate the rifle forward to the count of five in front of the right shoulder, changing the grip of the right hand to a full grip. At the same time change the grip of the left hand as the rifle rotates, to a full grip on top of the stock. The back of the left hand faces forward and the rifle is vertical on the right side of the body, with the barrel pointing downwards and the magazine directly to the rear. The butt plate is in line with the right shoulder. See Fig 3-100 and Fig 3-101 .
'Troop - Four!'	Using the left hand, force the rifle under the right armpit, at the same time force the left arm behind the body to grasp the barrel of the rifle in a full grip. The rifle is held at an angle of 45 degrees, with the magazine in line and in front of the right shoulder. The pistol grip is to make firm contact into the right shoulder just above the armpit, with the right wrist, forearm and elbow locking the rifle well into the side of the body. See Fig 3-102 and Fig 3-103 .

0343. Slope Arms from the Reverse

ORDER	ACTION
'Slope Arms - One!'	Force the rifle down into the vertical position at the right side of the body, under control of the right hand. At the same time release the grip on the barrel with the left hand and force it to the front of the body to grasp the stock. The butt plate is in line with the right shoulder and the back of the left hand is towards the body. See Fig 3-104 .

ORDER	ACTION
'Troop - Two!'	Rotate the rifle so that the butt passes close to the body under control of the right hand, at the same time release the full grip with the right hand and take a Y-like grip in the area of the small of the butt. The rifle is now in the position of the first movement of the slope arms from the shoulder. See Fig 3-105 .
'Troop - Three!'	Force the rifle up and across the body by the shortest possible route, placing the rifle on the left shoulder under control of the right hand. At the same time release the grip with the left hand and force it down the rifle by the shortest possible route to grasp the butt plate with a cup like grip. The rifle is now in the second position of the slope. See Fig 3-106
'Troop - Four!'	Force the right arm down by the shortest possible route to resume the correct position of the slope arms. See Fig 3-107 .

0344. Reverse Arms from the Shoulder

ORDER	ACTION
'Reverse Arms - One!'	Force the butt forward and upward so that the rifle is vertical, at the same time force the left hand across the body by the shortest possible route to grasp the base of the stock just above the trigger guard. At the same time release the right hand from the butt plate to grasp the small of the butt in a Y-like grip, thumb next to the body and fingers straight, web of the thumb and index finger under the SUSAT sight eye piece. See Fig 3-108 .
'Troop - Two!'	Rotate the rifle forward to the count of five in front of the right shoulder, changing the grip of the right hand to a full grip. At the same time change the grip of the left hand as the rifle rotates, to a full grip on top of the stock. The back of the left hand faces forward and the rifle is vertical on the right side of the body, with the barrel pointing downwards and the magazine directly to the rear. The butt plate is in line with the right shoulder. See Fig 3-109 and Fig 3-110
'Troop - Three!'	Using the left hand, force the rifle under the right armpit, at the same time force the left arm behind the body to grasp the barrel of the rifle in a full grip. The rifle is held at an angle of 45 degrees, with the magazine in line and in front of the right shoulder. The pistol grip is to make firm contact into the right shoulder just above the armpit, with the right wrist, forearm and elbow locking the rifle well into the side of the body. See Fig 3-111 and Fig 3-112 .

0345. Shoulder Arms from the Reverse

ORDER	ACTION
'Shoulder Arms - One!'	Force the rifle down into the vertical position at the right side of the body, under control of the right hand. At the same time release the grip on the barrel with the left hand and force it to the front of the body to grasp the stock. The butt plate is in line with the right shoulder and the back of the left hand is towards the body. See Fig 3-113 and Fig 3-114 .
'Troop - Two!'	Rotate the rifle so that the butt passes close to the body under control of the right hand, at the same time release the full grip with the right hand and take a cup like grip of the base of the butt. The rifle is now in the position of the first movement of the slope arms from the shoulder. See Fig 3-115 .
'Troop - Three!'	Cut the left hand to the side, pull the rifle back and assume the correct position of Attention (as in normal rifle drill). See Fig 3-116 .

0346. Lower On Your Arms Reversed from the Present

ORDER	ACTION
'Lower On Your Arms Reversed - One!'	Force the rifle upward in the front centre of the body under control of the left hand, at the same time release the grip with the right hand from the small of the butt and force it up to grasp the pistol grip, index finger running along the trigger guard. Ensure that the rifle is vertical with the foresight in line with the eyes and both arms locked into the rifle. At the same time force the right foot to the position of Attention. See Fig 3-117 .
'Troop - Two!'	Rotate the rifle in front of the body and out to the right side, under control of the right hand, extending the right arm to its fullest extent as the rifle becomes parallel to the ground. At the same time release the full grip with the left hand, allow the fingers to straighten and the complete straight arm to travel down the left side of the rifle to a cup-like grip over the butt plate, whilst judging the pause to the count of five. The rifle should now be vertical and pointing directly at the ground, with the right arm at its fullest extent at the right side of the body. See Fig 3-118 .

ORDER	ACTION
'Troop - Three!'	Lower the head to a position where the chin is resting on the chest. Ensure that the remainder of the body is erect and square to the front. See Fig 3-119

0347. Present Arms from Lower On Your Arms Reversed

Before the movement is executed the troop or individual must be "Braced Up", by using the command 'Troop!', on this command the head is raised.

ORDER	ACTION
'Present Arms - One!'	Rotate the rifle through to the front centre of the body under control of the right hand. At the same time release the grip with the left hand from the butt plate and force it back across the body to grasp the stock. Ensure that the rifle is vertical with the foresight opposite the eyes and both arms locked into the rifle. See Fig 3-120
'Troop - Two!'	Force the rifle down the front centre of the body under control of the left hand, at the same time release the grip on the pistol grip with the right hand to a Y-like grip in the area of the small of the butt. At the same time force the right foot out and down behind the left at an angle of 30 degrees, with the right instep touching and against the left heel. See Fig 3-121 .

0348. Change Arms at the Reverse

This movement is executed in order to rest the right arm. It is taught at the halt but executed on the march.

ORDER	ACTION
'Change Arms - One!'	Force the rifle down into the vertical position in front of the right shoulder under control of the right hand. At the same time release the grip with the left hand and force the arm by the shortest possible route to the position of attention at the left side of the body. Ensure that the rifle is vertical with the butt plate in line with the right shoulder. See Fig 3-122
'Troop - Two!'	Force the rifle across the body under control of the right hand ensuring that the butt plate is now in line with the left shoulder with the rifle vertical. At the same time transfer the rifle from the right to the left hand and force the right arm by the shortest possible route to the position of attention at the right side of the body. See Fig 3-123 .

ORDER	ACTION
'Troop - Three!'	Force the rifle under the armpit under control of the left hand. At the same time force the right arm, by the shortest possible route, behind the body to grasp the rifle barrel in a full grip. Ensure that the left wrist, forearm and elbow lock the rifle into the side of the body. See Fig 3-124 and Fig 3-125.

Note. To change back to the right side of the body, the above process is reversed.

a. **Change Arms whilst on the March**

(1) *Rifle Reversed in the Right Shoulder.*

(a) The word of command is given as 'Rifle Exercises on the March - Change Arms!'.

(b) Slow Time: The word of command is given as the right foot hits the ground. Each movement is then executed on successive beats of the left foot.

Quick Time: The word of command is given as the right heel strikes the ground. Each movement is then executed on successive beats of the right foot.

(2) *Rifle Reversed in the Left Shoulder.*

(a) The word of command is given as 'Rifle Exercises on the March - Change Arms!'.

(b) Slow Time: The word of command is given as the right foot hits the ground. Each movement is then executed on successive beats of the left foot.

Quick Time: The word of command is given as the left heel strikes the ground. Each movement is then executed on successive beats of the left foot.

Fig 3-1. Rifle 5.56mm - SA 80 L85A1

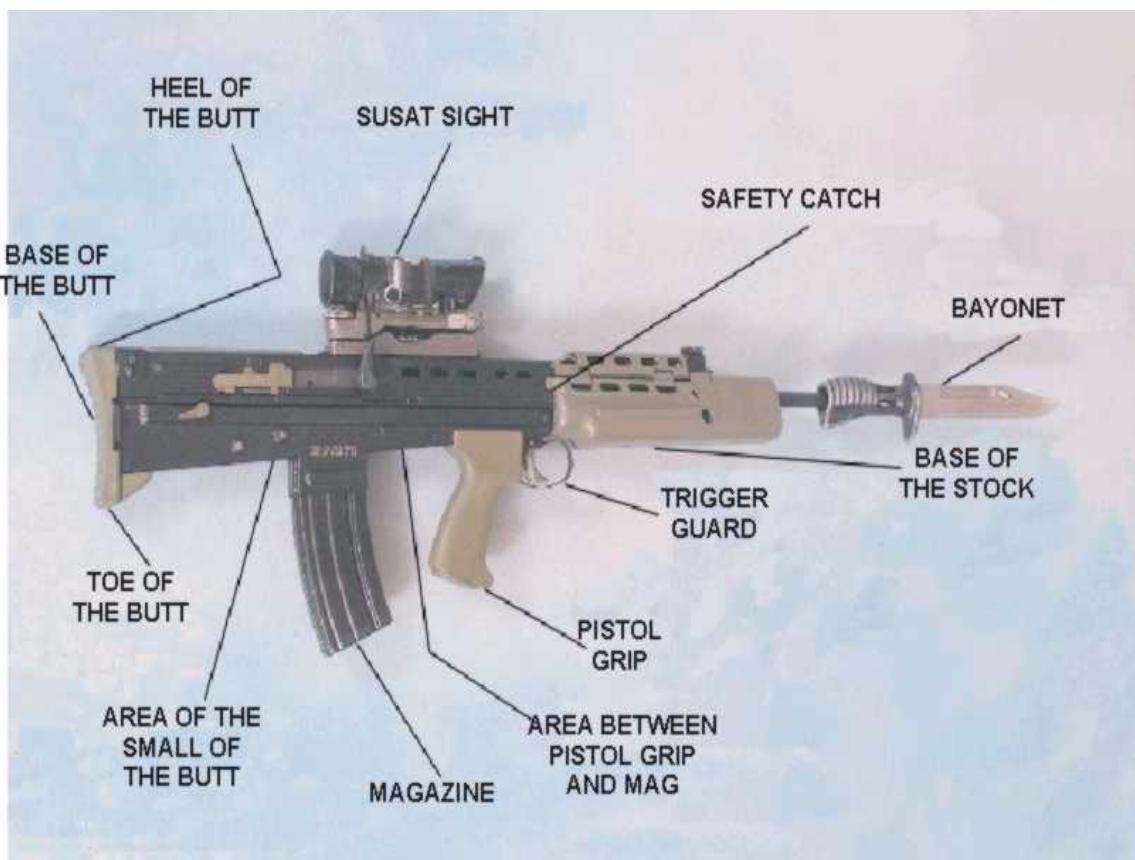


Fig 3-2. Position of Attention



Fig 3-3. Position of Stand at Ease



Fig 3-4. Position of Stand Easy



Fig 3-5. Salute at the Halt - Rifle at the Shoulder



Change Arms - Rifle at the Shoulder

Fig 3-6. First Movement



Fig 3-7. Second Movement



Fig 3-8. Third Movement



Fig 3-9. Fourth Movement



Trail Arms from the Shoulder - First Movement

Fig 3-10. Front View



Fig 3-11. Side View



Trail Arms from the Shoulder - Second Movement

Fig 3-12. Front View



Fig 3-13. Side View



Trail Arms from the Shoulder - Third Movement

**Fig 3-14. Third Movement -
Front View**



**Fig 3-15. Third Movement -
Side View**



Shoulder Arms from the Trail Arms

**Fig 3-16. First Movement -
Front View**



**Fig 3-17. First Movement -
Side View**



Fig 3-18. Second Movement



Fig 3-19. Third Movement



Change Arms at the Trail

Fig 3-20. First Movement



Fig 3-21. Second Movement



Fig 3-22. Third Movement



Fig 3-23. Fourth Movement



Ground Arms from the Shoulder

Fig 3-24. First Movement



Fig 3-25. Second Movement



Fig 3-26. Third Movement



Fig 3-27. Fourth Movement



Take Up Arms from the Ground

Fig 3-28. First Movement



Fig 3-29. Second Movement



Fig 3-30. Third Movement



Fig 3-31. Fourth Movement



Port Arms from the Shoulder

Fig 3-32.



Fig 3-33. Second Movement



Fig 3-34. Second Movement - Side View



Shoulder Arms from the Port

Fig 3-35. First Movement



Fig 3-36. Second Movement



High Port Arms from the Shoulder

Fig 3-37. First Movement



Fig 3-38. Second Movement



Shoulder Arms from the High Port

Fig 3-39. First Movement



Fig 3-40. Second Movement



On Guard from the Shoulder

Fig 3-41. First Movement



Fig 3-42. Second Movement



Shoulder Arms from the On Guard

Fig 3-43. First Movement



Fig 3-44. Second Movement



Slope Arms from the Shoulder

Fig 3-45. First Movement



Fig 3-46. First Movement - Side View



Fig 3-47. Second Movement



Fig 3-48. Third Movement



Shoulder Arms from the Slope

Fig 3-49. First Movement



Fig 3-50. Second Movement



Fig 3-51. Third Movement



Fig 3-52. Fourth Movement



Fig 3-53. Saluting at the Halt (Rifle at the Slope)



Change Arms at the Slope

Fig 3-54. First Movement



Fig 3-55. Second Movement



Fig 3-56. Third Movement



Fig 3-57. Fourth Movement



Present Arms from the Shoulder

Fig 3-58. First Movement



Fig 3-59. First Movement - Side View



Fig 3-60. Second Movement



Fig 3-61. Third Movement



Shoulder Arms from the Present

Fig 3-62. First Movement



Fig 3-63. Second Movement



Present Arms from the Slope

Fig 3-64. First Movement



Fig 3-65. Second Movement



Fig 3-66. Third Movement



Slope Arms from the Present

Fig 3-67. First Movement



Fig 3-68. Second Movement



Recover Arms from the Shoulder

Fig 3-69. First Movement



Fig 3-70. First Movement - Side View



Fig 3-71. Second Movement



Shoulder Arms from the Recover Arms

Fig 3-72. First Movement - Side View



Fig 3-73. First Movement



Fig 3-74. Second Movement



Fig 3-75. Third Movement



Fixing Bayonets

Fig 3-76. First Movement



Fig 3-77. First Movement - Rear View



Fig 3-78. Second Movement



Fig 3-79. Third and Fourth Movements



Fixing Bayonets - Continued

Fig 3-80. Fifth Movement



Unifix Bayonets

Fig 3-81. First Movement



Fig 3-82. Second Movement



Fig 3-83. Third Movement



Fig 3-84. Fourth Movement



Unfix Bayonets - Continued

Fig 3-85. Fifth Movement



Fig 3-86. Sixth Movement



Fig 3-87. Seventh movement



Volleys with Blank Cartridge

Fig 3-88. First Movement



Fig 3-89. Second Movement



Fig 3-90. Second Movement - Side View



Volleys with Blank Cartridge - Continued

Fig 3-91. Third Movement



Fig 3-92. Third Movement - Side View



Fig 3-93. Fourth Movement



Volleys with Blank Cartridge - Continued

Fig 3-94. Fifth Movement



Fig 3-95. Seventh Movement



Fig 3-96. Eighth Movement



Fig 3-97. Saluting on the March (Rifle at the Slope)



Reverse Arms from the Slope

Fig 3-98. First Movement



Fig 3-99. Second Movement



Fig 3-100. Third Movement



Fig 3-101. Third Movement - Side View



Reverse Arms from the Slope - Continued

**Fig 3-102. Fourth Movement -
Side View**



**Fig 3-103. Fourth Movement -
Front View**



Slope Arms from the Reverse

Fig 3-104. First Movement



Fig 3-105. Second Movement



Fig 3-106. Third Movement



Fig 3-107. Fourth Movement



Reverse Arms from the Shoulder

Fig 3-108. First Movement



Fig 3-109. Second Movement



Fig 3-110. Second Movement - Side View



Reverse Arms from the Shoulder - Continued

**Fig 3-111. Third Movement -
Side View**



**Fig 3-112. Third Movement -
Front View**



Shoulder Arms from the Reverse

Fig 3-113. First Movement



Fig 3-114. First Movement Side View



Fig 3-115. Second Movement



Fig 3-116. Third Movement



Lower On Your Arms Reversed form the Present

Fig 3-117. First Movement



Fig 3-118. Second Movement



Fig 3-119. Third Movement



Present Arms from Lower On Your Arms Reversed

Fig 3-120. First Movement



Fig 3-121. Second Movement



Change Arms at the Reverse

Fig 3-122. First Movement



Fig 3-123. Second Movement



Fig 3-124. Third Movement



Fig 3-125. Third Movement - Side View



CHAPTER 4
DRILL FOR OFFICERS
CONTENTS

Para

- 0401. Posts of Officers
- 0402. Swords
- 0403. Drawing Swords
- 0404. Carriage of Swords
- 0405. Compliments
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- 0413. Falling In
- 0414. Falling Out

CHAPTER 4

DRILL FOR OFFICERS

0401. Posts of Officers

An officer commanding a parade should place himself where he can best command the men. The Parade Commander should position himself accordingly and should give his commands facing the men, except during the more formal parts of a ceremonial parade, such as paying compliments, marching past and advancing in review order, when he will occupy the position detailed for him. When a unit has to wait on parade and colours are not paraded, the parade commander may order officers to move about the parade as necessary to supervise their men.

0402. Swords

The sword is a traditional badge of rank and honour. Sword drill is used for ceremonial purposes only. Its main qualities must be accuracy and swift but graceful movement. For pictures of the swords and equipment used by Officers and WOs see [Fig 4-1](#), [Fig 4-2](#), [Fig 4-3](#), [Fig 4-4](#), and [Fig 4-5](#).

0403. Drawing Swords

- a. **The Parade Commander.** The parade Commander will not draw his sword unless a senior officer is on parade.
- b. **Staff Officers.** Swords will not be drawn by staff officers and officers holding personal appointments. These officers will salute with the hand.
- c. When falling in by companies, swords will be drawn as follows (the men being armed with rifles: Company Officers other than company commanders will draw swords after their companies have been inspected. When the commando has formed up, company commanders will draw swords together, taking the time from the second-in-command or company commander of the leading company when there is no second-in-command on parade.
- d. When falling in as a unit, officers will be ordered to draw their swords before they are stepped off to join their companies.
- e. When on parade and the troops are ordered to fix bayonets, one movement of 'Draw Swords' will be done on each word of command.

0404. Carriage of Swords

- a. **On Regimental Ceremonial Parades.** Drawn swords are to be at the 'Carry' except when saluting, standing at ease or easy.
- b. **On the Line of March.** Drawn swords will be 'Sloped' on stepping off and brought to the 'Carry' when halting or in order to pay compliments.
- c. When officers are moving about informally, drawn swords may be carried comfortably approximately in the position of the 'Salute', which is assumed, not as a drill movement, direct from the 'Carry'.

0405. Compliments

When on parade with troops armed with the rifle, officers with swords salute on the command 'Present - Arms!' and return to the 'Carry' on the command 'Slope - Arms!', working with the men.

0406. Marching at Ease

When the men march at ease with rifles slung, swords will be returned. On marching to attention, swords will be drawn again, working on the left foot.

0407. Returning Swords

- a. Unless specially ordered to do so earlier, officers will return swords when falling out.
- b. When on parade and the troops are ordered to 'Unfix Bayonets', and the officers are required to 'Return swords', one movement of 'Return Swords' will be carried out on each word of command.

0408. Salutes

All officers must be familiar with [Section 3](#) to Chapter 2 and, in addition the following rules:

- a. **The Colours.** Officers when they pass the colours will salute as follows:
 - (1) *With Sword Drawn.* By giving 'Eyes Right (or Left)'.
 - (2) *With Sword Not Drawn.* With the right hand.
- b. **On Duty or Parade.** All officers will salute their seniors before addressing them on duty or parade. When swords are not drawn, they will salute with the right hand, in the manner prescribed.
- c. **Not On Duty or On Parade.** When not on duty or parade but in uniform:
 - (1) Officers under the rank of Field Officer will salute will salute all officers of Field Rank and above.
 - (2) General Officers and Field Officers will salute their superiors in rank.
 - (3) When two or more officers pass or are passed by a senior officer, all will salute.
 - (4) A junior officer in company with a senior officer will salute only those officers who are senior to the latter.
 - (5) Officers will salute their seniors in rank in other services.
 - (6) It is customary for subaltern officers to salute the Adjutant.

d. **Mounted Officers.** An officer riding without sword drawn will salute with the right hand.

e. **Officers Attending Ceremonial Parades**

(1) *When the National Anthem is Played.* Whenever the National Anthem is played, other than at a church service, all ranks on parade are to be brought to attention and officers and the R.S.M. are to salute. Parties on the move are to be brought to the halt and if armed remain at the 'Slope/Shoulder', with officers or N.C.O.s in charge saluting.

(2) *Salutes.* When attending Naval Ceremonial Parades, officers will salute with the troops on parade when the inspecting officer is saluted.

f. **In Her Majesty's Ships.** It is customary for junior officers to salute their superiors on the first occasion of meeting each day.

g. **Returning Salutes**

(1) Officers, except when their swords are drawn, will return the salutes of junior officers and of other ranks with the courtesy they deserve.

(2) A salute made to two or more officers will be returned by the senior only.

0409. Marching Past with Swords drawn

a. The salute will begin on the command 'Eyes - Right!' and finish on the order 'Eyes - Front!'. In the case of individual officers, it will begin in sufficient time to enable the salute with the sword to be completed on arrival at point C (see [Fig 1](#)) and the 'Carry' to be resumed at point D (see [Fig 1](#)), the time being taken from the officer on the inner flank.

b. **Marching Past in Column of Route.** The Parade and Company Commanders alone will salute with the sword. Other officers will turn their head and eyes.

c. **Trooping the Colour.** When marching past in quick time at close order the Parade Commander, Second-in-Command, Adjutant and Guard Commanders will salute with the sword. Other officers will turn their head and eyes.

d. **Returning in Close Column.** The Parade Commander alone will salute with the sword, between point D and point C (see [Fig 1](#)). Other officers will look to the left only.

0410. Marching Past with Swords Not Drawn

- a. Officers will salute with the hand. The salute will begin at point C and finish at point D (see [Fig 1](#)), officers in front of leading sub-units taking their time from the Commanding Officer, remaining officers taking their time from their Company Commander.
- b. **Marching Past in Column of Route.** All officers will salute.
- c. **Returning in Close Column.** The Parade Commander alone will salute.

0411. Dressing

- a. When officers are on parade with troops, and the men dress by word of command or automatically, officers in front of the ranks, except the colour officer, turn about and supervise the dressing. They turn to face their front again together when dressing is completed or on the command 'Eyes - Front!'.
- b. While supervising the dressing of the men, officers take up their own dressing by the directing flank. In line, the Second-in-Command supervises the dressing of the officers, turning right to dress them and turning again to face the line when done.
- c. When it is required to dress the officers separately from the troops, as after taking post in review order or joining their guards before Trooping the Colour, the order will be 'Officers, Right(or Left) - Dress!'. If on parade with swords, officers will bring their swords to the 'Recover' and look towards the flank ordered. The Second-in-Command will turn left, dress the officers and give the command 'Steady!'. On this command the Second-in-Command will turn right and the officers will return to the 'Carry' and look to the front.

0412. Dressing when Falling In and Falling Out

- a. When officers halt in front of the Parade Commander the right-hand officer extends his right forearm to the front, parallel to the ground, fingers extended and together, palm to the left. The remaining officers look to their right and dress at arm interval without raising the arm. When the officers are steady, the right-hand officer cuts his arm to the side and the remainder look to their front. (Dressing may be by the left).
- b. When swords are drawn, the right-hand officer raises the shoe of his scabbard through an angle of 45 degrees instead of raising his right forearm.

0413. Falling In

- a. Whenever officers are to parade with the troops and there is more than one officer, the senior officer will fall in the remainder.

b. While the parade is being formed, the officers march up and down, in twos and threes at the head of the parade ground. Immediately before the parade is reported to the Parade Commander, the officers form up in single rank on the edge of the parade in rear of the Parade Commander, and in their relative positions for parade formation. The officers stand at ease.

c. When the officers' call is sounded or when the Parade Commander turns about, the officers spring to Attention and march forward when given the order 'Quick -March!' by the senior officer, until they are 5 paces from the Parade Commander, where they will be halted. They dress and salute together. The Parade Commander gives the officers any detail which he may have, this may include the order to draw swords, then orders 'Quick - March!'. The officers step off and take post in their correct positions with their sub-units.

0414. Falling Out

On the order 'Fall Out - The Officers!' officers step off together and form up 5 paces in front of the Parade Commander as for falling in, dressing as they arrive and saluting together. If swords are drawn, the Parade Commander orders 'Return - Swords!'. He then orders 'Quick - March!' and the officers march forward 11 paces and halt in line in rear of the Parade Commander, turn about, and remain until the parade has been dismissed.

Fig 4-1. Officer and Warrant Officer Sword



Fig 4-2. Sam Browne



Fig 4-3. Sam Browne - Named Parts

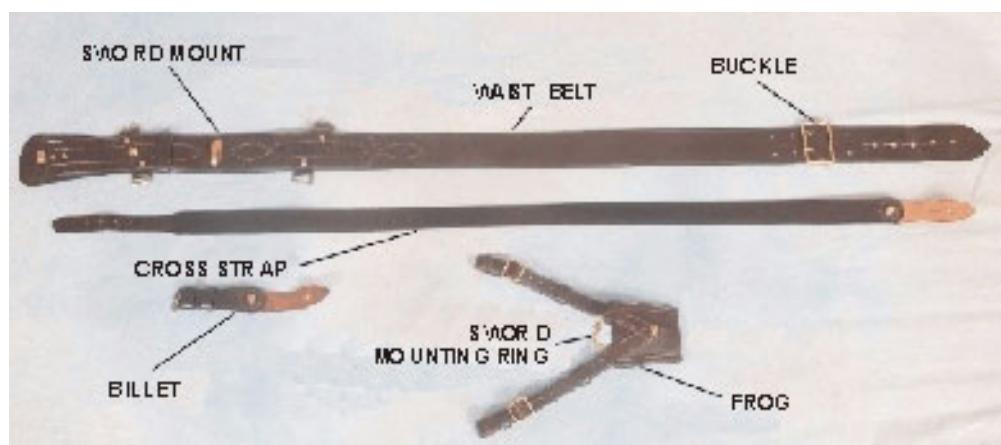
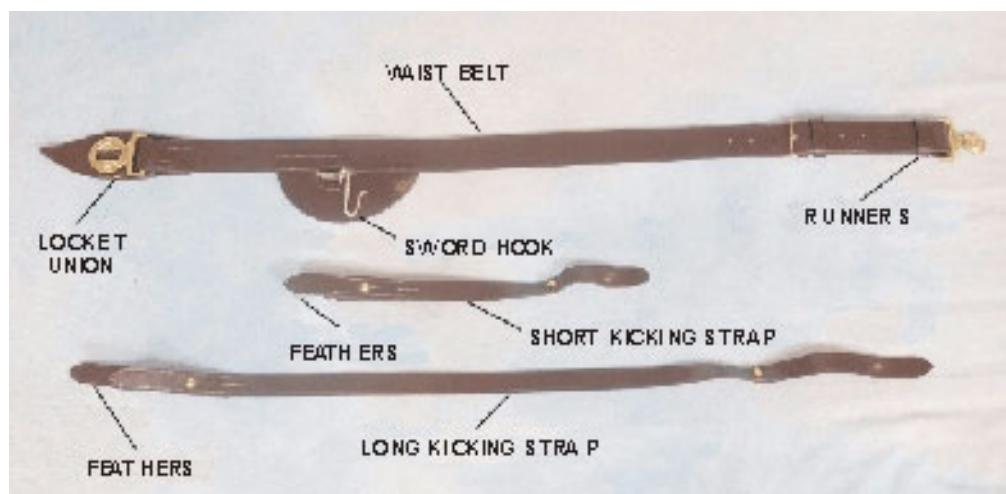


Fig 4-4. WO2 Sword Belt



Fig 4-5. WO2 Sword Belt - Named Parts



CHAPTER 5**SWORD DRILL****CONTENTS****SECTION 1 - SWORD DRILL****Para**

- 0501. General Rules on the Wearing and Carrying of swords
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- 0503. Draw Swords
- 0504. Return Swords
- 0505. Slope Swords
- 0506. Stand at Ease (Sword Sheathed)
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- 0513. The Reverse from the Salute
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CHAPTER 5

SWORD DRILL

SECTION 1 - SWORD DRILL

0501. General Rules on the Wearing and Carrying of swords

For general instructions on the carriage and handling of swords see [Chapter 4](#).

0502. Position of Attention (Sword Sheathed) ([Fig 5-1](#) and [Fig 5-2](#))

Hold the scabbard with the left hand, left arm straight, back of the hand to the left, thumb round the front, forefinger pointing down the scabbard, other fingers curled around the back.

0503. Draw Swords

ORDER	ACTION
'Draw Swords - One!'	In one movement, carry the right hand across the body, grasp the handle and draw out the blade until the forearm is horizontal. The back of the hand is to the rear, fingers and thumb round the handle. Fig 5-3 .
'Batch/Officers - Two!' (Position of the 'Recover')	Draw the sword forward and upward allowing the shoe of the scabbard to move slightly to the rear. Resume the position of attention with the left hand. As soon as the point of the sword leaves the mouth of the scabbard, bring it sharply to the position of the recover. The blade perpendicular, edge to the left, upper part of the hilt in line with and opposite the mouth, thumb toward the mouth on the side of the handle, thumb pointing upward. The whole movement should take the equivalent of 4 paces in quick time. Fig 5-4 .
'Batch/Officers - Three!' (Position of the 'Carry')	Force the right arm to the side, elbow close in as in the normal position of attention, forearm horizontal and to the front. Blade perpendicular, edge to the front, the grip held lightly between the forefinger and thumb, other fingers together and extended to touch the inside of the basket, hilt resting on the upper part of the hand. Fig 5-5 and Fig 5-6 .

0504. Return Swords

ORDER	ACTION
'Return Swords - One!'	<p>Force the hilt over to the hollow of the left shoulder, blade perpendicular, edge to the left, right forearm horizontal and elbow in line with the shoulder, back of the hand to the front. At the same time push the shoe of the scabbard a little to the rear. Grip the mouth of the scabbard with the left hand, fingers together on the left and slanting to the front, thumb on the right pointing forward, and immediately force the point of the sword downwards outside the left shoulder with a quick turn of the right wrist and put it in the scabbard, guiding the blade home with the forefinger. Force the blade home to assume the position of the second motion of 'Draw Swords'. Resume the position of attention with the left hand on the scabbard. Keep the shoulder square to the front. Fig 5-7.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. The two actions are done in quick succession. 2. When completed the right hand fingers are extended over the sword and the weight of the sword is held by the right thumb.
'Batch/Officers - Two!'	Flick the sword home in the scabbard. The right hand remains with back of hand upward, fingers and thumb close together and straight, forearm horizontal and close to the body. Fig 5-8 .
'Batch/Officers - Three!'	Cut the right hand to the side. Fig 5-9 .

0505. Slope Swords ([Fig 5-10](#))

Drop the point of the sword to the rear so that the back of the blade rests midway between the neck and the point of the shoulder. Keep the forearm and hand still but put the little finger behind the handle, allowing the remaining fingers to grip the handle lightly.

0506. Stand at Ease (Sword Sheathed) ([Fig 5-11](#))

Stand normally at ease.

0507. Stand at Ease (Sword Drawn) ([Fig 5-12](#))

As the left foot is carried off, slope sword. The left hand remains in the position of attention.

0508. Stand Easy (Sword Drawn)

Move the sword by the shortest route, allowing the handle to slide in the right hand, the sword to hang vertically in front of the centre of the body, blade turned to the right, point 2 inches from the ground. At the same time rest the left hand on top of the right, retaining a natural grip with the right hand at the top of the handle. Immediately lower the point of the sword to the ground centrally between the feet and in line with the seams of the toe caps, holding the hilt centrally against the body. On the cautionary word 'Parade', etc, the sword and left hand will be returned to the stand at ease positions by the shortest routes.

0509. Attention from Stand at Ease

At the order 'Batch/Officers - Attention!', bring the sword to the carry and come to the position of attention.

0510. Marching and Halting**a. Marching**

ORDER	ACTION
'Quick - March!'	When the sword is drawn the left arm will be swung except when saluting with the sword. When the sword is not drawn it will be kept steady at the side by the left hand.

b. Halting.

ORDER	ACTION
'Batch/Officers - Halt!'	When the left arm is swung, bring it in from the rear. The left hand resumes the grip as in position of attention.

0511. Saluting at the Halt

ORDER	ACTION
'Saluting to the Front - One!'	Bring the sword to the 'recover', thumb perpendicular along the handle. Fig 5-13 .
'Batch/Officers - Two!'	Lower the sword sharply to the right side to the full extent of the right arm, edge to the left, point 12 inches from the ground and straight to the front, thumb flat along the handle, fingers gripping it, right hand just behind the seam of the trousers. Fig 5-14 and Fig 5-15 .
'Batch/Officers - Three!'	Bring the sword up to the 'recover'. As per Fig 5-16 .
'Batch/Officers - Four!'	Return to the 'Carry'. As per Fig 5-17 .

0512. Saluting on the March

The movement of the salute is the same in slow and quick time. It starts from the carry, as the left foot comes to the ground and on the word of command 'Eyes -Right/Left!'. The movement lasts over 4 paces, finishing on the right foot. There is no pause between the parts of the movement which will be executed as one graceful gesture:

ORDER	ACTION
'Eyes - Right/Left!'	<p><i>First Motion.</i> Shoot the right arm out to the right, arm horizontal, at shoulder height and square off to the right, blade perpendicular, edge to the right. At the same time incline the head and eyes to the right/left. Fig 5-18.</p> <p><i>Second Motion.</i> Carry the sword round in a sweep, keeping the blade perpendicular and the hand and elbow in the same plane as the shoulder, by bending the elbow to bring the hilt to the mouth, with the sword in the position of the 'recover'. The elbow is kept level with the shoulder and the thumb remains round the handle. Fig 5-19.</p> <p><i>Third Motion.</i> Continue the sweep to bring the hilt to the point of the right shoulder. The elbow is still shoulder high with the upper arm square off to the right, forearm horizontal, hand in line with the mouth.</p> <p><i>Fourth Motion.</i> Lower the sword sharply to the position of the salute, at the same time changing the grip so that the thumb points down the handle. Fig 5-20.</p>
'Eyes - Front!'	As the left foot comes to the ground, turn the head and eyes to the front and at the same time bring the sword to the 'recover', elbow close to the side. As the left foot next comes to the ground bring the sword down to the 'carry'. Fig 5-21 and Fig 5-22 .

When saluting in quick time the left hand will be brought to the scabbard, as in the position of attention, from the front as the left foot goes forward and immediately before shooting the right arm to the right. The left arm will be swung to the rear with the first left foot after the sword has been returned to the 'carry'.

SECTION 2 - FUNERAL SWORD DRILL

0513. The Reverse from the Salute

This movement will be executed when the men reverse arms from the 'Present'.

ORDER	ACTION
'Reverse Arms - One!'	Bring the sword to the position of the 'Recover'. Fig 5-23 .
'Batch/Officers - Two!'	Bring the sword to the position of the 'Carry' as the men with rifles complete the third movement. Fig 5-24 .
'Batch/Officers - Three!'	Force the sword under the right armpit, edge uppermost, by twisting the wrist and dropping the point to the left front, hilt on top and in front of the right shoulder, fingers of the right hand together and straight to the right of the handle, thumb to the left, back of the hand to the right, right elbow against the side. At the same time grip the blade between the tips of the fingers and thumb of the left hand behind the back and in line with the waist belt, back of the hand underneath. Sword at an angle of 45 degrees. Fig 5-25 , Fig 5-26 , Fig 5-27 and Fig 5-28 .

0514. Reverse when Marching in Quick and Slow Time

a. **Break into Quick Time from the Slow March.** On the command 'Quick - March!', cut the left hand to the side on the first beat of the left foot. At the same time allow the hilt to drop so that the sword is horizontal, swing the left arm to the rear on the next left foot.

b. **Break into Slow Time from the Quick March.** On the command 'Slow - March!', resume the position of reverse arms as the left foot comes to the ground. Bring the left arm straight behind the back.

0515. Change Swords at the Reverse

ORDER	ACTION
'Change Arms - One!'	Bring the sword to the position of the 'Carry'. Fig 5-29 .
'Batch/Officers - Two!'	Pass the sword across the body, gripping the handle with the left hand, cutting the right hand away to the side. Fig 5-30 .
'Batch/Officers - Three!'	Reverse the sword under the left armpit, edge uppermost, the hilt being grasped with the left hand, the right hand grasping the blade in rear of the body, the forearm parallel to the ground. The blade of the sword to be at an angle of 45 degrees, the left elbow close to the body. Fig 5-31 and Fig 5-32 .

0516. The Reverse from Lower On Your Arms Reversed

ORDER	ACTION
'Batch/Officers - Attention!'	Raise the head. Fig 5-33.
'Reverse Arms - One!'	Seize the handle with the right hand in the same grip as at the 'Reverse'. Hold the hilt steady with the left hand. Fig 5-34.
'Batch/Officers - Two!'	Force the sword under the right armpit and seize it with the left hand behind the back in the correct position of the 'Reverse'. Fig 5-35.

0517. Lower On Your Arms Reversed from the Present

ORDER	ACTION
'Lower On Your Arms Reversed - One!'	Bring the sword to the position fo the 'Recover'. Fig 5-37.
'Batch/Officers - Two!'	Allow the point of the sword to fall forward and downwards and place the point on the ground between the feet, edge to the right. The grip of the right hand will change as the sword comes down so that when it rests on the ground the palm of the hand is resting on top of the hilt, and place the left hand on top of the right. Fig 5-38. Judge a pause to the count of five.
'Batch/Officers - Three!'	Drop the elbows to the side, lower the chin on to the chest. Fig 5-39.

0518. Present from Lower On Your Arms Reversed

ORDER	ACTION
'Batch/Officers!'	Raise the head. Fig 5-40.
'Present Arms - One!'	Cut the left hand to the side and grasp the scabbard. Allow the right hand to resume its normal grip on the hilt.
'Batch/Officers - Two!'	Bring the sword to the position of the 'Recover'. Fig 5-41.
'Batch/Officers - Three!'	Bring the sword to the position of the 'Salute'. Fig 5-42.

Position of Attention (Sword Sheathed)

Fig 5-1. Front View



Fig 5-2. Side View



Draw Swords

Fig 5-3. First Movement



Fig 5-4. Second Movement



**Fig 5-5. Third Movement -
Front View**



**Fig 5-6. Third Movement -
Side View**



Return Swords

Fig 5-7. First Movement



Fig 5-8. Second Movement



Fig 5-9. Third Movement



Fig 5-10. Slope Swords



Stand at Ease

Fig 5-11. Sword Sheathed



Fig 5-12. Sword Drawn



Saluting at the Halt

Fig 5-13. First Movement



Fig 5-14. Second Movement - Front View Fig 5-15. Second Movement - Side View



Saluting at the Halt - Continued

Fig 5-16. Third Movement



Fig 5-17. Fourth Movement



Saluting on the March

Fig 5-18. 'Eyes - Right!' - First Motion



Fig 5-19. 'Eyes - Right!' - Second Motion Fig 5-20. 'Eyes - Right!' - Fourth Motion



Saluting on the March - Continued

Fig 5-21. 'Eyes - Front!' - First Motion Fig 5-22. 'Eyes - Front!' - Second Motion



The Reverse form the Salute

Fig 5-23. First Movement



Fig 5-24. Second Movement



Fig 5-25. Third Movement - Front View



Fig 5-26. Third Movement - First Motion - Side View



The Reverse from the Salute - Continued

**Fig 5-27. Third Movement -
Second Motion - Side View**



**Fig 5-28. Third Movement -
Rear View**



Change Swords at the Reverse

Fig 5-29. First Movement



Fig 5-30. Second Movement



Fig 5-31. Third Movement - Front View



Fig 5-32. Third Movement - Side View



The Reverse from Lower On Your Arms Reversed

Fig 5-33. First Movement



Fig 5-34. Second Movement - Side View



Fig 5-35. Third Movement



Lower On Your Arms Reversed from the Present

Fig 5-36. Position of Present



Fig 5-37. First Movement



Fig 5-38. Second Movement



Fig 5-39. Third Movement



Present from Lower On Your Arms Reversed

Fig 5-40. Cautionary Order



Fig 5-41. Second Movement



Fig 5-42. Third Movement



CHAPTER 6**SENTRY DRILL****CONTENTS****Para**

- 0601. Introduction to Sentry Drill
- 0602. The Sentry on his Post
- 0603. The Sentry on his Beat.
- 0604. Compliments
- 0605. Single Sentry Paying Compliments on his Post
- 0606. Single Sentry Patrolling and Paying Compliments on his Beat
- 0607. Double Sentries Patrolling and Paying Compliments on their Post
- 0608. To Patrol
- 0609. To Salute or Present Arms
- 0610. Double Sentries Patrolling, Halting in Front of their Boxes
- 0611. Double Sentries Paying Compliments on their Beat
- 0612. Moving In
- 0613. Exercising Knowledge of Compliments to be Paid
- 0614. Turning Out the Guard
- 0615. To Exercise the Troop
- 0616. Challenging

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CHAPTER 6

SENTRY DRILL

0601. Introduction to Sentry Drill

a. The object of sentry drill is to teach men the movements required on sentry duty. The movements themselves incorporate a large number of the movements of elementary drill. They consist of:

- (1) The action of the sentry on his post and beat:
 - (a) Paying compliments on his post.
 - (b) Patrolling and halting in front of the sentry box.
 - (c) Patrolling and paying compliments on his beat.
- (2) Challenging.
- (3) Turning out the guard.

b. A uniform pause will be made between movements of sentry drill. The drill is described as for drilling a troop but indicates the correct action for the single sentry. As a preliminary, picquet drill, which is the same as sentry drill but without rifles, may be taught.

c. The troop must also be taught, and exercised by question and answer when standing easy:

- (1) The action of sentries when being posted and relieved.
- (2) The compliments due to ranks, persons and parties.
- (3) Occasions when the guard turns out.

d. Opportunity should also be made to explain to the troop the differences between the duties of ceremonial sentries (for which sentry drill is the preparation), security sentries and tactical sentries.

0602. The Sentry on his Post

a. When standing on his post the sentry will:

- (1) Face his front and stand at ease in front of his sentry box.
- (2) Stand in his sentry box only in bad weather.
- (3) Except in the execution of his duty not quit his post or converse with anyone.

b. All movements of sentry drill therefore start and finish at the position of 'stand at ease', representing the sentry on his post. Movements start by springing to attention.

c. Bayonets will be fixed.

0603. The Sentry on his Beat

The number of paces or extent of a sentry's beat will always be defined in the orders for a post. When on his beat, the sentry will:

a. Move in quick time at the 'slope'.

b. Halt at the end of his beat. Turn to the front, turn inwards and continue marching his beat.

c. Not halt except in front of the sentry box or at the end of his beat unless to pay compliments or when challenging.

d. Turn to the right and left correctly.

0604. Compliments

a. The two compliments that can be paid are the 'salute' and the 'present'. Before either is made the sentry must first come to the 'slope'.

b. A sentry on his post will be alert to observe an officer or an armed or unarmed party approaching so that he can be at the 'salute' or 'present' as the officer or party comes within 3 paces of his post. He will cut his hand away or return to the 'slope' when the officer or party is 3 paces past him.

c. A sentry in his box will come to attention but will not salute.

d. A roaming sentry with arms slung will halt, turn to his front and stand to attention until the officer or party has passed.

e. A sentry with pickhelve or pistol will salute with the hand.

0605. Single Sentry Paying Compliments on his Post

ORDER	ACTION
'As a Sentry, To the Front - Salute!'	The troop, which will be standing properly at ease and acting individually as for a sentry on his post, will come to attention, slope arms, salute and remain at the salute.

ORDER	ACTION
'As a Sentry, Present - Arms!'	The troop will come to attention, slope and present arms.
'As a Sentry, Stand at - Ease!'	The drill is reversed. The troop will cut the hand away or slope arms, shoulder arms and stand at ease.

0606. Single Sentry Patrolling and Paying Compliments on his Beat

ORDER	ACTION
'As a Sentry, To The Right (or Left) - March!'	The troop will come to attention, slope arms, turn to the right (or left) and step off in quick time.
'As a Sentry, At The End Of Your Beat - Halt!'	The sentry will turn to his front, turn inward and continue marching, if patrolling to the left, making two right turns, if to the right, two left turns.
'As a Sentry, In Front Of Your Box, Stand at - Ease!'	This will be given as for 'halt'. The troop will halt as a sentry would in front of his sentry-box, turn to face its front, shoulder arms and stand at ease.

a. When a sentry on patrol is required to pay a compliment he will, provided that there is time, move to his post. Otherwise he will pay the compliment directly. In each case he will halt, face his front, and salute or present arms. He will then either continue his patrol or stand at ease. For the troop the word of command will be:

ORDER	ACTION
'As a Sentry, To The Front - Salute!' or 'As a Sentry, Present - Arms!'	This will be given as for the halt. The troop will halt, face its front and act accordingly.
'As a Sentry, To The right (or Left) - March!' or 'As a Sentry, Stand at Ease!'	The troop will act accordingly.

0607. Double Sentries Patrolling and Paying Compliments on their Post

a. A double sentry comprises two men who act together, taking the time from the right-hand and senior one. The right-hand and senior sentry is the 'old soldier' and is in command of the post. His position of authority must be emphasised. The only exception to this is when, standing at ease on their post, an officer or party appears from the left, when the left-hand sentry will give the time. The time is given by signals agreed prior to taking up their post. These movements are taught first by word of command.

b. To teach the movements of the double sentry the troop is first practised as a whole, as the right-hand or old soldier, and then as the left-hand or junior. The troop is then divided in halves by numbering, proving the right of the left half, then giving the left half the order 'Four Paces Left Close - March!'. To practise the troop, commands can be given by the agreed signal by the instructor or a man of the right half detailed by him.

c. When the signal is given a uniform pause will be counted by both sentries before starting the movement so that neither 'jumps the pistol'.

d. When at the halt and after paying a compliment, the sentries will look in towards each other. The signal to stand at ease as sentries is given by the old soldier turning his head to the front. A uniform pause will be counted before the sentries move.

e. Signals when on patrol can only be given when the sentries are marching inward.

0608. To Patrol

ORDER	ACTION
'As a Sentry, Outward - March!'	On the agreed signal the troop comes to attention, slopes arms, turns outward and patrols in quick time.

Notes:

1. *The extent of the beat must have already been pointed out.*
2. *'As a Sentry, At The End Of Your Beat - Halt!' is not given.*

0609. To Salute or Present Arms

ORDER	ACTION
'As a Sentry, To The Front - Salute!' or 'As a Sentry, Present - Arms!'	The sentries act accordingly on the agreed signal.
'As a Sentry In Front Of Your Sentry Box, Stand at - Ease!'	(Signal - Sentries look in and the old soldier turns his head to the front). The sentries work together.

0610. Double Sentries Patrolling, Halting in Front of their Boxes

ORDER	ACTION
'As a Sentry In Front Of Your Sentry Box, Stand at - Ease!'	(Signal - Extend one finger of the right hand). The signal will be given so that both sentries will halt in front of their sentry-box or post. The signal is shown as the left foot comes to the ground, is repeated as the left foot comes to the ground again and the halt is made as the left foot comes to the ground a third time. The sentries turn to face their front, shoulder arms and stand at ease.

0611. Double Sentries Paying Compliments on their Beat

ORDER	ACTION
'As a Sentry, To The Front - Salute!'	(Signal - Extend two fingers of the right hand). The right hand sentry will, if possible, time his signal so that each halts on his post. (This may not always be possible).
'As a Sentry, Present - Arms!'	(Signal - Extend three fingers of right hand). As for saluting but present arms.

0612. Moving In

To move in, sentries look in. After paying a compliment from patrolling, a double sentry will always continue patrolling. If they are more than 3 paces from their posts they will turn inward. If they are 3 paces, or less, from their posts, they will turn outward.

0613. Exercising Knowledge of Compliments to be Paid

When the basic drill is known, Knowledge of compliments to be paid can be exercised by giving the command 'As a Sentry, A or The (name an officer's rank of any service, or person) Approaching Your - Post!'. The troop acts as taught and salutes or presents arms as appropriate.

0614. Turning Out the Guard

The sentry on the guard room will:

a. Order 'Guard - Turn Out!':

- (1) If a person or armed party entitled to compliments from the guard approaches at a time when compliments are due, the sentry having recognized the person or party.
- (2) On the first approach of the Commanding Officer of the unit after 'Reveille' each day.
- (3) When called on to turn out the guard by visiting or other rounds.

- b. Between 'Retreat' and 'Reveille', as soon as he sees rounds or an armed party approaching, call out the NCO on duty, if the NCO is inside the guard room.
- c. Pay compliments with the guard.
- d. When the guard is dismissed, salute in time with the guard and state his post, 'Number One Post and All's Well Sir!', when he is visited by the officer.

0615. To Exercise the Troop

The instructor will explain the situation to the troop and give the command 'Approaching Your - Post!'. The troop will order 'Guard - Turn Out!'. |

0616. Challenging

When sentries are required to be taught challenging, it will be carried out as for sentry duties in the field.

CHAPTER 7**THE COLOURS****CONTENTS****SECTION 1 - OCCASIONS OF CARRYING****Para**

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CHAPTER 7

THE COLOURS

SECTION 1 - OCCASIONS OF CARRYING

0701. The Colours

The principle is that colours, which are always presented to a unit as a pair, should be inseparable. There are only two occasions when one is separated from the other (and on these two occasions the other colour remains with the unit):

- a. When one of the pair is carried with a guard of honour.
- b. When one of the pair is trooped.

0702. Both Colours

Both colours will be carried:

- a. When new colours are presented and old colours are trooped beforehand.
- b. When a commando parades for ceremonial or a ceremonial commando is paraded.
- c. When specially ordered to be carried by a representative unit smaller than a commando, such as for street lining.

0703. The Queen's Colour

The Queen's Colour alone will be carried:

- a. By a guard mounted over the Queen, a member of the Royal Family, or a Governor General, Governor, High Commissioner, Lieutenant-Governor or Officer Administering the government in his capacity as Her Majesty's representative within the area of his jurisdiction, or a Foreign Sovereign, The President of a Republican State or a member of a reigning Foreign Imperial or Royal Family.
- b. When it is trooped in the case of a guard mounted over the Queen, members of the Royal Family or Her Majesty's Chief Representative in British possessions or territories mandated to Great Britain, or trooped in the case of a ceremonial parade held in honour of the Queen's Birthday.
- c. By guards of honour at State Ceremonials.

0704. The Regimental Colour

The Regimental Colour alone will be carried:

- a. When it is trooped on any occasion other than Para 0703 [sub para b.](#)
- b. When a guard of honour is mounted for flag, general and air officers, etc. in accordance with [Chapter 18](#).

0705. Location of the Colours

When not being carried, the colours will be lodged in the officer's mess, even when parading or living with another unit. The colours remain in the keeping of the officers. They are shown to the other ranks of the unit in the ceremony of trooping the colour.

0706. Salutes with the Colours

When both colours are carried, the procedure will be:

- a. **Royal Salute.** Both colours are lowered.
- b. **Marching Past a Personage entitled to a Royal Salute:**
 - (1) *Slow Time* - Both colours lowered.
 - (2) *Quick Time* - Both colours let fly.
- c. **General Salute.** Both colours let fly. Regimental colour lowered for Admiral of the Fleet, Field Marshal or Marshal of the Royal Air Force.
- d. **Marching Past Officers of Flag, General or Air Rank:**
 - (1) *Slow Time* - Both colours let fly. Regimental colour lowered to Admiral of the Fleet, Field Marshal or Marshal of the Royal Air Force.
 - (2) *Quick Time* - Both colours let fly.

0707. Salutes by the Escort and Colour Party

- a. The escort and colour party will salute the colours:
 - (1) When receiving and returning them uncased.
 - (2) If they are to be carried cased:
 - (a) After they are uncased.
 - (b) Before they are cased.
- b. When colours are uncased, escorts and colour parties will pay compliments, except to persons entitled to the compliment of having the colours lowered or let fly. The escort and colour party will, however, come to attention when officers salute the colours on joining the parade. When colours are cased, escorts and parties will pay such compliments as would be appropriate if no colours were present.
- c. When marching past, the salute of the colour party will be the lowering or letting fly of the colours or colour. The head and eyes will not be turned.

0708. Compliments to the Colours

For the general rules on the paying of compliments see Chapter 2 [Section 3](#) and [Para 0408](#).

a. When colours are on parade:

- (1) All ranks not under the orders of an officer or non-commissioned officer will salute the colours when they pass.
- (2) An inspecting officer should salute the colours while inspecting the front rank but not while inspecting the ranks or sub-units in the rear. Since the inspecting officer passes in rear of the line of officers when inspecting the front rank, he will, when inspecting the front rank of a guard of honour, pass in rear of the colour.

SECTION 2 - THE COLOUR PARTY

0709. Provision of Escort

- a. An escort to the colours, if provided, will consist of a formed body of troops (usually a company) under the command of an officer, and must not be confused with the colour party. A colour officer and escort of three are normally used for carrying the colours on and off parade.
- b. When consecrated colours are being moved from, or to, the place where they are usually kept, an escort will invariably accompany them. When it is necessary to send consecrated colours by train to be deposited for safe keeping, the escort will consist of the usual colour party.
- c. The colour party will be composed as follows:
 - (1) Each colour will be carried by a subaltern officer, the Queen's Colour, when carried, being on the right (except when retiring), the officer carrying the Queen's Colour being in command of the colour party.
 - (2) Senior NCOs not below the rank of colour sergeant have the honourable distinction of escorting the colours. The senior will be posted between the colours, the other two covering them 2 paces in rear. On occasions when NCOs of these ranks are not available, the honourable distinction may be allowed to NCOs of lower rank and selected marines. Not more than one quartermaster sergeant may normally be included in a colour party. If paraded he will be armed with a sword, if available.

0710. Rules for Carrying the Colours

a. Position in the Unit Formation:

- (1) In line the colours will be placed between the two centre companies, the two NCOs covering them being in line with the rear rank.
- (2) If the line is ordered to retire, the colour party will turn about, but will remain steady in its original alignment.
- (3) In marching past by companies, the colour party will be in rear of the centre of the second company, its front rank 10 paces in rear of the supernumerary rank.
- (4) In close column of companies, and when marching past in that formation, the position of the colour party will be in rear of the centre of the second company, the two NCOs or selected marines taking post by moving up on the right and left of the colours, the whole being aligned with the supernumerary rank of the company when marching past and 3 paces in rear of it when halted on the inspection line.

b. Carriage of the Colours:

- (1) At the halt the colours will never be sloped, except immediately before parading the colour.
- (2) They will be held at the carry or order when the troops are at the slope or shoulder.
- (3) During an inspection when the men are at the shoulder, the colours will be held at the carry.
- (4) On the move the colours will always be carried at the slope, except when marching onto, or off, the parade ground, when on the saluting base, when marching past and returning, advancing in review order and when marching in slow time down the ranks when trooping the colour. On these occasions the colour will be held at the carry.

c. Parading the Colour:

- (1) The colours may be paraded when the unit is standing at ease at a time of waiting.
- (2) The colour officers will carry and slope the colours and move forward, wheeling to the right 10 paces in front of the front rank. They will promenade at a slow but dignified walk, without stiffness or undue formality, along the front of the unit, wheeling towards the unit when they reach the flanks.
- (3) When required to resume their position, colour officers will take post, then carry and order the colours and stand at ease.

SECTION 3 - PROCEDURE FOR MARCHING THE COLOUR ON AND OFF A CEREMONIAL PARADE

0711. Receiving the Colours into a Unit

- a. The colour party with swords drawn and bayonets fixed will be marched to the officers' mess (or temporary lodging of the colours) and halted facing the entrance.
- b. The drum-major will receive the colours from the mess butler, turn about and advance to a position 3 paces in front of the centre of the colour party. After the officers have saluted and returned their swords, the procedure detailed in [Chapter 18](#) for receiving the colour into a guard of honour will be observed, except that the Queen's Colour officer will take a pace to his left front and the regimental colour officer a pace to his right front. The colours will be received at the carry.
- c. The colour party will then be marched to the parade under the orders of the officer carrying the Queen's Colour, changing direction by wheeling in line. It will be halted in front of the centre of the commando.
- d. After the colour party has halted, the commando commander will order 'Commando Present - Arms!'. The National Anthem will be played (see note). The colour party will then march into the commando in slow time, the band playing a slow march.
- e. On arrival at its final position the senior subaltern will give 'Colour Party, Present -Arms!'. The senior NCOs escorting the colours will act as ordered. The colours will remain at the carry.
- f. The commando commander will then order the commando to slope arms and the colour party will conform with the rest of their movements, except that the senior NCOs escorting the colours will not unfix bayonets or stand easy even if the commando does so.

Note. *If only the Corps of Drums are paraded, the drums will beat a ruffle.*

0712. Returning the Colours

BY WHOM	ORDER	ACTION
Commando Commander	'March Off The Colours!'	
Colour Party Senior Subaltern	'Colour Party, By The Centre, Slow - March!'	The band will play. The colour party will be manoeuvred to a position in front of the centre of the commando. It will be halted and turned toward the commando.
Commando Commander	'Commando Present - Arms!'	National Anthem played or the drums will beat a ruffle.

BY WHOM	ORDER	ACTION
Commando Commander	'Commando Slope - Arms!'	The colour party will then be marched off in quick time. The colour party proceed back to the officer's mess, changing direction by wheeling as required. On arrival:
Colour Party Senior Subaltern	'Colour Party - Halt!'	The colours will be handed to the drum major, as in Chapter 18 . Officers will draw swords.
Colour Party Senior Subaltern	'Colour Party, Present - Arms!'	The colours are taken inside the mess.
Colour Party Senior Subaltern	'Colour Party, Slope - Arms!'	
Colour Party Senior Subaltern	'Colour Party, Shoulder - Arms!'	The colour party is then dismissed.

0713. Uncasing the Colours in Public

a. When colours are uncased on a parade or in similar conditions they should be marched into the commando or guard of honour with full ceremony as detailed in [Chapter 18](#) immediately after the colours are uncased. When this is not possible, as for instance it may not be on such occasions as lining the streets, the colour party only will pay the appropriate compliment. In any case the colours will be uncased or cased within the formed colour party.

b. Circumstances will always vary therefore the following is to be used as a guide only:

(1) If being uncased on a commando parade, the colour party falls in in single rank, Queen's Colour on the left, back to the commando. The colours are at the order, senior NCO coverers on the outer flanks.

(2) A specially detailed senior NCO (or bugler) places himself 3 paces in front of the Queen's Colour officer. The Queen's Colour officer brings the colour to the horizontal with the pike under the right armpit, and with the left hand unties the tapes of the colour case. The senior NCO removes the case and places it over his left forearm. The Queen's Colour is dressed and brought to the 'order'. The senior NCO moves to a position 3 paces in front of the regimental colour and repeats the procedure. When both colours are at the order and dressed the senior NCO places himself 3 paces in front of the centre of the colour party. The colours are brought to the 'carry'. The escort and the senior NCO carrying the cases salute the colours.

(3) The colour party is turned about (advanced), the senior NCO coverers taking position two paces to the rear of the colour officers.

(4) If colours are being uncased away from the commando parade, the colour party adopts the normal formation, with the Queen's Colour on the right, senior NCOs covering the colour officers. When the colours have been uncased the colour party will move to its position in front of the commando.

0714. Casing the Colours in Public

To case the colours, the above procedure is reversed.

0715. Old Colours

- a. Honours may be paid to old colours on the initial move to the place where they are to be laid up. Such honours may, however, only be accorded to the most recent old colours.
- b. For laying up old colours see [Chapter 20](#).
- c. Colours which have been replaced and laid up will remain where deposited in perpetuity. Any proposals which involve their removal will be submitted to the Ministry of Defence for consideration.
- d. If desired, action may be taken to have unserviceable colour belts struck off charge on replacement. they may then be retained by the unit.

0716. At Funerals

a. Drapes

- (1) When authorised to be carried at military funerals, standards, guidons and colours will be draped with black crepe. After interment, the crepe will be removed.
- (2) The black crepe is tied in a large bow and is affixed to the pike immediately below the finials. The ends hang loose to the lower edge of the colour on the pike.
- (3) Upon the death of the Sovereign, special instructions will be issued regarding the period the colours are to remain draped when carried on parade.

SECTION 4 - COLOUR DRILL

0717. Introduction

Drill with the colour will commence at the same time as the corresponding first movement of rifle drill. The remaining movements of colour drill will be carried out independently with grace and dignity. If more than one colour is paraded, movements of colour drill will be carried out together. All verbal orders given specifically for the colour(s) are to be voiced calmly and with dignity and no louder than necessary.

0718. The Order

The colour pike and the colour will be held with the right hand at that part of the pike where the lowest corner of the colour reaches. The colour should not be stretched tight down the pike but allowed to hang naturally. The pike will be vertical, the bottom of the pike resting on the ground in line with and against the right toe, the elbow close to the body.

0719. Dressing the Colour

- a. When the colour is uncased the colour officer will dress the colour. This consists of taking the upper fly corner of the colour with his left hand and bringing the colour to the vertical position. This will result in the lowest corner falling straight down the pike. Grasping the bottom corner of the colour with his right hand round the pike, the colour will then be evenly distributed on either side of the pike and when carried on the shoulder the pike will always be kept covered by the overhang of the colour. At the changing of arms care will be taken to see that the same overhang is on the left shoulder as on the right.
- b. Should the colour become disturbed the colour officer may use his disengaged hand to get the colour back to the correct position. This is not a drill movement and should be done unobtrusively.

0720. Stand at Ease

The normal drill will be carried out, except that the left hand will remain at the side and the colour will be kept vertical at the right side.

0721. The Carry from the Order

- a. **First Motion.** Raise the colour to a vertical position in front of the body, guiding the base of the pike into the socket of the colour belt with the left hand. The right hand will be in the centre of and in line with the mouth, back of the hand to the front. The right forearm will be lowered against the pike.
- b. **Second Motion.** The left hand will be cut to the side and the right wrist and forearm raised to a horizontal position at right-angles to the pike, which will be held vertically.
- c. See paragraph Para 0710 b [sub para \(2\)](#) and [sub para \(3\)](#).

0722. The Slope from the Carry

- a. **First Motion.** Raise the colour just clear of the socket of the colour belt, using the left hand to assist.
- b. **Second Motion.** Lower the colour on to the right shoulder, assisting with the left hand. Cut the left hand to the side when the colour is in the correct position.
- c. When the colour is at the 'slope' the right elbow should be close in to the side, in the same place as when at attention, with the right forearm parallel to the ground. The colour should hang over and cover the right shoulder and arm. The pike should not show between the hand and shoulder but should be covered with the edge of the colour.
- d. See paragraph Para 0710 b [sub para \(1\)](#) and [sub para \(4\)](#).

0723. Changing the Colour from the Right to the Left Shoulder

- a. **First Motion.** Seize the colour and pike with the left hand close above the right.
- b. **Second Motion.** Carry the colour across the body and place it on the left shoulder in the same position as detailed in the second motion of the 'slope' from the 'carry'.
- c. **Third Motion.** Cut the right hand smartly to the side.
- d. To change the colour from the left to the right shoulder, reverse the above drill.

0724. The Carry from the Slope

- a. **First Motion.** Raise the colour off the right shoulder with the right hand, to the position of the 'carry', guiding the base of the pike into the socket of the colour belt with the left hand. The right hand will be in the centre of and in line with the mouth, back of the hand to the front. The right forearm will be lowered against the pike.
- b. **Second Motion.** The left hand will be cut to the side and the right wrist and forearm raised to a horizontal position at right-angles to the pike, which will be held vertically.

0725. The Order from the Carry

- a. **First Motion.** Raise the colour and pike just clear of the socket of the colour belt, using the left hand at the socket to assist the removal of the base of the pike. At the same time, lower the right forearm against the pike.
- b. **Second Motion.** Lower the colour to the 'order', steadying the pike with the left hand.
- c. **Third Motion.** Cut the left hand to the side.

0726. Salutes

a. **To Let the Colour Fly from the Carry.** Release the colour with the right hand and seize the pike again immediately.

b. **To Catch the Colour.** Seize the colour with the right hand and resume the position of the 'carry'. The left hand may be used to assist in catching the colour in a high wind.

c. **To Lower the Colour at the Halt**

(1) On the caution 'Royal' or 'General Salute' the colour will be let fly.

(2) 'Present - Arms!' Raise the colour pike just clear of the socket of the colour belt, using the left hand at the socket to assist in the removal of the base of the pike. At the same time, lower the right forearm against the pike. Carry the colour well to the right and lower it with a sweeping motion to a position in front of and in line with the right toe, the head of the pike just clear of the ground, the colour being spread on the ground and to the right of the pike. If a strong wind is blowing from the right, carry the colour well to the left and lower it with a sweeping motion to a position in front of and in the line with the right toe, the colour being spread to the left of the pike. The pike should be held under the right armpit, the back of the hand towards the ground and the right elbow close to the body.

Notes:

1. *Care must be taken to look straight to the front when lowering the colour and not to follow it with the eyes.*

2. *When the colour is lowered in wet or muddy weather, the method will be the same as in (2) except that the colour pike will be held horizontally in front of the body, the colour hanging straight down.*

d. **To Lower the Colour when Marching Past in Slow Time**

(1) On the caution 'Eyes' the colour will be let fly.

(2) On the command 'Right!' or 'Left!' the colour will be lowered as in c. [sub para \(2\)](#) above, except that the colour pike will be held horizontally in front of the body and resting underneath the armpit, the colour hanging straight down.

e. The Carry from Lowering the Colour

- (1) On the command 'Slope - Arms!' or 'Eyes - Front!':
 - (a) *First Motion.* Raise the colour to the 'carry' as in [Para 0721 sub para a](#)
 - (b) *Second Motion.* Catch the colour. (In a high wind it may be necessary to lower the pike vertically in front of the body in order to catch the colour with the left hand).

Note. *The colour should be raised with the right hand and pressure of the pike under the armpit. The left hand will be used to guide the pike into the socket. Care must be taken that the body is not moved to assist the raising of the colour.*

0727. Casing the Colour

- a. The colour officer will hold the colour horizontally under the right armpit.
- b. The selected NCO or bugler will come forward, grasp the top of the colour pike in his left hand, and will hold the upper fly corner of the colour, the officer at the same time holding the bottom fly corner.
- c. The edge of the colour will be placed over the top of the pike with the tassels also hanging over the top.
- d. The same procedure will be adopted again with the next furl of the colour, care being taken that the colour is not creased.
- e. The same procedure will be adopted once again until the whole of the colour is neatly rolled along the top of the pike.
- f. The cord with the tassels will now be wrapped round the colour three times by the NCO or bugler, the end being grasped by the officer and passed round the pike.
- g. The leather case will now be slipped over the colour, care being taken that the colour is not rucked in any way.
- h. The officer will now raise the colour to the 'order' and the NCO or bugler will tie the tapes.

0728. Uncasing the Colour

For the drill to uncase the colour see [Para 0713](#).

CHAPTER 8

DRILL FOR BANDS AND CORPS OF DRUMS

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Para

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CHAPTER 8

DRILL FOR BANDS AND CORPS OF DRUMS

SECTION 1 - ON PARADE WITHOUT TROOPS

0801. Formations and Dressing

- a. **Formation.** Bands will be formed according to their size as follows:
 - (1) Bands of strength 30 or over will normally be formed in 5 files.
 - (2) Bands of strength 28 or less will normally be formed in 4 files.
- b. **Directing Flank.** Bands will dress as follows:
 - (1) All Royal Marine Bands will dress by the centre. When a band has an even number of files, the Drum Major will designate the file to be dressed on.
 - (2) Massed Bands will be formed at the discretion of the Corps Drum Major.
- c. **Interval and Distance**
 - (1) The interval between files will be 2 paces.
 - (2) The distance between ranks will be 2 paces except that, when the drums form the front ranks of the band the trombone rank will be 3 paces in rear of the bass drum rank.
- d. **The Corps of Drums**
 - (1) The Corps of Drums will always be formed at the front of a marching band.
 - (2) The side drums will be in the front of the corps of drums. The bass drum will be 2 paces in rear of the rear rank of side drums. The tenor drums will be on either side of the bass drum in the outer files. If only one tenor drum is used, the cymbal player will make up this rank.
- e. **Position of Director of Music**
 - (1) The Director of Music will be 2 paces clear of the right flank of the band and in line with the leading rank of musicians whenever possible.
 - (2) When the Bandmaster is not on parade, it is acceptable for the Director of Music to take up his position in the rear of the band.

f. Position of Drum Major and Bandmaster

- (1) The drum major will be 5 paces in front of the centre of the leading rank.
- (2) The bandmaster will be 2 paces in rear of the centre of the rear rank. When required to conduct at the halt, he will pass through the band to a position in front of the front rank where he can best be seen, in line with the drum major, and will face the band.

0802. Saluting

When the band passes the saluting base or is required to pay compliments, the drum major and the bandmaster will salute. If the band is not playing, the drum major will order 'Eyes - Right or Left!'

0803. Band Drill on the March

- a. **The Halt from the Quick or Slow March.** The drum major will raise his staff to a horizontal position above his head as the left foot comes to the ground as a signal for the bass drummer to beat as follows:

Feet	Left	Right	Left	Right	Left	Right	Left	Right
Drum Major	Staff Up						Staff Down and Halt	
Bass Drummer	Beat	Beat	Miss	Miss	Double Beat	Miss	Miss	Beat

The double beat given as the left foot comes to the ground, is the signal for the band to continue forward 2 paces and halt by bringing the right foot in to the left. The playing will in no way be interrupted.

- b. **To Cease Playing.** The drum major will raise his staff to a vertical position above his head as a signal to the bass drummer to beat a double beat to call the attention of the band. The staff will then be lowered by a sharp movement and the band will cease playing. After a pause equal to 3 paces in quick time, the instruments will be brought to the position of attention.

Note. *When this movement is done on the march in quick time and no further music is required, the instrument will be brought down to a position of attention as the next left foot comes to the ground. To enable some instruments to achieve the correct position a pause will be counted as the next left foot comes to the ground to allow them to do this. Everyone will then swing the right arm forward on the next left foot.*

- c. **Advance from the Halt while Playing.** The drum major will raise his staff to a horizontal position above his head as a signal for the bass drummer to beat a double beat. He would then beat another double beat followed by three single beats. The drum major will lower his staff on the third single beat, the band will count a natural pause and step off on the first beat of the bar on the next phrase of music.
- d. **The Countermarch.** The signal to countermarch will be the drum major wheeling round a half circle to his right to pass through the ranks of the band. Each rank in turn will wheel similarly as they reach the original alignment of the drum major.
- e. **Changing from Slow to Quick Time Whilst Playing.** The drum major will raise his staff to a vertical position above the head as a signal to the base drummer to beat a double beat to call the attention of the band. The staff will then be lowered smartly at the end of the phrase as the right foot comes to the ground and the band will cease playing the slow march. With the advancing left foot the band will break into quick time, the drummers playing the introductory rolls.
- f. **Changing from Quick to Slow Time.** The detail is as in e. above except that the staff will be lowered, as the phrase ends, on the left foot. The band will continue forward one pace in quick time and then break into the slow march. The drummers will play a drum introduction to the slow march.

Note. As the drum major's signal for the movements detailed in *sub para e* and *sub para f* are the same as for 'cease playing' *sub para b*, previous verbal warning must always be given to the band that the change from the slow to the quick or quick to slow is to be made.

SECTION 2 - ON PARADE WITH TROOPS

0804. Formations

The formations will be the same as when on parade without troops, except that, when the band is in rear of a unit 'in line', 'close column' or 'mass', the drum major will be 3 paces in front of the leading rank.

0805. Band Drill

The band will conform so far as is possible to the movements of the parade, acting on the orders of the parade commander. The drum major will give orders to the band only when the band alone is required to move.

0806. Salutes

- a. After the command 'Slope - Arms!' the band will be ordered to come to the 'ready'.
- b. The musical salute will be played as soon as the troops are at the 'present'.
- c. When the musical salute has been played, the Director of Music/Bandmaster will turn about to face the front and will salute with the hand. Instruments will be retained in the playing position.
- d. Instruments will be brought to the position of attention on the second movement of the 'slope' from the 'present'.
- e. After an advance in review order, instruments will be retained in the playing position in readiness for the salute which follows.

0807. Marching Off

The band will face in the direction of advance before the troops are ordered to move so that it will not be required to turn before stepping off. If necessary, the band will move under the orders of the drum major to the correct position.

- a. 'Slope - Arms!' - Instruments 'ready'.
- b. 'Quick - March!' - The band steps off and begins to play.

Note. *If the troops are already at the 'slope' and instruments are not at the 'ready', instructions on when the band is to come to the 'ready' will normally be given beforehand by the parade commander.*

0808. Warming Instruments

If it is necessary to warm instruments through in cold weather, instruction will be given beforehand by the Director of Music/Bandmaster.

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CHAPTER 9

BAND AND DRUMS INSTRUMENT DRILL

SECTION 1 - BAND INSTRUMENT DRILL

0901. Side Drum

Standing at Ease or Attention (a)	Band Ready (b)	On The March (not playing) (c)
Drum in playing position. When standing at ease both sticks to be carried in vertical position in right hand, both arms being at full extent by sides. On the command 'Attention!' drummers will spring to attention, at the same time bringing both sticks smartly across head of drum, to be grasped, in that position, by both hands.	Sticks to be brought up and held horizontally in line with mouth, right stick above left, tips to overlap about 1 inch.	Drum in playing position. Both sticks remain in right hand as arm is swung, left hand grasping top hoop.

0902. Bass and Tenor Drums

Standing at Ease or Attention (a)	Band Ready (b)	On The March (not playing) (c)
<p><i>Bass Drum.</i> Drum in playing position. one stick in each hand, both arms at full extent by sides.</p> <p><i>Tenor Drum.</i> Standing at ease - position of sticks as laid down for bass drum. On command 'Attention!' drummers will assume that position, and at the same time bring both sticks across head of drum without crossing them.</p>	Sticks to be brought up and crossed above drum, in front of and in line with forehead.	<p><i>Bass drum.</i> As for (a).</p> <p><i>Tenor Drums.</i> One stick in each hand, left hand grasping top hoop with stick across head of drum. Right arm swinging.</p>

0903. Cymbals

Standing at Ease or Attention (a)	Band Ready (b)	On The March (not playing) (c)
One cymbal in each hand, both arms at full extent by sides.	Both forearms to be raised to bring cymbals to position level with and 6 inches from mouth, cymbals being width of shoulders apart.	As for (a).

0904. Basses

Standing at Ease or Attention (a)	Band Ready (b)	On The March (not playing) (c)
Instrument supported across body by sling and left arm, fingers of left hand round a valve slide. Right arm to be at full extent by the side.	To be brought to playing position in both hands.	As for (a) except that right arm will be swung.

0905. Trombones

Standing at Ease or Attention (a)	Band Ready (b)	On The March (not playing) (c)
Held in both hands vertically and centrally parallel with the body, hands in line with the waist belt. When stood easy the slide of the instrument may be rested on the ground (this is done as a section).	To be brought to playing position in both hands and held parallel to ground.	As for (a), except held only with the left hand as the right arm will be swung.

0906. Euphoniums

Standing at Ease or Attention (a)	Band Ready (b)	On The March (not playing) (c)
Held in left hand, at an angle of 45 degrees from vertical, with bell to front, fingers round third valve slide. Both arms to be at full extent by sides.	To be brought to playing position in both hands.	As for (a), except that right arm will be swung.

0907. French Horn

Standing at Ease or Attention (a)	Band Ready (b)	On The March (not playing) (c)
Held in left hand, bell to front, fingers around tuning crook. Both arms to be at full extent by sides.	To be brought to playing position in both hands.	As for (a), except that right arm will be swung.

0908. Saxophones

Standing at Ease or Attention (a)	Band Ready (b)	On The March (not playing) (c)
Instrument supported across body by sling and held by left hand. Right arm to be at full extent by side.	To be brought to playing position in both hands.	As for (a), except that right arm will be swung.

0909. Other Instruments

Standing at Ease or Attention (a)	Band Ready (b)	On The March (not playing) (c)
Held in left hand at angle of 45 degrees to vertical, mouthpiece to front. Both arms at full extent by sides.	To be brought to playing position in both hands. Cornets, flutes and piccolos held parallel to ground. Clarinets held at angle of 45 degrees to body.	As for (a), except that right arm will be swung.

SECTION 2 - BUGLE DRILL AND DRUM-STICK DRILL

Bugle Drill

0910. Attachment of Bugle Cord and Tassels to the Bugle

- a. A half hitch will be made 1½ inches above the tassels. Both ends of the bugle cord will then be attached to the bugle by means of a clove hitch, the half hitch knot being brought close up to the clove hitch allowing the tassels to hang neatly from the bugle. The length of the bugle cord will be adjusted to bring the bugle to a position at the right side where it can be grasped with the right hand without any other movement of the body.
- b. To adjust the bugle cord to the required length, a 'drummer's plait' will be made 3 inches from the rear clove hitch on the bugle.
- c. The simplest method for attaching the bugle cord to the bugle is as follows:
 - (1) Make the half hitches at each end of the cord 1½ inches above the tassels.
 - (2) Secure the rear clove hitch to the bugle.
 - (3) Use up the surplus cord with a 'drummer's plait' starting 3 inches from the clove hitch.
 - (4) Secure the front clove hitch to the bugle.

0911. Position of the Bugle

- a. **At Ease or Attention.** The bugle cord will be worn over the left shoulder under the shoulder strap. The left arm remains at its full extent by the side. The bugle is held at the right side with the right hand in the centre of the bell, back of the hand to the right, thumb to the left and touching the seam of the trousers.
- b. **For Inspection Bugles ready**

ORDER	ACTION
'For Inspection Bugles - Ready!'	Lift the bugle forward to the front so that the right arm is bent to an angle of 90 degrees, with the forearm horizontal and the elbow close to the side. The bugle is horizontal with the mouthpiece pointing to the right.
'Two!'	Turn the bugle over so that the mouthpiece is pointing to the left. The forearm remains horizontal with the elbow close to the side.

ORDER	ACTION
'Three!'	Lift the bugle to a horizontal position over the point of the right shoulder, with the mouthpiece pointing to the rear. The right forearm is to be vertical.
'Four!'	Return to the position of attention.

0912. When the Drum is not Carried

- a. **On the March in Quick and Slow Time when Not Playing.** As the left foot comes to the ground, bend the right arm slightly and place the bell of the bugle on the right thigh a few inches below the hip, mouthpiece pointing to the right front, right elbow slightly raised. In this position the bell of the bugle rests against the body during the march, tubing of the bugle uppermost, and the bugle parallel to the ground. In quick time the left arm will be swung.
- b. **'Bugles - Ready!'**. Carry the bugle forward to the front to the full extent of the right arm, bugle in a vertical position, the right hand in line with the shoulder and the wrist kept straight. After a pause, bend the right arm and bring the bugle to the playing position, bugle parallel to the ground, right elbow raised and in line with the shoulder.
- c. **To Resume the Position of Attention. 'Bugles - Down!'**. The movements detailed at [sub para b.](#) above are reversed.
- d. **The Halt.** As the right foot comes into the left the bugle is brought into the position of attention.
- e. **'With a Flourish, Bugles - Ready!'**
 - (1) Keeping the arm and wrist straight, raise the right arm by a forward and upward movement to a vertical position above the right shoulder.
 - (2) Keeping the arm still, rapidly turn the wrist to the left, then back to its original position.
 - (3) Bend the arm and bring the bugle to the 'ready'.

Notes:

1. *The three movements should be made on three successive left feet when on the march in quick time.*
2. *At the halt, there is to be a pause equal to one pace in quick time between each movement.*

0913. When the Drum is Carried

a. **'Bugles - Ready!'** On the caution 'Bugles!' release hold of the drum-sticks with the right hand and carry the hand smartly to the right side and grasp the bugle, the left hand will remain on the upper hoop of the drum. On the command 'Ready!' bring the bugle to the ready.

b. **To Resume the Position of Attention. 'Bugles - Down!'**

(1) Force the bugle forward to the full extent of the right arm, bugle in a vertical position, right hand in line with the shoulder, wrist straight.

(2) Cut the right arm to the position of attention and release grasp of the bugle at the right side.

(3) Carry the right hand to the head of the drum to grasp the drum-sticks with both hands in the position of attention.

Note. A pause equal to one pace in quick time is made between movements.

Drum-stick Drill**0914. Standing at Ease**

The drum is in the playing position. Both sticks are carried in the right hand, arms at their full extent, with the sticks pointing vertically downward behind the seam of the trousers.

0915. Attention

a. On the command 'Attention!' drummers will spring to attention, at the same time bringing the sticks smartly across the head of the drum, to be grasped by both hands

b. **'Band (or Drums) - Ready!'**. Drum-sticks will be brought up and held horizontally in line with the mouth, the tips to overlap about 1 inch, right stick above left.

Note. The movement from attention to 'Stand at - Ease!' is made moving the left foot and arms together.

0916. Position after Cease Playing

After a pause equal to three paces in quick time, the position of attention will be resumed.

0917. On the March Not Playing

The drum is in the playing position. Sticks are carried in the right hand as at attention, the right arm only being swung. The left hand will grasp the top hoop of the drum.

0918. Marching at Ease

When marching at ease a cautionary order 'Stand By To Turn Drums!' may be given, followed by the command 'Drums - Over!'. This command is given as the left foot comes to the ground. As the left foot again comes to the ground the left hand will grasp the left side of the lower hoop of the drum. With the advancing left foot the drum is turned over so that the upper hoop now rests on the thigh, the left hand remaining holding the lower hoop to steady the drum. The right arm will continue to be swung throughout these movements.

0919. To Resume Playing Position

Following a cautionary order 'Stand By To Return Drums!' the command will be given 'Drums - Over!'. The manner in which this order is given and the movement executed are similar to those for [Para 0918](#), the actual motion being:

- a. Turn the drum with the left hand to the playing position.
- b. Move the left hand to its position on the top hoop of the drum.

SECTION 3 - DRILL FOR DRUM MAJORS

0920. Position of the Staff

- a. **Attention and Stand at Ease.** The bottom of the staff will rest on the ground 12 inches to the right front of the right foot. The right hand will grasp the staff at the point of balance, the right arm being extended to the right front.
- b. **'Stand at Ease!'**
 - (1) The head of the staff will be carried smartly across the body into the left hand, grasping it just below the right hand. At the same time the left foot is carried to the left 12 inches.
 - (2) After a pause equal to two paces in quick time, the right arm will be moved smartly to the side.
- c. **'Attention!'**
 - (1) The left foot will be brought into the right. At the same time the staff will be grasped with the right hand just above the left.
 - (2) After a pause equal to two paces in quick time, the staff will be returned to the position of attention and the left arm moved smartly to the side.

0921. Marching in Quick Time - The Carry

- a. **The Still Carry.** The staff is held obliquely at the point of balance between the thumb and first two fingers of the right hand, the remaining fingers extended and together pointing down the line of the staff, right elbow away from the body, wrist and elbow in line.
- b. **The Moveable Carry.** In this position the staff will be moved with each advancing pace in an arc across the body between the left breast and the right hip, The left arm being swung from front to rear.

Note. *The 'carry' will be maintained when the staff is not actually being used in performance, ie. swinging, etc.*

0922. Marching in Slow Time

As for Para 0921 a. except the free arm is not swung.

0923. Drum Solos

The staff will be carried at the 'trail' in the left hand, held at the point of balance horizontally, head to the front.

0924. On the March, Band and Drums Not Playing

As for Para 0923.

0925. Signals with the Staff

a. **Signal for the Halt.** As the left foot comes to the ground:

(1) The staff will be raised with both hands, shoulder's width apart, to a horizontal position above the head, arms to the full extent, the head of the staff to the right, backs of the hands to the front.

(2) After the double beat on the bass drum for the halt, the staff will be lowered to the horizontal position in line with the waist, at the same time as the right foot comes to the left.

b. **Signal to Cease Playing.** The staff will be brought to a vertical position above the head by a series of movements as follows:

(1) Raise the staff to a horizontal position in line with the waist belt, the left hand grasping the ferrule.

(2) Using the left hand as a pivot, effect a clockwise movement of the staff, bringing it to a vertical position to the right of the body, at the same time grasping the ferrule with the right hand.

(3) Raise the staff in this vertical position above the head, arm to the full extent, at the same time bringing the left arm to the side smartly.

(4) At the moment to cease playing, the staff is released by the right hand and allowed to fall to the 'carry' in front of the body where it is checked and supported at the point of balance by the right hand. After a pause equal to two paces in quick time, the position of attention is resumed.

c. **Advance from the Halt While Playing.** The staff will be raised to a horizontal position above the head. At the end of a phrase it will be lowered smartly to a position in front of, and close to, the body, in line with the waist. Following this movement the staff is moved to the 'carry' with the first pace of the advance.

d. **Marching Past.** On approaching the saluting base the staff will be transferred from the 'carry' to a similar position in the left hand. The drum major will salute.

e. **The Countermarch.** The drum major will wheel in a half circle to his right, wheeling in time of four paces. At the start of the wheel the staff will be moved from the 'carry' to a vertical position in front of the centre of the body, the right hand in line with the mouth and the right elbow in line with the shoulder. The left arm will be extended, the hand grasping the staff above the ferrule. Having passed through the ranks of the band the drum major will then move his staff to the 'carry'.

f. **Band Wheel**

- (1) The drum major will bring his staff to a horizontal position in front of the body and in line with the mouth, holding the staff in both hands, the right or left hand at the point of balance, the right or left hand grasping the staff midway, hands the width of the shoulders apart, palms to the front.
- (2) The staff will be swung slowly through an arc of 180 degrees above the head to the right or left, ie, directing the flank on which the band is to wheel, both arms extended horizontally. The fingers of the disengaged hand extended and close together with the back of the hand uppermost. On completion of the wheel, the drum major will bring his staff to the 'carry' by the reverse movement.

Note. *The drum major will step short during the countermarch and band wheel.*

g. **Band Troop**

- (1) The drum major will order 'Band - Ready!' and then bring his staff to a vertical position in front of the centre of the body in one movement, grasping it with the left hand at the point of balance in line with the chest and the right hand at the top of the ferrule, right arm extended. After a pause equal to two paces in quick time, the staff will be brought smartly to a horizontal position in front of the body, the head to the left, both arms at their full extent. This is the signal for the drummers to begin crescendo and decrescendo roll.
- (2) He will then slowly raise the staff to a vertical position until the left hand is in line with the mouth. Then with a sharp movement raise it to a vertical position above the head-dress. This is a signal for the band to begin the sustained chord. The staff will be raised gradually to its full extent above the head.
- (3) The staff will be lowered slowly and brought smartly to the 'carry'. This is the signal for the band to cease playing the chord. After a pause equal to two paces in quick time, the staff will be brought to the position of attention.

0926. Position of the Parade Cane

The parade cane is used on occasions when ceremonial dress is not worn.

- a. **Attention.** The bottom of the cane rests on the ground 12 inches to the right front of the right foot. The right hand grasps the cane at the top, the right arm being extended to the right front.
- b. **Stand at Ease.** On the command, the cane will remain in the position of attention, the left foot only is moved.

c. **Marching in Quick Time and During Drum Solos.** The cane will be carried at the 'trail' in the right hand, ferrule to the front. Both arms will be swung, the cane being kept horizontal throughout.

d. **Marching in Slow Time.** The cane will be carried at the 'trail' with both arms steady at the sides.

0927. Signals with the Parade Cane

a. **For the Halt.** The same as for drill with a ceremonial staff. (See Para 0925 [sub para a](#)).

b. **Cease Playing.** The cane will be raised in one movement from the position of attention to a vertical position above the head, ferrule uppermost. At the end of the musical phrase the cane will be returned to the right side and, after a short pause, to the position of attention.

c. **Advance from the Halt While Playing.** The same as for drill with a ceremonial staff except that the cane will be brought to the 'trail' with the first pace forward. (See Para 0925 [sub para c](#)).

d. **The March Past.** The cane will be transferred to a horizontal position under the left arm, head to the front, and held in this position by the left hand. On completion of the salute, it will be brought to the 'trail' again as for the position in marching. (See Chapter 1 [Para 0150](#)).

e. **The Countermarch.** On the left foot before countermarching bring the parade cane to a vertical position in front of the right shoulder, ferrule uppermost, upper part of the right arm close to the side, forearm horizontal, hand in line with the waist belt, left arm still to the left side. On completion of the countermarch, the cane is brought to the 'trail' on the left foot. Start swinging the arms on the next left foot.

f. **Band Wheel.** The same as for drill with a ceremonial staff, the cane being returned to the 'trail' on completion. (See Para 0925 [sub para f](#)).

g. **Band Troop.** The same as for drill with a ceremonial staff. (See Para 0925 [sub para g](#)).

CHAPTER 10
GENERAL INSTRUCTIONS FOR CEREMONIAL
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CHAPTER 10

GENERAL INSTRUCTIONS FOR CEREMONIAL

1001. Introduction

Officers should in general regard the contents of [Chapter 12](#) of the drill book as principles given for guidance rather than as detail to be rigidly adhered to. Nevertheless, so that the correct drill may be common throughout the corps, officers responsible for ceremonial must be careful to study and apply these principles accurately.

- a. The detail given in the drill book will always be one major factor to be considered when preparing a ceremonial parade. Other factors will be:
 - (1) The instructions of the formation commander.
 - (2) The circumstances, which will frequently vary and demand some alteration of the detail in interpretation. Such alteration will be kept to the minimum and must still preserve the spirit of the detail.
- b. Officers responsible for ceremonial must be familiar with [Chapter 1](#), [Chapter 2](#) and [Chapter 4](#).
- c. [Chapter 11](#) and [Chapter 12](#) of the drill book deal with the drill formations and procedure applicable by Royal Marines to all normal ceremonial occasions. They do not deal with formations higher than brigade.
- d. Commandos will follow the sequence of movements detailed, making such modifications as are necessary to suit their strength and organization. When units of different arms are parading together certain modifications may be necessary to adapt drill movements to suit local conditions.
- e. The procedure for a formation or unit ceremonial parade is given in [Chapter 12](#), Inspections and Reviews. Other ceremonials, such as trooping the colour or guards of honour, are variants of this procedure. Others again, such as street lining or funerals, do not take place on the parade ground and therefore have a procedure of their own.
- f. Ceremonial parades for which no detail is given in this book, such as church parades, will be based on the procedure given in [Chapter 12](#).

1002. Outline Procedure

The outline procedure for a formation or unit ceremonial parade is detailed in the following Articles:

- a. **Parade Ground.** The parade ground will be marked out as detailed at [Fig 1](#).

b. Formation

- (1) The formation or unit will be drawn up in 'line', 'close column' or 'mass' formation on the inspection line.
- (2) Before the inspecting officer arrives on the ground, ranks will be opened and, when units are formed up in 'close column' or 'mass', officers and colours brought to the front.

c. Reception of an Inspecting or Reviewing Officer. The inspecting or reviewing officer will be received with the honours and salutes to which he is entitled.

d. Inspection

- (1) When units receive an inspecting or reviewing officer in 'close column' or 'mass' formation, that formation will be resumed by officers and colours before the actual inspection begins.
- (2) The inspecting or reviewing officer will inspect the formation or unit after which he will give orders for the march past.

e. The March Past. After completing the march past, units and formations will return to their original position on the inspection line and await orders.

f. Advance in Review Order. If ordered, formations and units will advance in review order: that is, in the formation in which they received the inspecting officer. They will then salute and await orders for dispersal.

1003. Words of Command

- a. See [Para 0122](#) for words of command generally and [Para 0805 - Para 0808](#) for words of command to the band.
- b. The parade commander will give the executive words of command for all movements intended to be simultaneous (such as handling of arms) unless the size or formation of the parade does not admit of his making himself heard by all concerned. In order to ensure that units do work simultaneously on his command any of the following procedures may be adopted when necessary:
 - (1) The parade commander may have his command relayed by the use of a public address system.
 - (2) The parade commander may have a 'G' sounded on the bugle.
 - (3) The parade commander may give a pre-arranged signal, eg. the raising or lowering of a flag, according to the movement required to be performed.

- c. Should the size or formation of the parade, still be such that with or without any of the above aids, the words of command given by the parade commander will not reach the units taking part sufficiently quickly or clearly for the required movement to be executed simultaneously, his commands will be repeated by unit commanders who will give the cautionary and executive words of command to their own units. These will be given in rotation from the right or simultaneously, according to the nature of the movement to be performed.
- d. Should the execution of any of the above procedure be interrupted, unit commanders will always conform as quickly as possible to the movement they see being carried out.

1004. Open Order

- a. Ranks will be at open order:
 - (1) For paying compliments when halted.
 - (2) For inspection.
 - (3) For paying compliments on the march in line in slow time.
- b. Ranks will be opened before advancing in review order and closed before any movement is made after the salute.

1005. Rate of Marching

For marching past the rate of marching is as follows:

a. **Quick Time**

(1) Royal Marines and Foot Guards	116	Paces to the minute
(2) Rifle and Light Infantry Regiments	140	
(3) Highland Regiments	110	
(4) Other units (including Women's Corps)	120	

b. **Slow Time.** 65 paces to the minute.

- c. When troops who march past at different rates are on parade together, all will march at the rate of 116 paces to the minute, except Rifle and Light Infantry Regiments who will normally be permitted to march past at their traditional rate of 140 paces to the minute. When some units are marching past at 140 paces to the minute their march past is to be so timed as to permit those marching past at 116 paces to the minute to be well clear of the saluting base. If, owing to local circumstances, separate marching rates are, in the opinion of the Parade Commander, impracticable, he may order all units to march past at the rate of 116 paces to the minute.

d. Troops taking part in joint service ceremonies should be prepared for variations in the rate of marching.

1006. Training for Ceremonial

a. Training will be designed to produce correct drill executed with dignity, style and steadiness.

b. Officers should be rehearsed by the adjutant or a field officer.

c. Officers and senior non-commissioned officers will be instructed in their duties before rehearsing with the men.

d. The men should be shown the whole scope of the ceremonial to be performed as soon as practicable. In the early stages, men not actually drilling may be stood easy so that they may watch the procedure.

e. Priorities in training should be:

(1) Marching, especially in slow time when required.

(2) Bearing, at attention and at ease.

(3) Foot drill.

(4) Arms drill. Enthusiastic troops will reach a good standard of arms drill quickly.

CHAPTER 11

MANOEUVRE DRILL

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CHAPTER 11

MANOEUVRE DRILL

SECTION 1 - TROOP DRILL

1101. Introduction

Troop drill may be taught as a preliminary to company drill. It is the drill of the basic sub-unit. It consists of drill, at which the men must be thoroughly proficient, with the officer and NCO drilling with the men.

Formations and Positions

1102. Line ([Fig 11-1](#))

When possible the troop will form up with each section forming one rank, section commander and riflemen on the right, GPMG group on the left. The troop commander will be 3 paces in front of the centre file of the troop and the troop sergeant 3 paces in rear of the centre file of the troop.

1103. Column of Threes ([Fig 11-2](#))

- a. A troop in column of threes is in the same formation as line but facing a flank.
- b. Positions of the troop commander and troop sergeant are only changed when the flank of direction changes, which should rarely occur. The troop commander and sergeant then change places, moving in a clockwise direction. The troop commander is always on the directing flank.
- c. This is the normal formation for drill.

1104. Column of Route

- a. The formation is similar to column of threes, except that the troop commander moves to the head of the troop and troop sergeant to the rear, moving in a clockwise direction on completion of the turn and before the troop steps off. When the troop is at the halt they will move in quick time and when on the march, at the double. They will position themselves an arm's length from the centre men of the end files.
- b. In column of route all supernumeraries are within the column of threes. This formation is normally only used on the line of march.

Notes:

1. *The instructor must explain the meaning of 'Advance (or Retire) In Column Of Threes' and that it is normally desirable to advance from the right and retire from the left.*
2. *To change direction by forming or to form troop on the right or left the troop act as in Para 0224, supernumeraries conforming.*

SECTION 2 - COMPANY DRILL

1105. Preliminary Instruction

- a. The men must be proficient in troop drill.
- b. Instruction should be given to officers, NCOs and guides to ensure that they understand the formations and movements. Officers and NCOs may be changed round during drill so that all are practised.
- c. The following principles will assist officers teaching or taking charge of company drill:
 - (1) Keep the company the 'right way up'. Have a prominent man as No.1 of the front rank of the leading troop.
 - (2) When marching on a marker the company commander should place himself near the marker.
 - (3) If the company gets 'inside out' regain the correct position by wheeling by troops, ie., Troops, Right Wheel, Right Wheel or two Left Wheels.
- d. It must be explained to the company that:
 - (1) On commands preceded by 'Company' the whole company will execute the movement as a single unit.
 - (2) On commands preceded by 'Troops' each troop will immediately and individually execute the movement as in [Chapter 2](#).
 - (3) Men must assist officers in front of them in maintaining their correct position.

1106. Formations in Company Drill and Positions of Officers and NCOs

The following are the formations in company drill:

- Line.
- Column of Threes.
- Column of Route.
- Column of Troops.
- Close Column of Troops.

- a. **Line (Fig 11-3).** The three troops form up in line with 3 paces interval between troops. Each troop is drawn up as for troop drill. The company commander is in the centre of his company 3 paces in front of the centre troop commander. The second in command of the company will be 3 paces in front of the right hand man of the company. The C.S.M. will be level with the centre troop sergeant but one file on his right and the C.Q.M.S. one file to his left.
- b. **Column of Threes.** 'Column of Threes' is the same as 'Line' but facing a flank. The officers will be on the directing flank. If this flank is changed officers and the supernumerary rank will move clockwise round troops to gain their positions; on the march in double time, at the halt in quick time.
- c. **Column of Route.** 'Column of Route' is the same as 'Column of Threes' except that all officers and supernumeraries are in the ranks, the company commander leading, 3 paces in front, second in command 3 paces in rear of the rear man of the company, the C.S.M. level with the troop commander of the leading troop, and the C.Q.M.S. in rear of the rear troop. Troop commanders will be in front and troop sergeants in rear of their troops.

Note. *Company and troop commanders will break ranks to supervise the marching and, if necessary, to give a word of command or pay a compliment.*

d. **Column and Close Column of Troops (Fig 11-4).**

- (1) 'Column of Troops' is the formation in which the troops in line are one behind the other at a distance equal to their own length plus 3 paces, eg., the distance between the first and second troops is the frontage of the second, plus 3 paces.
- (2) In 'Close Column' the distance between each troop can be any convenient distance.
- (3) 'Close Column of Troops' for normal purposes will be formed at 12 paces distance. This is measured between the heels of the rear rank of the leading troop and those of the front rank of the next troop. This distance is based on the room required to open ranks for inspection. For drill, 7 paces is more convenient.
- e. During company drill the C.S.M. will position himself when required, where he can best assist the timing of movements, check the step and mark out distances.

1107. Forming Up

- a. When a sub-unit organization already exists, the company will form up in close column. See [Chapter 1](#).
- b. When no sub-unit organization exists, the C.S.M. will fall the company in in line, equalize and tell off into troops. See [Chapter 1](#) and [Para 0202](#).

c. When the officers have fallen in and the company is ready to begin company drill, the company commander will order the company to 'Tell Off'. See [Para 0124](#).

1108. Close Column of Troops Forming Column of Threes

ORDER	ACTION
'Company Move to the Right in Column of Threes, Right - Turn!'	The whole company will turn to the right and the leading troop commander will order:
'No ... Troop, Quick - March!'	The remaining troop commanders will, in succession, order:
'No ... Troop, Left Wheel, Quick - March!'	The leading troop will lead straight on. The other troops will be stepped off in step with the leading troop so as to form into column of threes at 3 paces distance from the troop in front. The troop commanders in rear will give 'Right - Wheel!' to bring their troops into column of threes behind the leading troop.

a. The movement may be varied by ordering 'Advance in Column of Threes from the Right!'. In this case the leading troop will wheel at once, without further order, into the required direction.

b. 'From the Right!' or 'From the Left!' indicates the direction in which the men are to turn. When the former is ordered, the right of the leading troop will lead, and when the latter is ordered, the left of the troop in rear will lead.

c. Troops may be ordered to move off in a different order, eg., 'Advance in Column of Threes from the Right, in the Following Order, No. 2 Troop, No. 3, No. 1 Troop, Company, Right - Turn!'. Troop commanders march off their troops in the order named, the troops in rear following on behind the leading troops.

1109. Column of Threes Forming Close Column of Troops at the Halt Facing a Flank

ORDER	ACTION
'.... Company, at the Halt, Facing Left, Form Close - Column!'	The leading troop commander will immediately halt his troop and turn it left. The commander of the second troop will give 'Right - Wheel!'. The third troop commander will wheel his troop on the same ground. Both troop commanders will wheel left so as to bring their troops to close column distance. They will halt their troops and turn them left. The right-hand man of each troop will turn and face the new front immediately his troop is halted. These guides will have their position checked by the company sergeant major who will pace out the distance between troops.

Note. It is important that troops should wheel square on to their new alignment and before the point where the left-hand man will halt. This allows the troop to halt covered off and properly closed up after the second wheel.

1110. Close Column of Troops Forming Column

a. From the Halt

ORDER	ACTION
'Open to Column Distance from No. 3 Troop, Remainder, Quick - March!'	<p>a. The troop in rear stands fast. The troops in front are halted by their commanders so as to achieve column distance.</p> <p>b. To form column on the centre or leading troop, the troops in rear must first be retired. The troop commanders in rear will advance their troops again before dressing.</p>

b. On the March

ORDER	ACTION
'Open to Column Distance from No..... Troop, Remainder Double - March!' or ('Mark - Time!')	This can be done either by the company commander ordering the leading troops to double, when they will be broken into quick time by troop commanders at column distance; or by his ordering the troops in rear to mark time. The troops in rear would then be given 'For - Ward!' by the troop commanders so as to achieve column distance.

1111. Close Column Halted Required to Step Off in Column

ORDER	ACTION
'.... Company, Advance In - Column!'	The leading troop commander orders: 'No.... Troop Will Advance, By the Right, Quick - March!'
'No.... Troop Will Advance, By the Right, Quick - March!'	Troop commanders in rear step off their troops in succession so as to achieve column distance, in step with the leading troop.

1112. Column of Troops Forming Close Column**a. At the Halt**

ORDER	ACTION
'On No. 1 Troop, Form Close Column, Remainder, Quick - March!'	The troops in rear are halted by their troop commanders on reaching close column distance.

b. On the March

ORDER	ACTION
'On No. 1 Troop, Form Close Column, Remainder, Double -March!'	The troop commanders will break their troops into quick time on reaching close column distance.

c. The company commander may order this movement at the halt:

ORDER	ACTION
'At the Halt, Form Close - Column!'	The leading troop commander will at once order his troop to halt. The following troops will be halted on reaching close column distance.

1113. Close Column Moving to a Flank in Threes

ORDER	ACTION
'.... Company Move to the Right in Threes, Company, Right - Turn!' 'The Troop on the Right (Left) will Direct, Company, Quick - March!'	The troops will work as in Chapter 2 .

1114. Column of Troops Forming Line Facing a Flank

ORDER	ACTION
'Into Line, Troops, Change Direction Left, Left - Form!' 'Forward!'	Troops work on the company commander's word of command. The command may be given 'At the Halt!' in which case the men will halt as they come into line. If the movement is started from the halt, troops work as in Chapter 2 , and the company commander orders 'Quick - March!'.

1115. Line Forming Column Facing a Flank**a. At the Halt**

ORDER	ACTION
'Into Column, Troops, Change Direction Right At The Halt, Right - Form! 'Quick - March!'	Troops work as in Chapter 2 .

b. On the March

ORDER	ACTION
'Into Column, Troops, Change Direction Right, Right - Form! 'Forward!'	Troops work as in Chapter 2 .

1116. Column of Threes Forming Column Facing a Flank

ORDER	ACTION
'Facing Left, Advance In - Column!'	The leading troop commander then orders:
'No... Troop Will Advance, Left - Turn!'	Troop commanders in rear give 'Left-Turn!' on reaching the same spot, and, immediately after turning, the flank of direction.

- a. The distance of 3 paces between troops in column of threes allows this movement to take place without the troops in rear marking time.
- b. When advancing in column, troop commanders and guides take their correct distance from the troop in front. They must check this distance constantly by selecting a mark on the ground and counting the number of paces they take to reach it after the troop in front passes it.

1117. Column of Troops Forming Column of Threes

ORDER	ACTION
'In Succession, Move to the Right In - Column of Threes!'	This is the reverse of Para 1116 . The leading troop commander orders 'No.... Troop Right - Turn!'. The remaining troops will follow suit on reaching the same spot.

Note. The company commander may order 'Advance!' (or 'Retire!') if desired, and troops will wheel accordingly directly after turning. When moving to a flank, the company commander can control the movement himself by giving 'Troops - Left Wheel!' or 'No. 1 Troop to the Front, Remainder - Left Wheel!'.

1118. Column of Troops Forming Line Facing the Same Direction

a. At the Halt

ORDER	ACTION
'On the Left Form Line, Remainder, Left In - Cline!' 'Remainder, Quick - March!'	The troop commanders give 'Right In - Cline!' as they come opposite their place in line and then halt their troops in line.

b. On the March

ORDER	ACTION
'On the Left Form Line, Remainder, Left In - Cline!' 'Remainder, Double - March!'	As above except troop commanders break into quick time on arriving at their position in line.

1119. Line Forming Column Facing the Same Direction

a. At the Halt

ORDER	ACTION
'At the Halt on No. Troop, Form Column, Remainder, Right - Turn!' 'Remainder, Quick - March!'	The leading troop stands fast. The centre troop wheels right immediately and then wheels left at column distance. The rear troop follows and in turn wheels at column distance. Troop commanders halt their troops at their place in column and turn them to the front.

b. On the March

ORDER	ACTION
'Advance in Column, Remainder, Right - Turn!'	The right troop continues to march to its front. The troops in rear are ordered to advance by their commanders as they reach their position in column.

1120. Column of Troops, Moving to a Flank, Forming Column of Threes by Wheeling

ORDER	ACTION
'Advance in Column of Threes, Troops, Left - Wheel!'	Each troop wheels at once.

1121. Column of Threes Forming Column of Troops Moving to a Flank by Wheeling

ORDER	ACTION
'Move to the Right in Threes, Troops Right - Wheel!'	This is the reverse of Para 1120

1122. Column of Threes Forming Column of Troops Facing the Same Direction

ORDER	ACTION
'Move to the Right in Threes, Troops Right - Wheel!'	Once the wheel is completed the company commander will order:
'The Company will Advance - Left Turn!'	

1123. Column of Threes Forming Close Column of Troops Facing the Same Direction

ORDER	ACTION
'At the Halt, Form Close Column!'	The leading troop commander will then order:
'No. 1 Troop, Right - Wheel!' 'Troop - Halt!' 'Left - Turn!'	The troops in rear will wheel right and halt, etc. when at close column distance.

1124. Column of Troops Moving to a Flank Forming Column of Threes Facing the Same Direction

ORDER	ACTION
'No. 1 Troop to the Front, the Remainder Left - Wheel!'	Nos. 2 and 3 troops wheel left as ordered and follow on behind No. 1 troop.

1125. Column of Troops Changing Direction by Forming

ORDER	ACTION
'Change Direction - Right!'	The leading troop commander orders:
'No.... Troop, Right - Form! 'Forward!'	Troops in rear conform on reaching the same ground.

Note. The company commander will order the flank of direction to be the same as the direction of the change, e.g., if the company is by the right, he will order 'By the - Left!' before ordering 'Change Direction - Left!'. Troop commanders will not repeat 'Change - Direction!'.

1126. Close Column of Troops, on the March, Forming Line Facing a Flank

ORDER	ACTION
'At the Halt, Facing Left Form - Line!'	The rear troop commander will give the order:
'No.... Troop, at the Halt, Left - Form!'	In succession from the rear, the troops in front will receive a similar order to bring them into line.

1127. Close Column of Troops, Halted, Forming Line Facing the Same Direction

ORDER	ACTION
'.... Company will Form Line, Remainder, Left - Turn! 'Remainder, Quick - March!'	The troops in rear wheel right and then left so as to bring themselves into their position in line, where they are halted and turned to the front by troop commanders. This movement can be done on the centre or rear troop if desired.

SECTION 3 - COMMANDO DRILL

1128. Introduction

The following movements of commando drill are the minimum necessary for a commando to parade, to move off and to reform. The movements within the companies are the same as for company drill. The detail is shown in skeleton as for four companies of equal size. A commando may seldom be paraded for manoeuvre but the detail given in this section is required as a basis for all unit parades. For more general instructions see [Section 2](#) and [Chapter 1](#) and [Chapter 4](#).

1129. Formations; Positions of Officers and NCOs

The following are formations in commando drill:

- Line.
- Column of Threes.
- Column of Route.
- Column of Companies.
- Close Column of Companies.
- Mass.

a. Line ([Fig 11-5](#))

(1) The four companies form up side by side with 3 paces interval between troops and companies.

(2) The positions of officers and non-commissioned officers are as in company drill, and in addition, the commando commander is 15 paces in front of the centre of the commando, the second in command of the commando is 6 paces in front of the right-hand man of the commando, the adjutant is 6 paces in front of the left-hand man of the commando, the R.S.M. is 3 paces in rear of the centre of the rear rank, covering the commando commander.

b. **Column of Threes.** 'Column of Threes' is the same as line but facing a flank, except that the commando commander is 9 paces in front of the centre rank of the leading troop, the second in command is 3 paces in rear of the centre rank of the rear troop, the adjutant is 2 paces to the right rear of the commando commander and the R.S.M. 3 paces in front of the centre rank of the leading troop.

c. **Column of Route.** 'Column of Route' is the same as 'Column of Threes' except that all officers and non-commissioned officers are in the ranks as in company drill.

d. **Column of Companies (Fig 11-6)**

(1) 'Column of Companies' is a formation in which each company is formed up 'In Line' as in company drill, with the companies one behind the other on parallel and successive alignments at a distance apart equal to their own frontages plus 3 paces.

(2) The positions of officers and non-commissioned officers are the same as in company drill, and in addition: the commando commander is 15 paces in front of the centre of the leading company, the second in command is 6 paces in front of the right-hand man of the front rank of the leading company, the adjutant is 6 paces in front of the left-hand man of the front rank of the leading company and the R.S.M. is 2 paces behind the centre troop sergeant of the second company from the front.

e. **Close Column of Companies.** The detail for close column of companies is the same as for column, except that the distance between companies is reduced to a suitable number of paces, and is the same between all companies.

f. **Mass (Fig 11-7)**

(1) In mass the commando forms up with its companies in line, each company in close column of troops, with 5 paces interval between companies.

(2) The positions of the company officers and non-commissioned officers are the same as for a company in 'Close Column of Troops' and in addition: the commando commander is 15 paces in front of the centre of the commando, the second in command is 6 paces in front of the right-hand man of the commando, the adjutant is 6 paces in front of the left-hand man of the front rank of the leading troop of the left-hand company and the R.S.M. is 6 paces to the right of the centre rank of the second troop of the right-hand company.

g. The R.S.M. will carry out the duties detailed for the C.S.M. in Para 1106 [sub para e.](#)

1130. Moving Off in Column of Threes (or Route) from Mass, Commando Standing at Ease

ORDER	ACTION
'Advance (Retire) in Column of Threes (Route) from the Right (Left) Company Leading!'	The commando second in command, company commanders, and adjutant come to attention and turn about. The company commander of the named company then calls his company to attention, slopes arms and gives the appropriate command as in company drill. Each company acts similarly to gain its correct position in column of threes (route).

Note. The movement may also be executed in a special order of march, in which case instead of ordering '..... Company - Leading!' the commando commander must specify the order required, e.g., 'Advance in Column of Route from the Right, in the Following Order, C, A, D and B Companies!'. The second in command, company commanders and adjutant act on the command 'Companies!'.

1131. Forming Mass from Column of Threes (Route)

ORDER	ACTION
'At the Halt Facing Left (On the Left), Form - Mass!'	The company commander of the leading company immediately orders:
'..... Company at the Halt, Facing Left (On the Left), Form Close Column of Troops!'	The company acts as in company drill. The remaining company commanders conform to gain their correct positions in mass, irrespective of the order of march.

1132. Moving Off in Column of Threes (Route) from Close Column of Companies, Commando Standing at Ease

ORDER	ACTION
'Advance (Retire) in Column of Threes (Route) from the Right (Left) Company Leading!'	The second in command, company commanders and adjutant come to attention and turn about. The company commander of the leading (rear) company calls his company to attention, slopes arms and orders:
'..... Company, Right Turn, Left (Right) Wheel, Quick - March!'	The remaining company commanders conform to gain their correct positions in column of threes (route).

Notes:

1. *Similar movements may be executed without advancing or retiring. They may also be carried out in a specified order of march as in company drill, the commando commander giving the order of march as in mass. If the commando is in column, the commando commander would call the commando to attention, slope arms, right (left) turn and give the command 'Companies, Left (Right) Wheel, Quick - March!'.*
2. *If the movement does not involve the leading (rear) company wheeling, the commando commander would order 'Move to the Right (Left) in Column of Threes, Right - Turn!'. 'Quick -March!'. The company first in order of march would move straight ahead, the remainder wheeling to gain their correct positions.*

1133. Forming Close Column of Companies from Column of Threes (Route)

ORDER	ACTION
'At the Halt, Facing Left (On the Left) Form Close Column of Companies!'	The whole company will act as a single unit. The rear company commanders will give similar orders when they arrive at their position in close column.
'No... Company, At the Halt, On the Left, Form - Company!'	

Fig 11-1. A Troop in Line

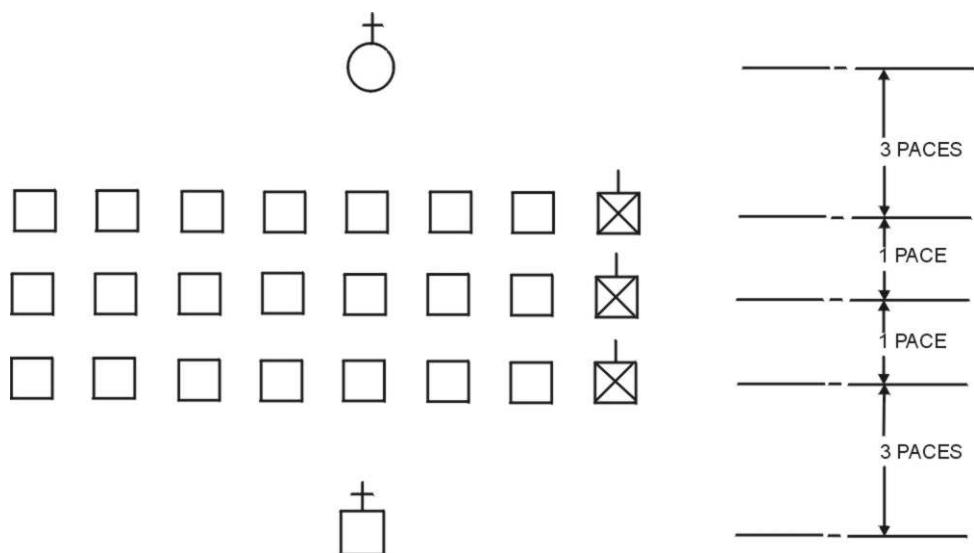


Fig 11-2. A Troop in Column of Threes by the Left

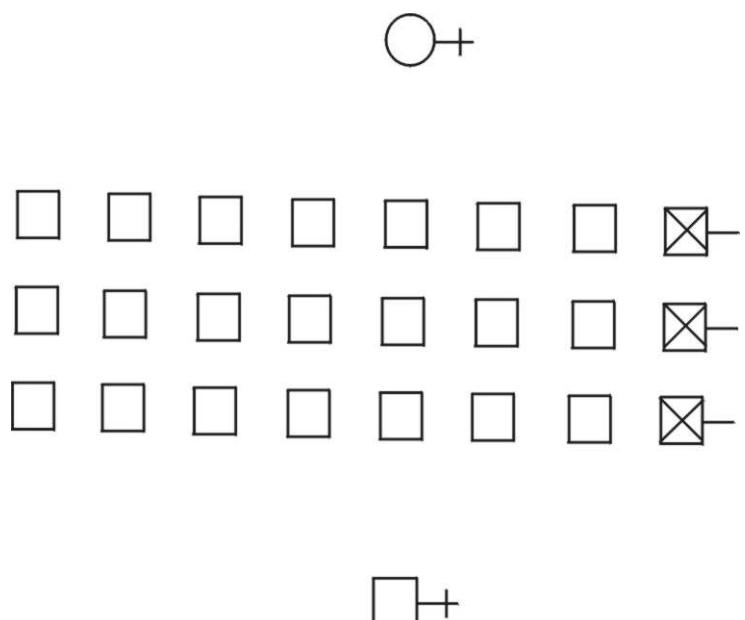


Fig 11-3. A Company in Line

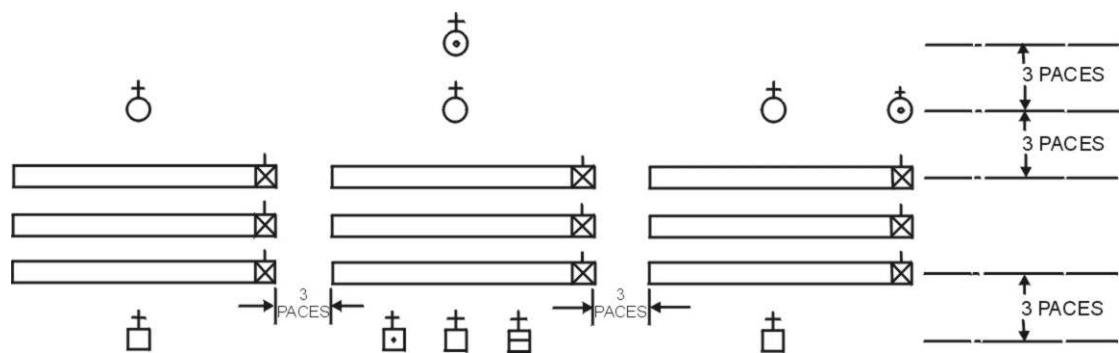


Fig 11-4. A Company in Column

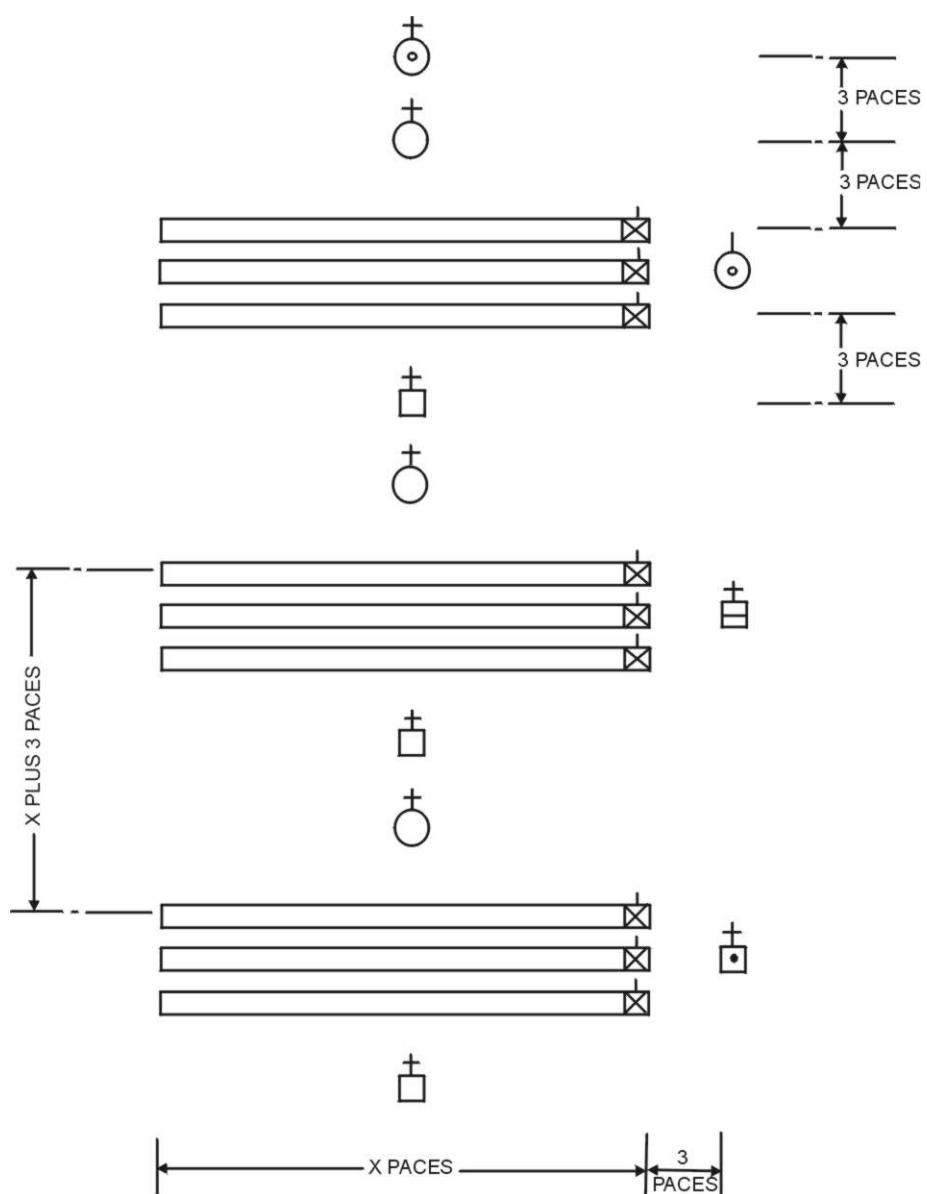


Fig 11-5. A Commando in Line

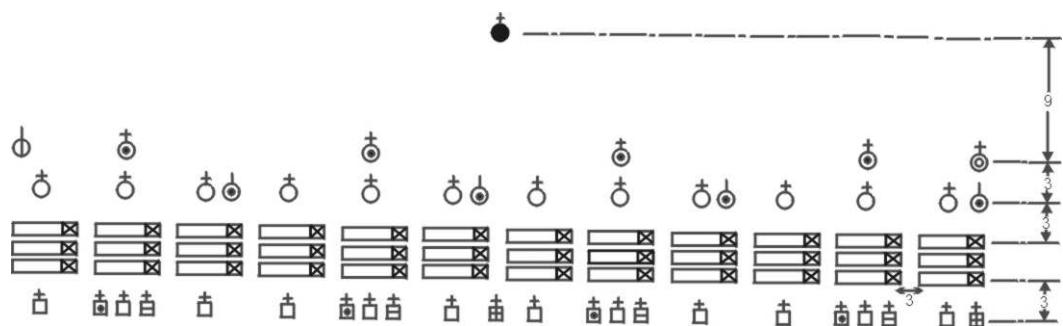


Fig 11-6. A Commando in Column of Companies

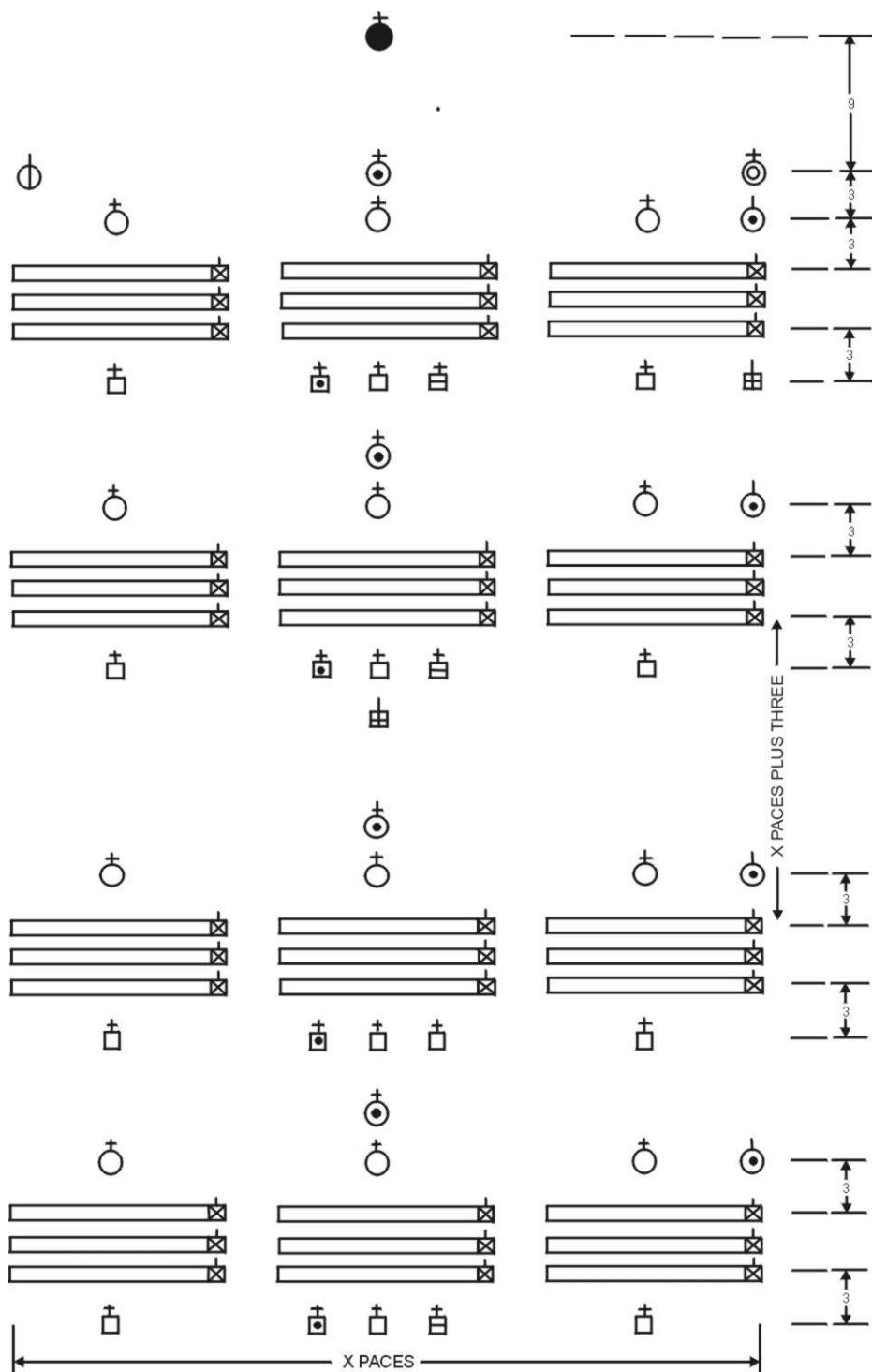
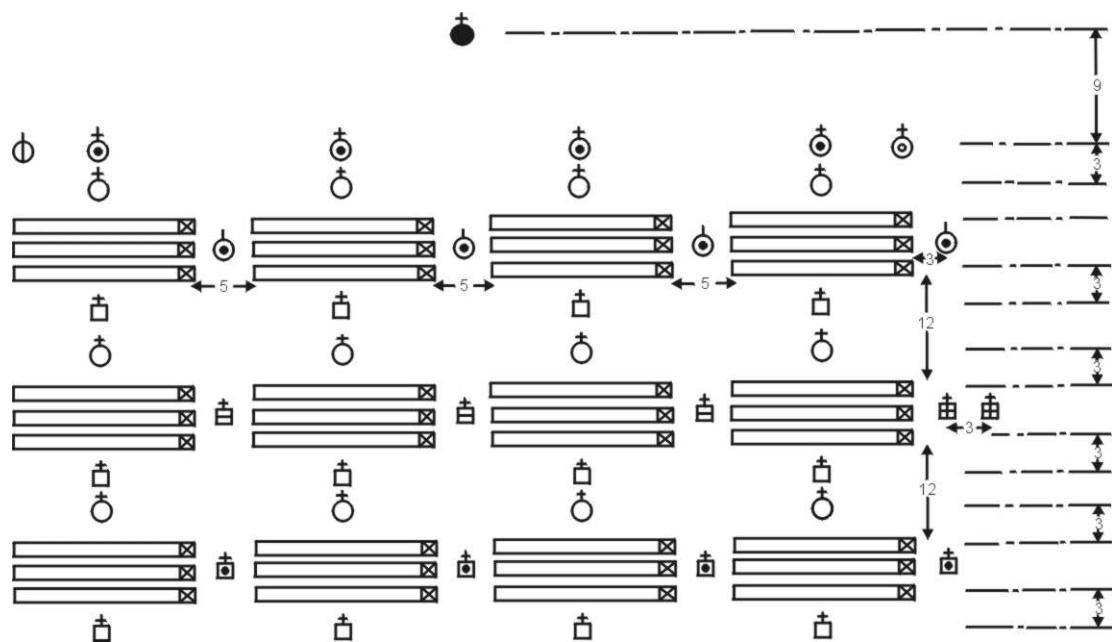


Fig 11-7. A Commando in Mass



CHAPTER 12
INSPECTIONS AND REVIEWS
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CHAPTER 12
INSPECTIONS AND REVIEWS
SECTION 1 - PARADE FORMATIONS

1201. Parade Ground Layout

For the parade ground layout and dimensions refer to [Fig 1](#) and the legend on [page ix](#).

1202. Organization of Units

For the organization for ceremonial refer to Chapter 1 [Para 0114](#).

1203. Formations

a. For inspections and reviews, units, brigades, etc., will be drawn up on the inspection line in 'line', 'close column' or 'mass'. The centre of the unit or formation will be opposite the point at which the inspecting or reviewing officer will post himself.

b. [Figs 12-1, 12-2, 12-3](#) and [12-4](#) give, in diagrammatic form, the formations to be adopted by a unit and/or sub-unit for ceremonial purposes. Since these form the basis for any ceremonial parade however large, except where otherwise detailed in the drill book, they should be referred to throughout.

1204. A Brigade

a. **Line**

(1) Units will be at any ordered interval.

(2) The brigade commander will be 35 paces in front of the centre of the brigade. The brigade staff will be 18 paces in rear of the commander, the brigade major 18 paces to his right and the DAA and QMG 18 paces to his left.

(3) Bands and drums will be massed, 25 paces in rear of the centre of the brigade.

b. **Close Column**

(1) Units, each in 'close column of companies', will be on parallel and successive alignments, with any ordered interval between them.

(2) The brigade commander and staff and band and drums will be as in 'line'

c. **Mass.** Units will be on parallel and successive alignments, with any ordered interval between them.

Note. *Unless otherwise ordered, intervals and distances of 40 paces will be preserved between units in all formations.*

d. **Brigade Staff.** The actual number of officers of the brigade staff who will be on parade will be left to the discretion of the commander concerned. As a guide, officers selected should not be below those holding a third grade appointment. (This includes officers of the services below the rank of captain.) All other officers of or attached to the staff will form up behind the saluting flag or at any other convenient point in accordance with local arrangements.

1205. Procedure before the Inspecting Officer Arrives

a. In all formations, ranks will be opened and bayonets fixed. Swords will be at the 'carry' and arms 'sloped'.

b. In 'close column' or 'mass' officers and colours will be brought to the front. The command will be:

ORDER	ACTION
'Officers and Colours Will Take Post In Review Order, Take Post, Quick - March!'	<p>On the word 'Order' the colours will be brought to the 'carry'.</p> <p>On the word 'Post' the officers of Nos. 1 and 3 companies will turn to the right, the officers of Nos. 2 and 4 companies to the left.</p> <p>On the command 'Quick - March!' the officers will place themselves 5 paces in front of the front rank of the leading company, colours in the centre, colours and officers of Nos. 1 and 3 companies moving out by the right flank, officers of Nos. 2 and 4 companies by the left, sizing themselves on the right and left of the colours respectively, the tallest officers on the flanks. The second in command will be on the right, and the adjutant on the left of the line of officers. The line of officers will be dressed by the second in command of the commando, as detailed in Para 0411 or, when two or more commandos are on parade, by the senior major of the right commando, who will give the commands:</p>
'Officers, Right - Dress!' and 'Steady!'	

SECTION 2 - RECEIVING AN INSPECTING OR REVIEWING OFFICER

1206. The Salute

When the Sovereign, Royal personage or inspecting or reviewing officer presents herself/himself before the centre, and has halted, she/he will be received with the honours to which she/he is entitled. For the salutes to be given, see [Para 0229](#). For salutes with colours see [Para 0707](#) and for musical salutes see [Para 0806](#).

a. Units Armed with Rifles

ORDER	ACTION
‘Royal or General Salute, Present - Arms!’	The men will present arms and all officers will salute. Supernumerary ranks and guides will present arms with the men. Colours will remain at the carry, except when the inspecting officer is entitled to have them lowered.
‘Slope - Arms!’	

b. Units Not Armed with Rifles

(1) If officers are wearing swords they will take the time from the parade commander or from their own commanding officers. NCOs will not salute. The officers will then recover and carry swords taking the time as above.

(2) If swords are not worn, the command will be:

ORDER	ACTION
‘General Salute - Salute!’	On this order all officers will salute with the hand for a period estimated equal to six paces, taking the time from the parade commander. If there is a band, etc. present, this command will be taken as the signal to play the appropriate salute, in which case the officers will remain at the salute until the band has finished playing, cutting the hand to the side after a uniform pause after the last note. The remainder of the parade will remain at attention.

1207. Procedure after the Salute and Before the Inspection

On conclusion of the salute to the inspecting officer, when arms have been sloped, officers and colours will, if in ‘close column’ or ‘mass’ resume their former positions moving by the same route as that by which they came out. The command will be:

ORDER	ACTION
'Officers and Colours Will Take Post in Close Column (or Mass), Take Post, Quick - March!'	On the word 'Post' officers will turn outwards from the centre, the colour party turning to the right. On the command 'Quick - March!' the whole will move to their places. When formed up in 'mass', troop commanders will, for inspection purposes only, be posted 3 paces from and in line with the right guide of their troops. When the officers and colours have reached their positions the parade will be ordered to 'Shoulder - Arms!'. If the parade is in line, this order will be given as soon as arms have been sloped following the salute. Colours will remain at the 'carry'.

1208. The Inspection

a. Inspection of a Unit

ORDER	ACTION
'Stand Fast No..... Company' (i.e., the right-hand sub-unit) 'Remainder, Stand At - Ease!'	This order is given by the commanding officer once he has reported his unit to the inspecting officer.

- (1) The inspecting officer, accompanied by the commanding officer and such other officers, orderlies, etc. as may be in attendance, will then pass down the front rank of the sub-unit from right to left, the centre rank from left to right, and the rear rank from right to left. He will pass along the supernumerary rank at his own discretion.
- (2) Persons accompanying the reviewing or inspecting officer during the inspection will position themselves to his rear or on the side farthest from the rank being inspected at the time. The sub-unit commander will normally be on the side opposite to the troops and slightly ahead of the inspecting officer.
- (3) Sub-unit commanders will thereafter call their sub-units to attention as the inspecting officer moves towards the left of the rear rank of the sub-unit on the right.
- (4) Once the reviewing or inspecting officer has moved to begin his inspection of the next sub-unit, the sub-unit just inspected will be ordered by its commander to stand at ease.
- (5) The band will play until the reviewing or inspecting officer has completed his inspection.
- (6) The reviewing or inspecting officer will then give orders for the march past.

b. Inspection of a Brigade

- (1) When a brigade is inspected, the staff officers of the brigade headquarters will be drawn up as detailed in [Para 1204](#).
- (2) For the actual inspection the inspecting officer will, unless he directs otherwise, be accompanied only by the parade commander. If however the brigade commander is inspecting his brigade, he will be accompanied throughout by the parade commander (normally the senior unit commander) and by respective unit commanders as each unit is inspected.
- (3) In order to minimize the size of the inspecting party, it will be normal for the senior general staff and administrative staff officers only to accompany the reviewing or inspecting officer during his inspection, unless this officer directs that he wishes some other officer of the formation staff to accompany him, e.g., the senior medical officer. All such officers will follow the inspecting officer, marching in twos, and be readily available to answer any questions which the reviewing or inspecting officer may put.

1209. Presentation of Medals

When it is decided to incorporate a presentation of medals with a ceremony or parade such as an inspection or review, it should be so arranged that the recipients present themselves in front of the inspecting officer without rifles or other small arms which are likely to interfere with the pinning on of the medal or their ability to shake hands in the customary manner with the personage making the award.

Note. *If for active service reasons arms must be carried, the recipient is to carry out a previously contrived localised drill to ensure that the pinning on of the medal and the customary handshake are not impeded in any way.*

SECTION 3 - MARCHING PAST

1210. General Instructions

a. **Formations.** When the inspecting or reviewing officer has taken up his position on the saluting base, the unit will march past in one of the following formations:

- (1) A company may march past 'in line'. (See [Para 1214](#)).
- (2) A commando may march past 'by companies' (see [Para 1215](#)) and thereafter in 'close column of companies'. (See [Para 1216](#)).
- (3) Any unit may march past in 'column of route' or 'sixes'. (See [Para 1217](#)).

b. The Band

(1) When the unit moves off to take up position for the march past, the band will start playing and will advance while playing when its front is clear. It will halt opposite the inspecting officer allowing sufficient room for the commando to march past by 'column of companies in line' or in 'column of route' or 'sixes', whichever the case may be.

(2) The band will move under the command of the drum major, marching past if required.

(3) While troops are marching past between points B and E (see [Fig 1](#)), the band will play the regimental march or the regimental slow march, as appropriate, in such volume that the troops marching past can hear the words of command addressed to them.

(4) For a march past by companies the band will:

(a) Start playing the appropriate music with the command 'Number One Company, Quick (or Slow) - March!'.

(b) Cease playing as the rear company passes point E (see [Fig 1](#)).

(5) When the unit returns to the inspection line, the band will resume its position in the rear of the centre.

1211. Posts of Officers

a. Company Officers

(1) **In All Formations.** The posts of the company and troop commander will be:

(a) *The Company Commander.* 6 paces in front of the centre of his company's frontage.

(b) *Troop Commanders.* 3 paces in front of the centre of their troops (except when marching past in close column of companies after marching past by companies when troop commanders will be 2 paces in rear of the centre of their troops).

(2) **The Company Second-in-Command** will be:

(a) *Marching Past by Companies.* On the right of and in line with the troop commanders.

(b) *Returning in Close Column.* 2 paces in rear of the left-hand file of his company.

(c) *Marching Past in Column of Route.* 3 paces in rear of the right-hand man of the rear file of the company.

Note. If there are less than three troop officers on parade, they and the second-in-command will divide the company frontage.

b. Commando Officers

(1) **Marching Past by Companies.** The posts of officers will be:

(a) *The Commando Commander.* 20 paces in front of the centre of No.1 troop of the leading company.

(b) *The Commando Second-in-Command.* 20 paces in front of the centre of No. 3 troop of the leading company, in line with the commando commander and to his left.

(c) *The Adjutant.* 10 paces in rear of the centre of the rear company.

(2) Returning in Close Column

- (a) *The Commando Commander.* 20 paces in front of the centre of the leading company.
- (b) *The Commando Second-in-Command.* 10 paces in rear of the centre of No. 1 troop of the rear company.
- (c) *The Adjutant.* 10 paces in rear of the centre of No.3 troop of the rear company, on the right of and in line with the second-in-command.

(3) Marching Past in Column of Route

- (a) *The Commando Commander.* 20 paces in front of the centre of the leading company.
- (b) *The Commando Second-in-Command.* 10 paces in rear of the right-hand man of the rear file of the rear company.
- (c) *The Adjutant.* 5 paces in rear of, and on the left of, the commando commander.

c. **The Regimental Sergeant Major.** The regimental sergeant major will be:

- (1) In marching past 'by companies' and in returning in close column, immediately in rear of the colour party.
- (2) In marching past in 'column of route', 10 paces in front of the leading company, covering the commando commander.

d. **Brigade Officers.** When marching past by companies 'in line' or in 'brigade close column', posts will be:

- (1) *The Brigade Commander.* 90 paces in front of the centre of the brigade.
- (2) *Brigade Staff.* 18 paces in rear of the brigade commander, the brigade major being 18 paces to his right and the DAA and QMG 18 paces to his left.
- (3) *Other Officers.* As in Para 1204 [sub para d.](#)

1212. Procedure for the Parade Commander and Staff during the March Past

a. **Parade Commander**

- (1) After he has marched past and saluted, the parade commander will move out and place himself on the right of the inspecting officer and will remain there until the parade has passed. During this period the second-in-command will assume command.

(2) If wearing a sword, the parade commander will remain at the 'carry' while on the saluting base or in company with the inspecting or reviewing officer.

b. **Brigade Commander and Staff.** When a brigade marches past a reviewing officer superior to the brigade commander, the latter officer (accompanied by one of his staff officers) will fall out after saluting and will place himself on the right of the reviewing officer. The remainder of the staff (see Para 1204 [sub para d.](#)) will fall out after saluting and form upon the right of the massed bands.

1213. Salutes

a. For salutes see the following paragraphs:

- (1) For 'Eyes - Right!' or 'Left!' [Para 0239](#).
- (2) For officers' salutes [Para 0409](#) and [Para 0410](#).
- (3) For salutes with the colours [Para 0706](#).

b. **The Regimental Sergeant Major.** During the march past the regimental sergeant major will if not wearing a sword, carry his cane under the left arm with the left arm straight. He will not salute.

1214. A Company Marching Past in Line

The following detail may be applied to any single sub-unit.

a. Moving into Position

ORDER	ACTION
'Close Order - March!'	
'Slope - Arms!' 'Move to the Right in Column of Threes, Right - Turn!' 'Quick - March!'	
'Company, Left - Wheel!'	The command will be given when the head of the company is opposite point A. (Fig 1).
'Company - Halt!' 'Left - Turn!' 'Right - Dress!'	The company is formed up in line with its right flank on the passing line. The company having turned to its front, the right-hand man of the front rank will immediately align himself on the right guide. The right guide will dress the front rank and give the order 'Eyes - Front!'. See Para 0127 .

b. Marching Past

ORDER	ACTION
'Company, by the Right, Quick - March!'	
'Company, Eyes - Right!'	On this command, which will be given by the company commander in sufficient time for his salute to be completed on reaching point C (Fig 1). All except the right guide will turn their heads and eyes to the right as the left foot comes to the ground, looking the reviewing officer in the face as they pass him. The officers will salute as in Para 0409 and Para 0410 .
'Company, Eyes - Front!'	The company commander gives this order when the rear of the company reaches point D (Fig 1).
'Advance in Threes from the Right!' 'Right - Turn!' 'Left - Wheel!' 'By the Left!'	The commands are given before the company reaches point F (Fig 1). These commands will be followed immediately by another 'Left - Wheel!' and a third 'Left - Wheel!' on approaching the inspection line.
'Company Halt, Left - Turn!'	This command will be given when the company regains its original position on the inspection line.
'Shoulder - Arms!' 'Right - Dress!' 'Stand at Ease!'	The company will be dressed by the guide, who will give the command 'Eyes - Front!' on completion. The company will then stand at ease and await further orders. If the company is required to advance in review order, open order will be taken before dressing and arms will be kept at the 'slope'.

1215. A Commando Marching Past by Companies

a. Moving into Position from Line

ORDER	ACTION
'Close Order - March!'	
'Slope - Arms!' 'Move to the Right in Column of Threes!' 'Commando, Right - Turn!' 'Quick - March!'	The leading company will wheel to its left when opposite point A (Fig 1). Remaining companies will conform.

ORDER	ACTION
'At the Halt, Facing Left, Form Close Column of Companies!'	
'No. 1 Company - Halt!'	<p>This command will be given by the leading company commander when the head of his company reaches the passing line.</p> <p>The remaining companies will be led by their leading guides to the point where their right flanks will rest in close column, where they will receive similar words of command.</p> <p>The right guides of each company will turn to the front immediately and will be covered by the regimental sergeant major who will order 'Steady!'. Company commanders will then in succession order:</p>
'No.... Company, Left - Turn!'	<p>The right-hand man of the front rank will immediately align himself on the right guide.</p> <p>The commando commander will give:</p>
'Commando, Right - Dress!'	<p>On this command company sergeant majors will dress the front ranks of their companies as detailed in Para 0127.</p>

b. **Moving into Position from Close Column.** As above except that:

- (1) The commando commander's order will be 'Move to the Right in a Column of Threes, No. 1 Company Leading! 'Commando Right - Turn!'. |
- (2) The commander of the leading company will give 'No. 1 Company, Quick - March!'. |
- (3) Each succeeding company commander will order 'No.... Company, Left Wheel, Quick - March!' in time to gain his position in column of threes. |

c. **Marching Past**

ORDER	ACTION
'March Past by Companies by the Right!'	<p>The commando commander, second-in-command and adjutant move to their positions for marching past by companies. See Para 1211 sub para b The leading company commander will then order:</p>
'No. 1 Company, By the Right, Quick - March!'	<p>The remaining companies following in succession at column distance.</p> <p>If the commando is going to return in close column it may march past in slow time.</p>

d. Procedure After Marching Past by Companies

(1) After marching past the commando may resume its position on the inspection line or it may return in 'close column'.

(2) If the commando is required to resume its original position on the inspection line it will be moved there in the most convenient formation and by the shortest way as soon as it has cleared the saluting base, wheeling towards the inspection line at point F ([Fig 1](#)).

1216. A Commando Returning in a Close Column of Companies after Marching Past by Companies

ORDER	ACTION
'At the Halt, Form Close - Column!'	If the parade is required to march past in close column, this command will be given by the second-in-command positioned at point E (Fig 1) when the leading company has moved to such a distance beyond point E as will enable the rear company to clear that point when halted. On this command, the leading company commander will order 'Halt', the remaining companies being halted in succession on reaching their position in close column.
'Shoulder - Arms!' 'About - Turn!'	On this command: Company commanders take post 6 paces in front of the centre of their companies. The company second-in-command and troop commanders will turn about and take one pace forward. Troop sergeants and supernumeraries will take post on the right of their troop commanders, moving by the outer flanks. The guides and blank files will step forward and align themselves with the front rank. The second-in-command will supervise the covering from inside point E (Fig 1), steadyng the guides before giving the command 'Left - Dress!'. The left-hand man of the front rank will align himself on the left guide. The colour party moves to its position for marching past in close column. See Para 0710 a. sub para (4) .
'Left - Dress!'	The left guides will dress their front ranks and give the order:
'Eyes - Front!'	Once the dressing is complete the commando commander will order:

ORDER	ACTION
'Slope Arms!' 'March Past in Close Column, by the Left, Quick - March!'	On this command, the whole will step off together and the band will begin to play the regimental march.
'Eyes - Left!'	The commando commander will give the command when he arrives at point D (Fig 1). The commando commander only will salute. Other officers will look to their left. Left guides of companies will look to the front. The commando commander, positioned at point B (Fig 1), will give the command 'Eyes - Front!' when the rear company has passed point C (Fig 1).

a. The commando, if required to resume its original position on the inspection line, will be moved there in the most convenient formation, and by the shortest way, as soon as it has cleared the saluting base.

1217. Marching Past in a Column of Route

a. A Commando in Mass Moving Off in Column of Route

ORDER	ACTION
'Advance (or Retire) in Column of Route from the Right (or Left) in the Following Order.....!'	The commando commander will then give the order required. On completion the leading company commander will order:
'No.... Company, Advance (or Retire) in Column of Route from the Right (or Left)!' 'Right (or Left) - Turn!'	The commander of the leading (or rear) troop will then give:
'No.... Troop, Left (or Right) Wheel, Quick - March!'	The remaining troops will march off similarly in succession, followed by the remaining companies in the same way. The commando will wheel onto the passing line at point A (Fig 1).
'Eyes - Right!' 'Eyes - Front!'	These commands are given by the company commander at points C and D (Fig 1) respectively.

b. **A Column of Route Forming Mass Facing a Flank**

ORDER	ACTION
'At the Halt, Facing Left, Form - Mass!'	The leading company commander will at once give:
'No.... Company, At the Halt, Facing Left, Form Close Column of Troops!'	As the leading troop of each succeeding company arrives at the correct interval from the preceding company, the company and troop commanders will act in a similar manner.

1218. Special Instructions for a Brigade Marching Past

a. The procedure for a brigade marching past will be similar to that for a single commando. See [Para 1215](#) and [Para 1216](#).

(1) On the command 'March - Past!' the commander of the right commando will move his commando in a column of threes to point A ([Fig 1](#)).

(2) The remaining commandos will move off in a similar manner to their place in brigade close column on the passing line, timing their movement when the commando on their right has cleared the inspection line. When each commando reaches the passing line it will be halted, turned to the left and dressed by the right.

(3) Each commando will then march past as in [Para 1215 sub para c](#)

(4) If the commando is to take up its original position on the inspection line after the march past by companies, company commanders will between points D and E ([Fig 1](#)), give the command 'Right - Turn, Left - Wheel!' a second 'Left - Wheel!' when opposite point G ([Fig 1](#)), and a third 'Left - Wheel!' in time to move into their original position on the inspection line. The remaining companies will be led by their guides to their position in close column where they will receive similar words of command.

(5) If, however, the brigade is to return in brigade close column, the leading company of the leading commando will be halted on the passing line, at a sufficient distance beyond the saluting base to enable the whole brigade to close up on it in brigade close column, clear of the saluting base. Close column will be formed, arms shouldered, commandos turned about and ranks dressed. See [Para 1216](#).

b. In all interior movements of a brigade, commandos will move to their places by the shortest route.

c. The distance to be preserved between commandos will be 75 paces.

- d. Before marching past in any formation, the massed drums and bands will move to the head of the brigade.
- e. In marching past by companies, the massed drums and bands preceding the brigade staff will, on arrival in front of the reviewing officer, form up opposite to him, and play till the rear of the brigade has passed. To get to the appropriate position they will be moved to the left at such a distance in front of the brigade staff as will allow of their clearing the front of the brigade when opposite the reviewing officer without checking the officers at its head.

SECTION 4 - ADVANCING IN REVIEW ORDER

1219. Introduction

If a unit or formation is to advance in review order at the conclusion of the parade, it will normally form up on the inspection line in the formation in which it received the reviewing officer, the band being in rear of the centre.

1220. General Instructions

ORDER	ACTION
'Advance in Review Order, By the Centre, Quick - March!'	The parade will advance by the centre for 15 paces, the band and drums playing without preliminary drum rolls.

At the conclusion of the eighth bar of music the band and drums will cease playing see Para 0806 [sub para e.](#) and the whole parade will halt automatically. The parade will then be ordered to salute in the same manner as when receiving the reviewing officer, after which it will be directed to shoulder arms and will await orders for dispersal.

1221. Special Instructions

Two or more units parading together may be formed in line of close columns at any interval, arms at the 'slope' and the officers and colours in front. The line of close columns will then advance as given in [Para 1220](#).

Fig 12-1. A Company in Line

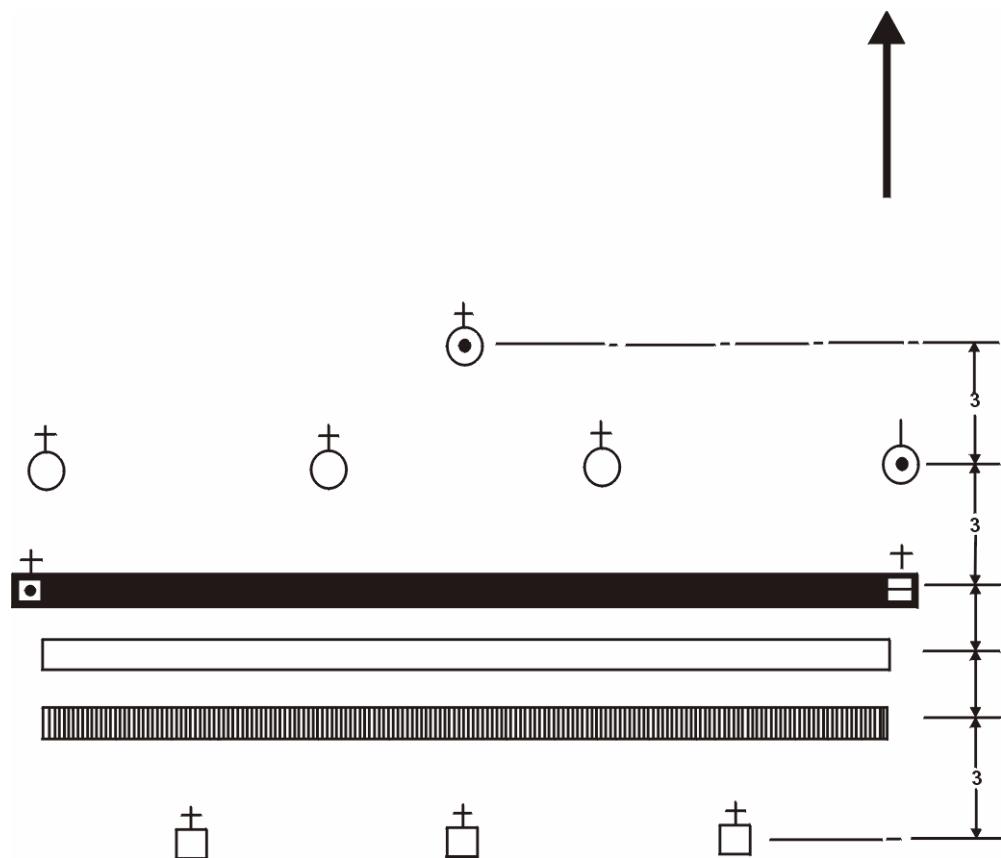


Fig 12-2. A Company in Close Column

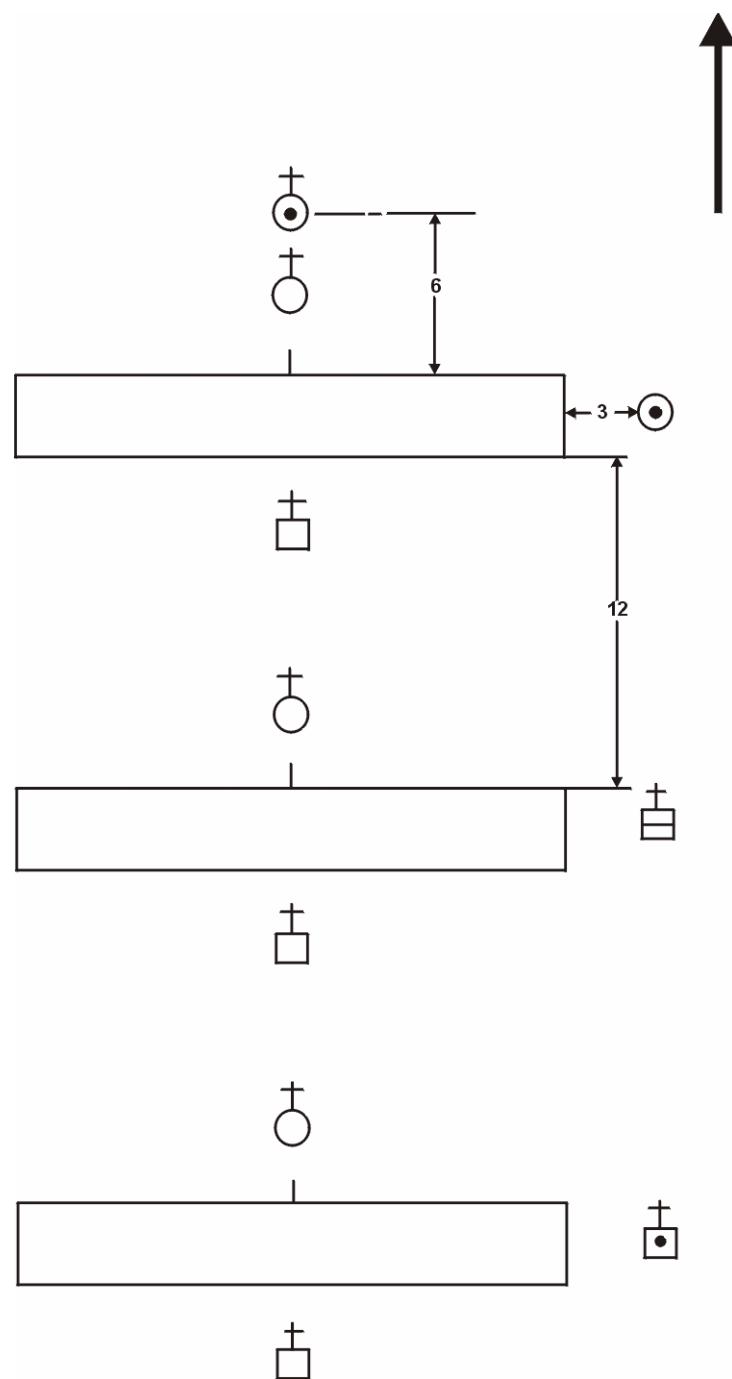


Fig 12-3. A Commando in Line

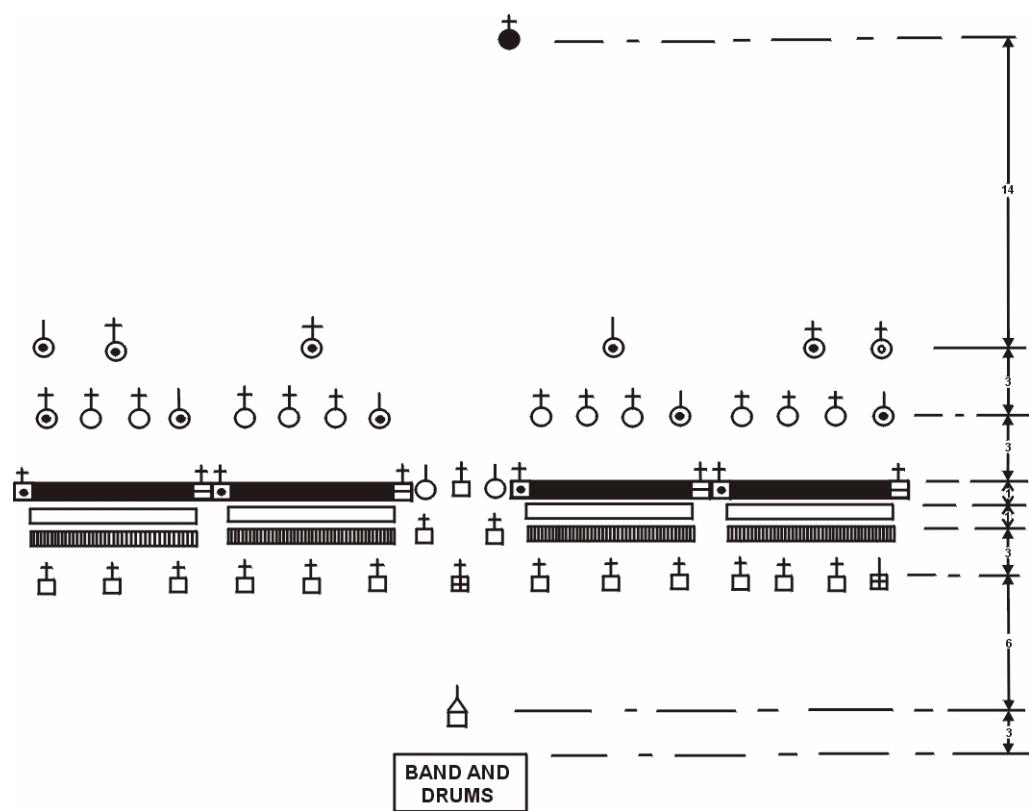
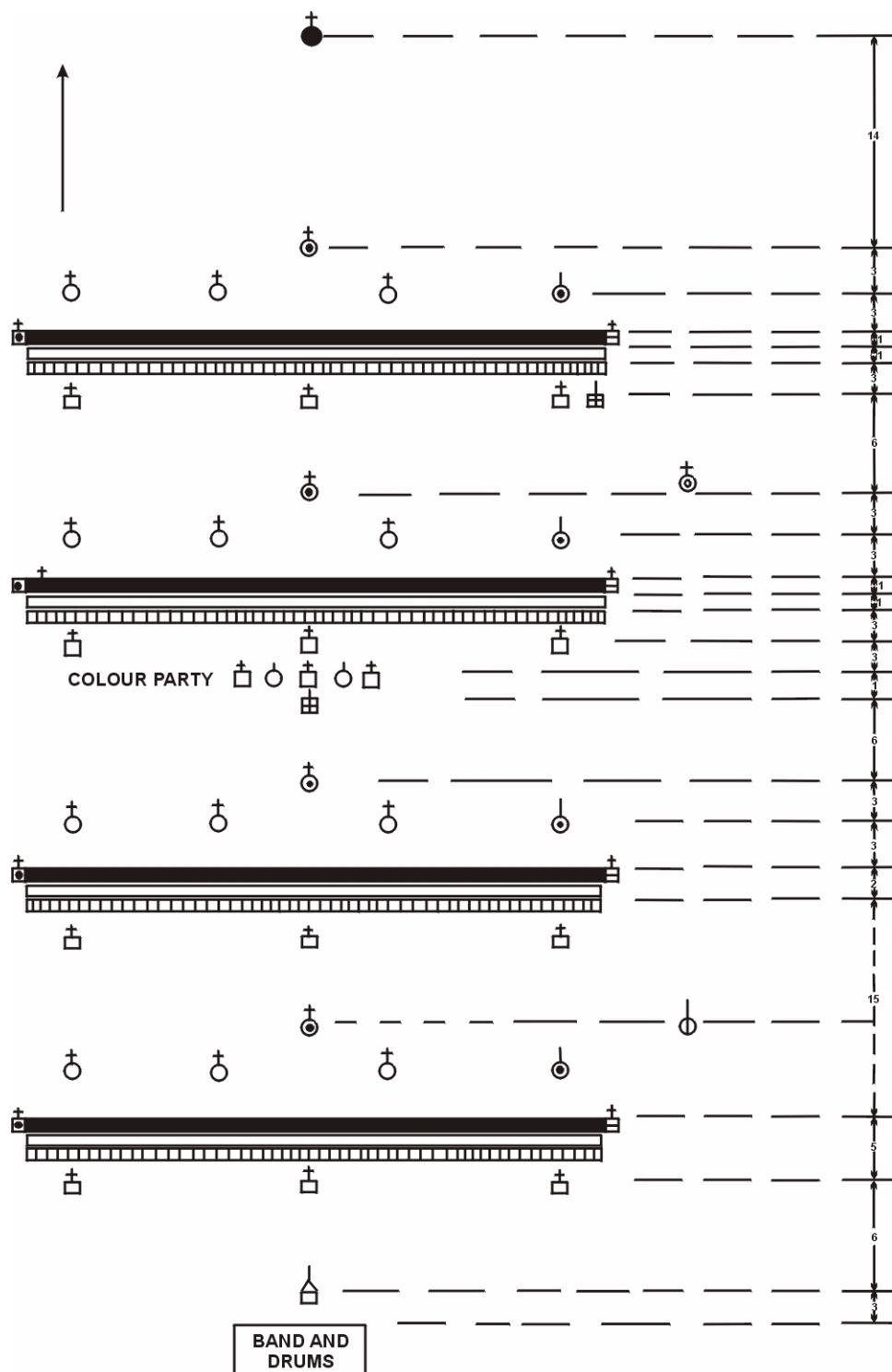


Fig 12-4. A Commando in Close Column



CHAPTER 13

THE FREEDOM OF THE CITY

Para

- 1301. History
- 1302. General
- 1303. Planning
- 1304. Composition of the Parade
- 1305. Outline of Events and Order of Proceeding
- 1306. Parade Orders and Sequence of Events
- 1307. Exercising the Right of Freedom

CHAPTER 13

THE FREEDOM OF THE CITY

1301. History

The action of a city conferring upon a unit, 'Freedom of Entry with swords drawn, bayonets fixed, drums beating, bands playing and Colours flying', dates from the time when fortress walls were necessary to protect the inhabitants of the city from the incursions of outlaw bands and the attacks of feudal lords; bodies of armed men were refused entry to the city unless the citizens were confident that they meant no harm. Thus the granting of permission for a formed body of armed men to enter a city became a mark of the trust and confidence in which that body was held by the citizens of that city. Today, it is the highest honour that a city, borough or town can bestow on the Royal Navy, Royal Marines or one of Her Majesty's ships. The following is an example of the parade routine conducted by a Royal Navy unit when granted the freedom of a city. This routine can be adapted to suit the Royal Marine drill and orders/commands.

1302. General

The Royal Navy as a military service, has been granted the Freedom to many cities in the British Isles including Portsmouth (1964) and Plymouth (1963). It has not, however, been granted the Freedom to the City of London. Many Royal Naval Establishments and individual ships have also been honoured by the granting of the Freedom of the City/Borough/Town. A Freedom ceremony normally takes the form of a Ceremonial Parade where the Freedom is conferred and a parchment scroll contained within a casket (or similar) is presented to the receiving unit by the Mayor or Lord Mayor on behalf of that city. Having been given the Freedom, the unit is then free to 'exercise its right' and march through the City, Town or Borough with swords drawn, bayonets fixed, drums beating, bands playing and Colours flying. At the end of the Ceremonial Parade a Civic Luncheon or Dinner is normally given by the city for the unit that has just received the freedom. An outline of main events at a typical freedom ceremony is given in [Para 1305](#) and where possible, units being granted the Freedom should conform to these guidelines for uniformity. It should be remembered that Freedom Parades are high visibility Ceremonial events for the Royal Navy, which are conducted in the public eye and as such can attract much media coverage. As well as Commander-in-Chiefs or area Flag Officers attending such Parades it has been known, on occasions for members of the Royal Family also to attend. It is vital therefore that such Parades are planned properly and the Ceremonial aspect conducted and executed in a manner that is in the highest traditions of the service.

1303. Planning

To ensure a successful Freedom Parade the following are most important:

- a. At least one careful recce of the Reviewing area and march past route must be undertaken by the key personnel involved in training the unit for the event.
- b. The services of a Royal Marines Band must be requested and booked in good time for the event, or, if it is impossible to obtain a Royal Marines Band any other Military Band, such as an Army Regimental Band that has also been granted the freedom, or an Army band who may be affiliated to the ship that is receiving the freedom. It cannot be emphasised enough that a Military Band is of vital importance in a freedom ceremony, not only to ensure that the correct cadence is maintained when on the march, but also for the visual impact of such a parade on the general public.

- c. A suitable and secure stowage for weapons must be identified near to the event venue (this could be a local Army Barracks, Sea Cadet Unit, TA Centre or Police Station).
- d. A suitable forming up and dispersal area must be identified.
- e. Sufficient time must be allowed for training of the Guard and unarmed Platoons.
- f. Wherever possible training should be conducted ashore.
- g. A WECK should be ordered in sufficient time.
- h. If assistance is required for training, the Ceremonial Training Section HMS COLLINGWOOD should be contacted as early as possible.
- i. Liaison meetings with the Civic Offices and Constabulary should be convened to establish the programme for the event and security requirements etc.

1304. Composition of the Parade

Parade Commander	-	Commander/Lieutenant Commander (The Executive Officer)
1OOG	-	Lieutenant/Sub-Lieutenant (see Guard below)
2OOG (if req)	-	Sub-Lieutenant
Colour Chief	-	Chief Petty Officer
Colour Petty Officer	-	Petty Officer
Colour Escorts	-	2 Leading Hands
Casket Bearer	-	Warrant Officer/Chief Petty Officer (Fig 13-1)
Casket Escorts	-	2 Leading Hands (Fig 13-1)
Guard	-	Strength dependent upon the size of the ships company, but not less than 12 Junior Rates. Recommended strengths: 1 S/Lt, 1 PO, 12 Junior Rates 1 Lt, 1 PO, 18 Junior Rates 1 Lt, 2 PO, 24 Junior Rates 1 Lt, 1 S/Lt, 2 PO, 48 Junior Rates Royal Guard 1Lt Cdr, 1Lt, 4 PO, Max number of Junior Rates to 96 The Queens Colour 1Lt, 1CPO, 2LHs.

Band	-	As Available
Unarmed Platoons	-	From remainder of Ship's Company Recommended Strengths: Senior Ratings Platoons 1 Officer, 1 WO/CPO, 24 Senior Ratings
		Junior Ratings Platoons 1 Officer, 1 CPO, 24 Junior Ratings

1305. Outline of Events and Order of Proceeding

- a. Parade forms up at the assembly area.
- b. Guard and platoons march into 'Reviewing Area' onto pre-marked positions.
- c. Invited VIPS take their seats. Guard formed into two ranks at open order.
- d. The Commanding Officer and Mayor arrive on dais, received with the General Salute.
- e. The Commanding Officer invites the Mayor to accompany him on the inspection of the Guard and front ranks of unarmed platoons.
- f. On completion of inspections, the Captain and Mayor return to the dais.
- g. The Mayor calls upon the Town Clerk/Chief Executive to read the Certificate of Admission to the Honorary Freedom.
- h. The Mayor addresses the assembled ship's company.
- i. The Mayor hands the casket containing the scroll to the Commanding Officer, who hands it into the custody of the Casket Party.
- j. The Captain replies on behalf of the Ships Company.
- k. The parade is brought to Attention. The casket is marched to a position of honour in front of the Guard.
- l. A short religious ceremony is conducted. The audience stands.
- m. The Guard Fix Bayonets.
- n. The Ceremonial White Ensign is uncased and the Colour Party marched on.
- o. The Parade gives a Salute to the City/Town/Borough.
- p. The Commanding Officer, Mayor and VIPS leave for the Saluting Base.

q. The parade reforms for the march through the City and march past, in the following order of march;

- (1) Band
- (2) Parade Commander
- (3) Colour Party
- (4) Casket Party
- (5) Guard of Honour
- (6) Unarmed Platoons (Officers)
- (7) Unarmed Platoons (Senior Ratings)
- (8) Unarmed Platoons (Junior Ratings)

r. The parade marches off with swords drawn, bayonets fixed, Colour flying and drums beating in Exercise of the Privilege.

- s. The march should include a march past with the Mayor taking the Salute.
- t. Ships Company arrive at the dispersal point.
- u. The Ceremonial White Ensign is marched off and cased.
- v. The Ships Company dismiss.

1306. Parade Orders and Sequence of Events

The following is a typical sequence of events and Parade orders for a 'Freedom of the City' Parade and should be used as a guide by Commanding Officers when planning such events. Parade is formed up at the pre-arranged assembly point.

BY WHOM	ORDER	ACTION
Ships Drill Instructor	'Parade Attention'	Guard, Colour Party and Casket Party conform
1OOG or 2OOG if a 48 JRs or Royal Guard	'Guard Slope - Arms'	Colour Escorts and Casket escorts Slope arms move on words of command from the Colour Chief and Casket WO/Chief respectively.
Ships Drill Instructor	'Parade Move to the Left/Right in Threes, Left/Right - Turn'	Colour Party take post directly in rear of the Guard. Casket Party take post in rear of the Colour Party.
Ships Drill Instructor	'Parade by the Right/Left, Quick - March'	The Band leading the parade march to the reviewing area.'
1OOG or 2OOG if a 48 JRs or Royal Guard	'Guard - Halt' 'Guard into Line Right/Left - Turn'	The Colour Party wheel to a position adjacent to the reviewing area out of the public eye. The Casket Party wheel to a position adjacent to the dais (Fig 13-2 position 1).
Unarmed Platoon Cdrs	'No ... Platoon Halt, into Line Right/Left Turn, by the Right/Left - Dress'	Colour and Casket Parties Halt, Shoulder arms, dress by the centre and stand at ease independently. The colour (cased) is brought to the 'Order'
	'Stand at - Ease'	

BY WHOM	ORDER	ACTION
1OOG or 2OOG if a 48 JRs or Royal Guard	'Guard Shoulder Arms, With Half Arm Intervals by the Right -Dress'	
	'Guard Form 2 - Ranks'	
	'Guard Open Order - March'	
	'Guard Without Intervals Right - Dress'	A Ceremonial Dressing is carried out, o/c guides reform.
Right Guide	'Guard Eyes - Front'	
2OOG or 1OOG if 48, a JRs or Royal Guard	'Guard Stand at - Ease'	
<p>1. The Parade now waits at ease, for the arrival of the Mayor and Commanding Officer. (Fig 13-3. Parade position for inspection).</p> <p>2. It is to be brought to attention by the Parade Commander, however, for the arrival of the Commander-in-Chief or area Flag Officer as they arrive at the reviewing area.</p>		
Band	Alert	On arrival of Mayor and Commanding Officer
Parade Cdr	'Parade Attention'	Guard, Colour Party and Casket Party conform.
1OOG	'Guard Slope - Arms'	Colour and Casket Escorts remain at the 'Shoulder'
When the Mayor and Commanding Officer are in position and settled on the dais:		
1OOG	'Guard General Salute Present -Arms'	The Parade Commander, Unarmed Platoon commanders and 2i/c's salute, conforming with the last movement of the General Salute of the Guard. The Commanding Officer, Colour Party and Casket Party do not Salute.
1OOG	'Guard Slope - Arms'	The Parade Commander, Unarmed Platoon commanders and 2i/c's return from the salute, conforming with the last movement of the Slope of the Guard.

BY WHOM	ORDER	ACTION
Band	Carry On	
1OOG	'Guard Shoulder -Arms'	
<p>The Commanding Officer invites the Mayor to inspect the Guard. The 1OOG reports the Guard to Lord Mayor:</p> <p>'Your Worship, HMS.....Guard ready for your inspection, Lt/S/Lt..... reporting'.</p>		
Parade Cdr	'Parade Stand at - Ease'	During the inspection of the Guard. Colour and Casket Parties conform.
	'Parade Attention'	On completion of the Guard inspection: Colour and Casket Parties conform.
<p>Parade commander reports the parade to the Mayor. 'Your Worship, the ships company of HMS..... is ready for your inspection Lt Cdr..... reporting'</p>		
Parade Cdr	'Stand Fast Leading Platoon'	As the Mayor and Commanding Officer alight from the Dais
	'Parade Stand at - Ease'	Guard, Colour and Casket parties conform
<ol style="list-style-type: none"> 1. The Parade Commander escorts the Mayor, who is accompanied by the Commanding Officer on the inspection of the ships company unarmed platoons. 2. Platoon Commanders call their platoons to attention as the Mayor approaches, report their platoon for inspection and stand their platoon at ease after the inspection is complete. 3. The Guard reform during inspection of unarmed platoons. 		
Parade Cdr	'Parade - Attention'	Guard, Colour and Casket parties conform.
Casket WO/ Chief	'Casket Party, Slope - Arms'	
	'Casket Party, Left/Right Wheel, Quick - March'	Casket party move to a position in front of the dais in preparation to receive the scroll (Fig 13-2 position 2)
	'Casket Party - Halt'	When in position.
	'Casket Party, Shoulder -Arms'	

BY WHOM	ORDER	ACTION
Parade Cdr	'Parade, Off - Caps'	Guard, Colour party and Casket Party do not remove caps
	'Parade Stand at - Ease'	Colour and Casket Parties conform
Parade Cdr	'Parade Stand - Easy'	
The Ceremony of the Freedom now takes place and the Casket party receive the scroll in position 2. The Ceremony is normally concluded with a blessing from the clergy.		
Parade Cdr	'Parade - Attention'	Guard, Colour and Casket party remain at the 'Order'
	'Parade On - Caps'	
	'Parade Stand at - Ease'	
	'Parade Stand - Easy'	Caps of unarmed platoons are squared off.
Ships Drill Instructor	'Parade - Steady'	Movement ceases in the unarmed platoons and this order is also the tip for the 1OOG to give the order 'Shoulder - Arms'
1OOG	'Guard Shoulder - Arms'	Colour and Casket escorts conform.
Parade Cdr	'Parade - Attention'	Colour and Casket Parties conform.
1OOG	'Guard Will Fix Bayonets'	Colour and Casket escorts conform to the 1OOG orders to 'Fix Bayonets'.
	'Guard - Fix'	
	'Guard - Bayonets'	
	'Guard - Attention'	The Parade Commander and the Guard Officer(s) draw their swords in time with the movements of the Guard fixing bayonets.
	'Guard Slope - Arms'	Colour and Casket escorts conform.
Colour Chief	'Colour Party, General Salute Present - Arms'	Colour Escorts Present arms, Colour Chief salutes with the cutlass
The Ceremonial White Ensign is presented for uncasing by the Colour Petty Officer and is uncased by the ships Drill Instructor.		

BY WHOM	ORDER	ACTION
1OOG	'Guard General Salute, Present -Arms'	<p>When the Ensign is uncased and at the 'Carry'.</p> <p>Casket escorts conform and the Parade Commander salutes with the sword.</p> <p>The Commanding Officer, Platoon Commanders and 2i/c's salute in time with the rifle movements of the Guard.</p>
A musical Salute of 'Rule Britannia' is played by the Band.		
Parade Cdr	'March in the Colour'	On completion of the musical salute
Colour Chief	'Colour Party, Slope Arms'	Colour Chief returns to the 'Carry' with the cutlass,
Colour Chief	'Colour Party, Quick - March'	
<ol style="list-style-type: none"> 1. The Colour Party is halted in a position on the flank of the Guard facing the dais. 2. The flank is to be the one that will be at the head of the Guard when it is turned to march off. 3. The Colour Petty Officer remains at the 'Carry' And the Colour escorts remain at the 'Slope'. 4. When the Colour Party is in position, the Casket Party move from their position in front of the dais to a new position (position 3) on the same flank of the parade as the Colour Party also facing the dais, but so they will be behind the Colour Party on the marchpast. 		
Casket WO/ Chief	'Casket Party, Slope arms' 'Casket Party, Quick - March'	Casket party halt (Fig 13-2 position 3)
1OOG	'Guard, Slope - Arms'	Guard, Colour escorts and Casket escorts are all now at the Slope
Parade Cdr	'Parade a Salute to the City of'	

BY WHOM	ORDER	ACTION
1OOG	'Guard General Salute Present -Arms'	Colour Party and Casket Escorts conform. Colour Petty Officer 'Lets Fly' the Ceremonial White Ensign. The Commanding Officer, Parade Commander, Officers in charge of unarmed Platoons and 2i/c's salute. The Band may play a short Musical flourish or Drum ruffle
	'Guard, Slope - Arms'	Colour Party and Casket Escorts conform. The Ceremonial White Ensign is 'Gathered'. The Commanding Officer, Parade Commander, Platoon Officers and 2i/c's return from the salute.
The Parade Commander now approaches the dais, salutes the mayor with a 'Short report' and to the mayor requests-		
'Your Worship, the Ships Company of HMS..... request permission to exercise the Freedom of the City/Borough/Town'		
Parade Cdr	'Parade Move to the Right/Left in Threes, Right/Left - Turn'.	Colour Party and Casket Party execute an eight pace auto wheel
Parade Cdr	'Officers For the March Past Take Post'	Officers in charge of unarmed platoons and 2i/c's move to the head and rear of their platoons respectively. Platoons will march past in Column of Route.
	'Parade will March Past at Twenty Pace Intervals'	(Fig 13-4 Parade Formed for Marching to Exercise the Freedom)
1OOG	'Band by the Centre, Guard by the Right, Quick - March'	The Band, Parade Commander, Colour Party and Casket Party all step off on this order. Unarmed Platoons are stepped off by the ships drill instructor

On completion of marching through the City and arriving at the dispersal point the parade is halted, turned into line and the Ceremonial White Ensign is then marched off with full ceremony and cased.

The band should stop playing on entering the dispersal area and will carry on and halt independently of the Guard and platoons.

BY WHOM	ORDER	ACTION
1OOG	'Guard - Halt'	Unarmed Platoon Officers , halt their platoons and order '..... Platoon into Line Right/Left - Turn', and then take up position in front of their platoons. Platoon officers then dress their platoons and stand them at ease.
	'Guard into Line Left/Right - Turn'	At the order 'Turn' from the 1OOG, the Colour party and Casket party execute an eight pace auto wheel to bring the Colour Officer, the Casket WO/Chief and the Colour and Casket Escorts in line with the front rank of the Guard and Colour CPO in line with the rear rank of the Guard.
	'Guard Shoulder Arms'	
	'Guards by the Left/Right - Dress'	
	'Guard Stand at - Ease'	
Parade Cdr	'Parade - Attention'	
1OOG	'Guard, Slope - Arms'	Colour and Casket escorts conform.
	'Guard, General Salute Present -Arms'	Colour Chief and Colour and Casket escorts conform. Colour remains at carry. Band plays the first six bars of 'Rule Britannia'.
Parade Cdr	'March off the Colour'	On completion of the musical salute
Colour Chief	'Colour Party Slope - Arms'	
	'Colour Party Quick - March'	The Colour is marched out to the flank of the dispersal area and cased by the Ships Drill Instructor.

BY WHOM	ORDER	ACTION
1OOG	'Guard Slope - Arms'	
	'Guard Shoulder - Arms'	
A car should now arrive, stopping in front of the Casket Party. The casket WO/Chief enters the car and returns to the ship with the casket and freedom scroll.		
Parade Cdr	'Parade - Dismiss'	

Notes.

1. *Keep it simple.*
2. *The White Ensign should not be paraded and bayonets should not be fixed until the Freedom has been conferred.*
3. *The Parade Commander and Guard Officer(s) swords remain sheathed until the Guard fix bayonets.*
4. *The White Ensign is carried at the head of the Guard when on the march.*
5. *The Colour party should be placed in a position wherever possible, out of the public eye but adjacent to the Reviewing area, before the ceremony begins.*
6. *The casket party should be positioned adjacent to the dais.*

1307. Exercising the Right of Freedom

If at any time a Naval or Royal Marines unit desires to march with bayonets fixed through the streets of cities or large towns in Great Britain or Northern Ireland exercising their 'Right of Freedom', a request for permission is to be sent in advance to the city or town. The notification should be couched in the form of an intention to do so, to enable the civic authorities to represent their views on such matters, as obstruction to traffic or other difficulties which may arise.

Fig 13-1. A Casket Party



Fig 13-2. Receiving the Scroll

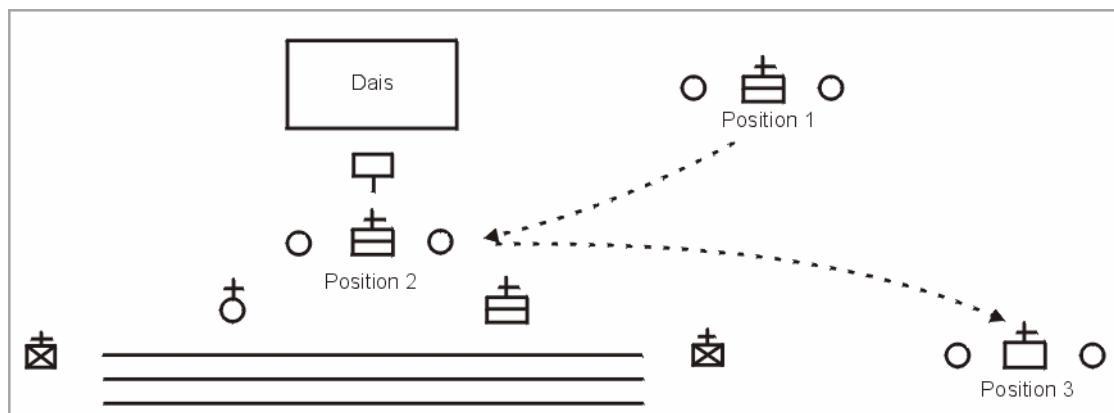


Fig 13-3. Parade Position for Inspection

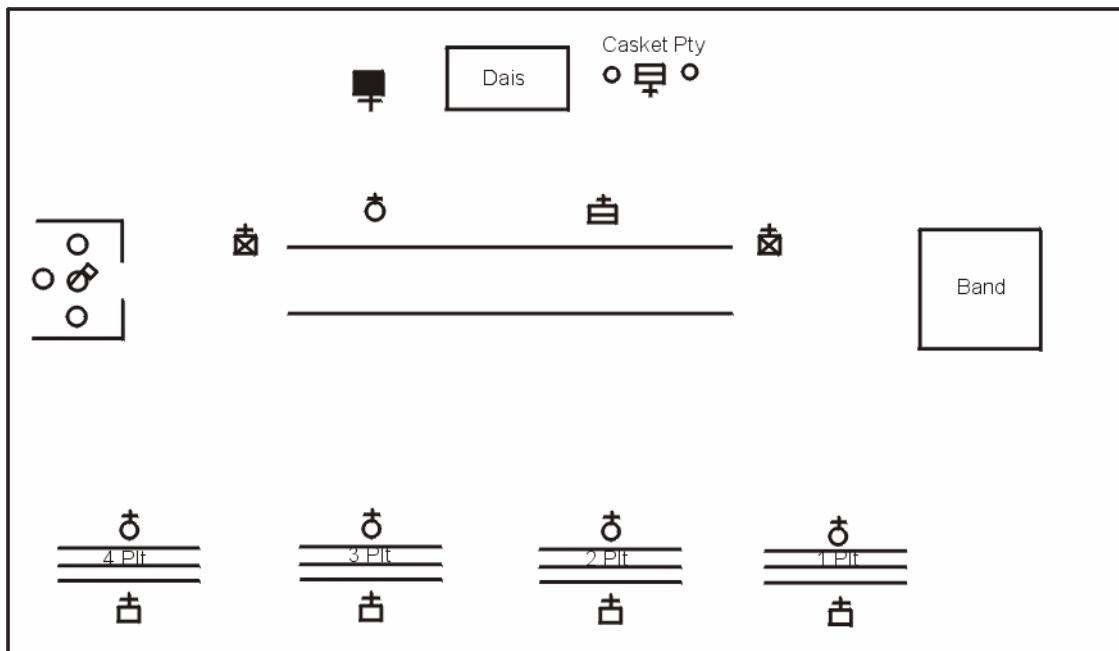
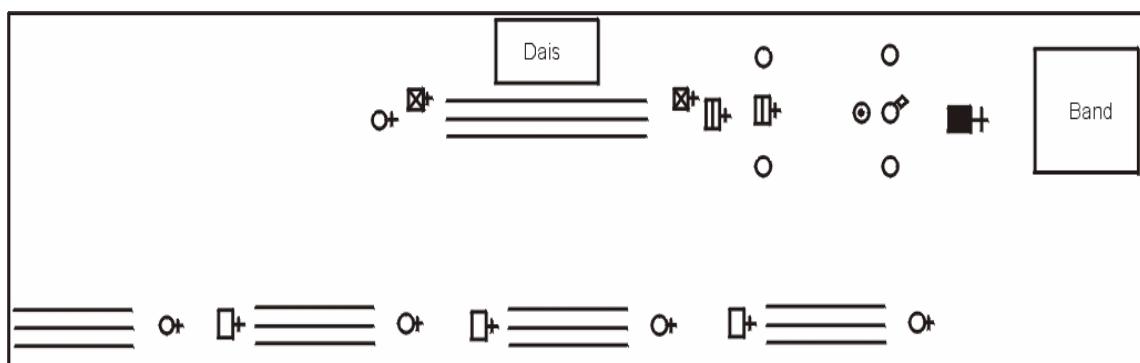


Fig 13-4. Parade Formed Prior to Marching to Exercise the Freedom



CHAPTER 14
GUARDS AND SENTRYIES

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- 1405. Relieving, Posting and Dismissing a Guard
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CHAPTER 14

GUARDS AND SENTRIES

1401. Introduction

The object of this chapter is to lay down a simple routine that will ensure the effective mounting and relief of guards and sentries under peace-time conditions. Units will require to base their own orders on it.

1402. General Instructions

- a. During guard mounting, officers armed with the sword will be at the 'carry'.
- b. Guards, including reliefs, rounds and patrols, will march with sloped arms and bayonets fixed, except for the senior non-commissioned officer of the guard, who will not fix his bayonet.
- c. See Para 0229 [sub para d](#) for compliments to be paid by guards, rounds, sentries and reliefs. See [Chapter 6](#) for sentry drill.

1403. Formation of a Barrack Guard

- a. The men will normally fall in in two or three ranks according to the size of the guard. See [Para 0115](#) and [Para 0202](#).
- b. When the guard is commanded by a NCO, his post will normally be:
 - (1) *At the Halt*. On the right of the guard. He will not be covered.
 - (2) *On the March*. 2 paces in rear of the centre of the rear rank.
- c. The next senior NCO will be:
 - (1) *At the Halt*. On the left of the guard. He will not be covered.
 - (2) *On the March*. On the right of the guard.
- d. Should the third NCO be on any one guard, he will march on the left.
- e. If the guard is commanded by an officer, his post will be 3 paces in front of the centre. The senior NCO will be on the right of the guard.
- f. If a drummer is parading with the guard his post will be on the right of and in line with the senior NCO of the guard.

1404. Guard-Mounting Parade

- a. All guard or picquet duties will be paraded and inspected on the unit or company parade ground. Duties will be formed up in line, the guards on the right, picquets on the left, with the spare man 2 paces in rear of and covering the right-hand file of his guard or picquet.
- b. Guards and duties will be inspected by the adjutant or orderly officer. After inspection the adjutant (or orderly officer) will fall in the officers (if any) and order the guards and picquets to be marched off and spare men for duty to be dismissed. Guards and picquets will give 'eyes right' to the adjutant (or orderly officer) as the march off to their duty.

1405. Relieving, Posting and Dismissing a Guard

- a. When the ground admits, the new guard will advance in line towards the front of the old guard and be halted, when possible, 15 paces in front of it. When this is not possible, the new guard will halt 6 paces from the left of the old guard facing the same direction.
- b. When the new guard is halted opposite the old guard, it will be dressed by the sergeant in charge of the guard, who will then place himself on the right of the guard before giving his words of command.
- c. The old guard will then present arms, and the new guard return the salute. Commanders of guards, if officers, will salute; if NCOs they will present arms at the same time as the men.
- d. Both guards will in like successive manner slope arms and shoulder arms.
- e. Commanders of the guards will march out and halt together 2 paces apart facing each other midway between the centres of their guards, and will state the number of sentry posts, e.g. 'one by day, two by night'. If they are officers, they will move at the 'carry', if NCOs, at the 'slope'. They will then return to their positions in their guards and will stand their guard at ease in succession.
- f. The new guard will be told off and first relief sent out.
- g. When the first relief of the new guard is sent out, a NCO (normally a corporal) of the old guard will accompany it to bring in the relieved sentries. If the relief moves in line the NCO of the old guard will be on the right flank, if in file (or single file) he will be at the head of the file or rank. As soon as all the sentries are relieved, the two NCOs will change places and the NCO of the old guard will assume command.
- h. While the relief is marching round, the commander will take over the property in charge of the guard according to the list on the inventory board, at the same time checking the list in the old guard report.

- i. When the reliefs have returned, and all the men of the old guard have fallen in, both guards will be called to attention and ordered to slope arms.
- j. In every case the word of command will be given by the old guard first, followed by the new guard, e.g., 'Old Guard, Slope - Arms!' 'New Guard, Slope - Arms!' etc.
- k. The old guard will then move off, in line if possible, otherwise in threes or file, the new guard presenting arms, the commander of the old guard giving 'Eyes - Right (or Left)!' as he marches off and after changing direction.
- l. When the old guard has left, the new guard will be addressed by its title, e.g. 'barrack guard'. The new guard will slope arms and will receive the command 'Move to the Right (or Left) in File (or Threes), Quick - March!'. It will be marched to the position previously occupied by the old guard. Here will be explained the detail for turning out. The guard will dismiss to the guard-room, where the orders for the guard will be read out. These orders will also be read and explained to the men of the first relief when they come off sentry.
- m. If it is necessary to pay compliments during guard mounting, words of command will be given to both guards by the senior officer, NCO or marine on parade.
- n. The old guard will be marched to the unit parade ground and, after inspection of weapons and ammunition, will be dismissed.

1406. Guard Turning Out and Turning In

Guards and picquets turn out under peace-time conditions:

- a. Between 'Reveille' and 'Retreat' to pay compliments to:
 - (1) Members of the Royal Family and other persons entitled to similar honours.
 - (2) General officers in uniform.
 - (3) The brigade commander (if any) of the unit finding the guard, in uniform.
 - (4) Armed corps.
- b. At all times, to pay compliments to grand rounds.
- c. If a regimental guard, once a day to pay compliments to their CO of whatever rank.
- d. To stand with arms sloped to:
 - (1) Armed corps (between 'Retreat' and 'Reveille').
 - (2) Armed parties.

- e. As a routine, at 'Reveille', 'Retreat' and 'Tattoo', when they will be inspected by the guard commander.
- f. When called upon to do so by visiting or other rounds.
- g. To observe the two minutes silence at 1100 hours on Remembrance Sunday. The guard will present arms.

1407. Guard Turn Out

ORDER	ACTION
'Guard - Turn Out!'	(Given by the sentry on the guard-room). The guard will turn out at the double, with rifles at the 'high port' if bayonets are fixed, and fall in at the 'slope' in open order, taking up their own sizing and dressing. The bugles (if on parade) will be 2 paces to the right of the senior NCO.

- a. When the guard is turning out to the brigade commander or a still more senior officer, the NCO will remain on the right of his guard and will not accompany the inspecting officer.
- b. In paying compliments, the NCO commanding the guard will handle his arms in like manner to the guard.
- c. Between 'Retreat' and 'Reveille' the NCO on duty may be inside the guard-room. The sentry on the guard-room must call out the NCO as soon as he observes rounds or an armed party approaching.

1408. Guard Dismiss

ORDER	ACTION
'To the Guard-room, Dis - miss!'	(Given by the senior NCO). The guard will dismiss in open order and file into the guard-room. The sentry will salute in time with the guard and will state his post 'No. 1 post and all's well, Sir' if he is visited by the officers. The guard commander will accompany the inspecting officer round the guard-room premises, cells etc.

1409. Marching Reliefs

- a. Whenever possible, reliefs will march in line. The NCO in charge (normally a corporal) will be 2 paces in rear of the centre file or man.
- b. When marching in line is not practicable, reliefs will be marched in file or single file. The NCO in charge will be on the right of the rear reliefs.

1410. Posting Sentries

When a sentry who is to be posted on a new post as yet without a sentry reaches a point just short of the post assigned to him he will be halted. The sentry will then step off without further order and will halt and face in the required direction on his exact post. The NCO will then read and explain to him his orders, the object for which he is posted, the front of his post and the extent of his beat.

1411. Relieving Sentries

ORDER	ACTION
'Relief - Halt!'	On the approach of the relief, the sentry with his rifle at the slope will place himself in front of the sentry box. The NCO of the relief will halt the relief at about 2 paces from the sentry. The new sentry will then move out from the relief, and fall in on the left of the old sentry, turning to face the same direction. The NCO will read the orders to the new sentry and ensure that the sentry understands them.
'Sentries - Pass!'	The old sentry will move to his place in rear of the relief, and the new sentry will close 2 paces to his right.
'Relief Quick - March!'	The relief will be marched off. The relief will give 'Eyes -Right!' to the sentry. The sentry will salute in his own time.

1412. Dismissing a Relief

On return to the guard-room, reliefs will be dismissed to the guard-room without permission being obtained from an officer or senior NCO. If an officer is in sight, the reliefs will salute.

CHAPTER 15
BAND CEREMONIAL
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CHAPTER 15

BAND CEREMONIAL

1501. Introduction

- a. The procedure for the band on ceremonial parades with troops will be found in the chapters which deal with those parades. This chapter deals with ceremonial when the band is on parade alone, and with movements peculiar to the band which are required on ceremonial parades with troops.
- b. Royal Marines bands when on shore normally play the musical salutes laid down in Queens Regulations and Admiralty Instructions, see also [Para 0229](#).
- c. For words of command to the band when on parade with troops see [Para 0805](#) to [Para 0807](#).

1502. Funeral Drill

a. Forming Lane

- (1) The front rank will be numbered from right to left, the ranks in rear taking their numbers from the front. The centre file in bands formed in 5 files will be numbered from front to rear.
- (2) On the command 'Form Lane!' or, if playing, when the drum-major inclines to his right, the outer files will step short. The remainder, except the centre file, will incline outwards and move into position in front of their outer file man.
- (3) The odd numbers of the centre file will incline to the right, even numbers to the left, the whole moving to a position in front of their inner file.
- (4) The bandmaster and bass drummer will always go to the left.

b. The Halt and Inward Turn.

In this lane formation, the band will then be required to halt and turn inward without interrupting the playing. The halt will be done as detailed in Chapter 0803 [sub para a](#). The turn, done in the time of 2 paces in slow march time, will start on the first beat of the following bar. The band will then cease playing as requisite.

c. Re-Forming Band.

To regain original band formation, the drum-major will give the command 'Re-Form Band, Quick - March!'. He alone will act immediately on this command by leading forward and through the centre of the lane. The remainder of the band will step off when their front is clear, following in rear of the drum-major, regaining their original position in band formation.

1503. Band Troop

- a. The ceremony of Band Troop is based on combining the movements of:
 - (1) The slow march (preceded by an introductory musical pause at the halt) and:
 - (2) Changing from slow to quick march, and by introducing wheels and the counter march governed by distances according to local conditions.
- b. Details for the introductory pause and the manner in which it is to be performed are given in Para 0925 **sub para g**.
- c. The ceremony will normally be concluded by playing the National Anthem followed by the Regimental March.

1504. Beating Retreat

- a. As Beating Retreat is a military ceremony it is important that the dignity of the occasion should not be impaired by the interpolation of other items which have no historical connection with the main ceremony, such as:
 - (1) A '*Guard*' and/or '*Drill Display*'. The provision of a guard mounted on nothing in particular is incorrect, as is a drill display. If it is desired to give a display by the band, with or without a drill display, the occasion should be referred to in such terms as:
 - 'A Display by the Massed Bands of the Royal Marines',
 - 'A Display of Drill by the Detachment of HMS,'
 - 'A Display by the Band of the Royal Marines, Portsmouth, and 800 King's Troop, Royal Marines'.
 - (2) *Social Occasions*. There is no objection to social occasions taking place either before or after Beating Retreat, but Beating Retreat should not be provided as part of the entertainment.
 - (3) The ceremony of Beating Retreat should be timed so that the playing of 'Sunset' (or 'Retreat') takes place, at least approximately, at the correct time.
- b. **Outline of Procedure.** The procedure must vary according to local conditions and will therefore be governed by the size of the parade ground, numbers in the band or bands taking part, etc. The following paragraphs give the general outline of the ceremony, timed to approximately 20 minutes duration.

c. **Phase I - A Trooping Ceremony**

- (1) Fanfare.
- (2) Quick March (entry of band into the arena).
- (3) Slow Troop.
- (4) Quick March.

d. **Phase II - Beating Retreat by the Drummers**

- (1) At the Halt.
- (2) On the March.

Note. During this phase the band remains stationary, instruments in the position of attention.

e. **Phase III - Taking up Position for the Finale**

- (1) The series of movements by the drummers Beating Retreat on the march will conclude by marching through the stationary band.
- (2) The band and drums then advance in normal formation playing a quick march.
- (3) A band wheel and counter-march, as necessary, should then be effected with the object of bringing the band to a stationary position in front of the saluting point to conclude phase III in readiness for the finale.

f. **Phase IV - The Finale.** The finale (or programme) should be designed to include the 'Sunset Ceremony' (during which the flag will be lowered from the mast-head), it's place in the musical sequence being as follows:

- (1) A musical 'voluntary' (approximately 3 minutes duration).
- (2) Evening Hymn.
- (3) 'Sunset' (for combined band and bugles).
- (4) Fanfare.
- (5) A traditional tune, e.g., 'Rule Britannia'.
- (6) The National Anthem.

Note. It is emphasized that this is a guide only. Each 'finale', or in fact the whole Beating Retreat ceremony, should be designed to suit local requirements. For example, in the suggested finale above, **sub para (1)**, **sub para (4)** and **sub para (5)** may be omitted without detracting from the ceremony as a whole. Much will always depend on the musical forces available.

g. **The March Off.** The ceremony of Beating Retreat will be concluded by the band leaving the parade ground playing the regimental march.

CHAPTER 16

CEREMONIAL IN HER MAJESTY'S SHIPS

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CHAPTER 16

CEREMONIAL IN HER MAJESTY'S SHIPS

1601. Introduction

- a. The ceremonial to be observed in Her Majesty's ships is laid down in The Queen's Regulations for the Royal Navy, to which officers must refer.
- b. The instructions in this chapter are given as a guide to officers commanding Royal Marines detachments afloat, to assist them in discharging the provisions of QRRNs. Officers must modify them to accord with station orders.
- c. See QRRNs for the table of marks of respect.

1602. The Guard

It is important to differentiate between 'the guard' and a 'guard of honour' on board HM ships. 'The guard' consists of those members of the detachment who are employed on watch keeping duties, together with the sergeant and corporal of the guard. 'The guard' for the purpose of these instructions means those watch keepers who are not on watch or leave.

1603. Guards of Honour

- a. Guards of Honour will be paraded for Personages visiting HM ships or establishments officially. The entitlement of Personages is given in QRRNs, as also are the times between which the guard will normally be paraded. The band will attend, when available, and when a musical salute is appropriate.
- b. Royal Marines Guards of Honour afloat will conform, as far as is practicable, to the drill given in Chapter 18 for Guards of Honour ashore.
- c. **Organization.** Guards of Honour afloat will consist of:
 - (1) *Royal Guard.* 1 Major or Captain.
1 Lieutenant.
4 Sergeants.
96 Rank and File.
 - (2) *Captain's Guard.* 1 Major or Captain.
1 Lieutenant.
1 Sergeant.
24 Rank and File.
 - (3) *Subaltern's Guard.* 1 Lieutenant.
1 Sergeant.
16 Rank and File.

(4) *Sergeant's Guard.* 1 Sergeant.
 12 Rank and File.

When no band is available, a bugler will be paraded with Royal, Captain's and Lieutenant's guards. He will be posted on the right of the right guide.

d. Parade Formation

- (1) Guards will be paraded in two ranks at open order.
- (2) The guard may be formed up anywhere on the quarter-deck or flight-deck but should face the ladder or point where the Personage will be arriving.
- (3) The band should normally be abaft the guard.

e. Procedure

- (1) As the Personage approaches the ladder or brow the Guard of Honour will be called to attention.
- (2) 'Alert' sounded by the bugler, or 'Still' on the pipe, on the order of the officer of watch.
- (3) 'Guard, Slope - Arms!'.
- (4) First pipe (when entitled). Personage comes up ladder or over brow. Second pipe (when entitled).
- (5) 'Guard (Royal or General Salute) Present - Arms!' as the Personage steps on to the quarter-deck or flight-deck. Band if paraded, plays appropriate tune.
- (6) 'Guard Slope - Arms!'. The 'carry on' is sounded.
- (7) 'Shoulder - Arms!'. Guard commander reports to the Personage, who will inspect the guard. When an officer commands the guard he will accompany the Personage. When a sergeant commands the guard, he will make his report from his position in line and will not accompany the Personage.
- (8) When required to be in attendance when the Personage leaves, the guard will present arms just before the Personage steps over the side.
- (9) If no band is available the 'general' or 'commodore's' salutes will be sounded on the bugle.
- (10) Discretion must be used on the correct moment to time the 'present'. If the Personage is obviously waiting on the top platform the salute must be given there.

1604. Guards Paraded during Gun Salutes

The guard, commanded by a subaltern, and band will be paraded while gun salutes are being fired in or approaching harbour. If the salute is for a personage who has already been aboard and inspected a guard of honour the guard will remain fallen in. The procedure will be as follows while the salute is being fired:

- a. 'Alert' on the bugle over main broadcast. 'Attention on the Upper Deck!'. Guard comes to the 'slope'.
- b. 'Commence' on the bugle. Salute is fired. Guard remains at the 'slope'.
- c. 'Cease Fire' on the bugle. Guard presents arms and appropriate tune is played by the band. Guard returns to the 'slope'.
- d. 'Carry On' on the bugle. Guard marches off.
- e. If no band is available the 'General Salute' will be sounded on the bugle.

1605. Entering and Leaving Harbour

- a. The guard, commanded by a subaltern, and band will fall in for entering or leaving harbour if between 'colours' and 'sunset' (or 1800, whichever is the earlier) on weekdays and 1200 on Sundays unless otherwise ordered.
- b. It is most important to ascertain what flags and ships are to be saluted before entering harbour. The guard will pay compliments to flag officers, foreign warships, etc., as laid down in QRRNs.
- c. It is not necessary to have a bugler with the guard. One bugler should stand by the main broadcast on the bridge, and the remaining buglers, if there are two or more in the ship, should normally fall in on the bridge roof.
- d. When approaching the point to be saluted the guard should be brought to the 'slope' facing the correct direction. The executive officer on the bridge is responsible for giving the executive order to the bugler to sound off. The procedure will be:
 - (1) 'Alert' on the bugle over the main broadcast. 'Ships Company Attention!'. The band, if playing, ceases and remains at the ready.
 - (2) 'Guard, Present - Arms!'. Band plays appropriate tune. (To receive the salute of a junior ship, the guard remains at the slope).
 - (3) 'Guard, Slope - Arms!'. (After the Flagships guard, when appropriate).
 - (4) 'Carry on' on the bugle over the main broadcast.
 - (5) 'Guard, Stand at - Ease!'.

e. The detachment will fall in facing outboard in three ranks and will be sized. When the 'Alert' is sounded on the bugle, or the 'still' on the boatswains pipe, the detachment will be brought to attention, and stood at ease again when the 'carry on' is sounded. Officers will not salute. On nearing the ship's berth, the executive officer will sound the 'extend'. On this order, ranks required for berthing duties will fall out and go to their stations.

1606. Procedure for Ships Passing

a. See QRRN Article 9224, which states: 'Two Ships Passing'. When in the periods:

- Between sunrise and five minutes to morning Colours,
- between morning Colours and five minutes before evening Colours,
- between evening Colours and sunset,

one of Her Majesty's ships passes another ship which is not under way, and if either be flying a Standard, Admiralty Board Flag or other distinguishing flag, or is flagship or foreign warship, the junior ship is to sound the 'Alert' and the other is immediately to do likewise and after a short interval sound the 'Carry on'. The junior ship is, after a short interval, also to sound the 'Carry on'. In cases of doubt as to seniority, especially where foreign warships are involved, Her Majesty's ships are to be prepared to give the salute first at the most opportune moment, provided that they are satisfied that it is likely to be returned in a similar manner.

b. If guards and bands are paraded, the junior ship is to give the appropriate salute as laid down in Articles 9206, 9208, 9213 and 9215, the guard in the senior ship receiving the salute at the 'Slope', but if one of the ships be a foreign warship, a similar salute to that laid down in Article 9215 is to be given by the junior and returned in full by the senior, the bands playing the foreign national anthem.

c. If neither ship be a flagship, or a warship or a foreign nation, the bugle is not to be used but similar marks of respect are to be paid and returned by pipe. If guards and bands are paraded, the guard is to remain at the 'Slope'.

d. When one of Her Majesty's ships passes another ship which is also underway, the foregoing marks of respect are to be paid and returned by pipe only. If guards are paraded the guard is to come to the 'Slope', but if a foreign warship should act, or appear likely to act, as laid down in Clause 1, reciprocal action is to be taken by one of Her Majesty's ships when passing, or being passed by, such foreign warship.

e. When ships are in company at sea, marks of respect are only paid as follows:

- On first passing after sunrise each day.
- On inverting the line during manoeuvres.
- On hauling off or disengaging after replenishment or transfers (not on approach).

f. The procedure will be:

- Junior ship's guard come to the 'Slope'. Senior ship's guard comes to 'Attention'.
- Junior ship sound the 'Alert'.
- Senior ship sound the 'Alert'.
- Junior ship's guard 'Presents Arms' and band plays appropriate tune. Senior ship's guard 'Slope Arms' to receive the salute.
- Senior ship sounds 'Carry on'.
- Junior ship's guard comes to the 'Slope'.
- Junior ship sounds 'Carry on'.
- Both guards 'Shoulder Arms' and 'Stand at Ease'.

1607. Guard of Honour for Admiral's Barge passing with Flag Flying

A guard of honour of appropriate strength will be paraded to pay compliments to Royal or Imperial personages, Flag Officers, etc., passing in boats flying a flag, unless otherwise ordered.

a. The procedure will be:

- As the barge approaches the guard will be brought to the 'Slope'. 'Alert' is sounded over the broadcast as ordered by the OOW/OOD. 'Attention on the Upper Deck Face to Port/Starboard!'.
- Guard 'Presents Arms!'. Band (if paraded) plays appropriate tune.
- Guard 'Slopes Arms!'.
• 'Carry On!' is sounded over the broadcast as ordered by the OOW/OOD.
- Guard 'Shoulders Arms!'.

b. If a ship not under way is flying the flag or broad pennant of an officer senior to the Flag Officer or Commodore passing in a boat, the 'Alert' is to be sounded on the bugle, but guard and band will not be paraded.

c. If a Flag Officer's barge passes showing 'affirmative discs': 'Alert' only, no guard. If 'negative disc': Officer of the Watch salutes and gangway staff stand to attention, no guard.

1608. Definition of Colours

a. QRRN 9132, 9136, & 9313, and FLAGO 0207 refer.

b. The 'Colours' referred to are those 'worn' by Her Majesty's Ships in commission, that is, the White Ensign and the Union Flag worn as a Jack.

c. The terms 'Morning Colours' and 'Evening Colours' are used to describe the two ceremonies of hoisting and lowering Colours. These ceremonies may also be referred to as 'Colours' and 'Sunset' respectively.

1609. Time of Morning and Evening Colours

QRRN 9136 refers. Her Majesty's ships, when lying in home ports and roads, are to hoist their colours at 0800 from 15 February to 31 October inclusive, and at 0900 from 1 November to 14 February inclusive, but when abroad, at 0800 or 0900 as the Commander-in-Chief shall direct, and they shall be worn if the weather permits or unless the senior officer present sees objection thereto or directs otherwise, throughout the day until sunset, when they are to be hauled down. Evening Colours are to be carried out at sunset or at 2100 when actual sunset is after that time.

1610. Preparations for Morning Colours

- a. Colours party personnel should be nominated and individual duties specified as a matter of normal daily harbour routine. The Duty Senior Communications Rating (DSCR) should muster and brief his party as to their duties.
- b. By thirty minutes prior to the ceremony all arrangements should be completed, i.e.,
 - (1) Colour Party mustered and detailed.
 - (2) Halyards and clips checked.
 - (3) Ensign and Union Flag Checked and bent on.
 - (4) Preparative pennant bent on.
 - (5) Time check carried out.
- c. At 15 minutes prior to the ceremony, the DSCR is to report to the Officer of the Day (OOD) that the Colour Party and all preparations are correct; he should also report which ship or shore station is controlling the ceremony (for the purpose of these instructions known as the Controlling Authority).
- d. At 10 minutes prior to the Ceremony:
 - (1) The OOD is to report to the Captain '10 minutes to Colours'.
 - (2) Colour Party close up in their positions (earlier if Guard/Band are present).

1611. Morning Colours - No Guard or Band Present

- a. QRRN 9202 and 9313, and ATP1 Vol 2 Chapter 2 paragraph 203 refer.
- b. At 5 minutes prior to the Ceremony:
 - (1) Controlling Authority hoists 'Prep' close up (other Ships repeat).
 - (2) Rating on Ensign staff reports* to OOD '5 minutes to Colours, Sir/Ma'am'.

- c. At approximately one minute to the Ceremony the OOD is to order 'Colour Party Attention'.
- d. At the exact time of the Ceremony (in the following sequence):
 - (1) Controlling Authority dips 'Prep' (other ships conform).
 - (2) Rating on Ensign staff reports* 'Eight (or nine) o'clock, Sir/Ma'am'.
 - (3) OOD orders 'Make it so'.
 - (4) Rating detailed strikes eight (or two) bells. Ratings on Ensign and Jack staffs turn to face the staff.
 - (5) On completion of the bells, the OOD orders 'Sound the Alert' (or 'Pipe the Still' if no bugler is present).
 - (6) On completion of the Alert/Still:
 - (a) The Bugler sounds the 'General Salute', rating on Ensign and Jack hoist away at a rate to ensure that both flags reach their block as the last note of the 'General Salute' is sounded or
 - (b) If no bugler is present, ratings on Ensign and Jack hoist away slowly so that flags reach their block in approximately 20 seconds (conforming to the Senior Officer if visible).
 - (7) When the last note of the 'General Salute' has sounded and/or the Ensign is close up to the block, the rating on the Ensign turns to face the OOD.
 - (8)
 - (a) In the Controlling Authority, the OOD then orders 'Sound/Pipe the Carry On' and 'Prep' is hauled down (other ships conform).
 - (b) In ships other than the Controlling Authority, the rating on the Ensign staff reports 'Prep Hauled Down, Sir/Ma'am'. the 'Carry On' is then sounded/piped.
 - (9) On completion of the 'Carry On', the OOD orders 'Colour Party, Dismiss'. Ensign and Jack halyards are then made fast.

Note. *These reports should be preceded by a hand salute if the Conducting Officer is a commissioned officer and the rating is not constrained by the halyards.

1612. Morning Colours - Guard Present

- a. QRNN 9314 refers. When a guard is present, the following procedure should be used in addition to that laid down in [Para 1611](#).

- b. At approximately one minute prior to the Ceremony, after the OOD has called the Colour Party to attention, the Guard Commander is to call the guard to attention and order 'Guard, Slope - Arms'.
- c. After the Alert/Still is sounded/piped, the Guard Commander is to order 'Guard, General Salute, Present - Arms'. (All hand salutes are to conform to the guard's final rifle movement of the present).
- d. On completion of the 'General Salute' (or, if a band is present, on completion, of the National Anthem(s), the Guard Commander is to order 'Guard, Slope - Arms'. (All hand salutes conform, resuming the position of attention on the final movement of the guard sloping arms).
- e. When the guard has returned to the Slope, the OOD is to order 'Sound/Pipe the Carry On'.
- f. On completion of the 'Carry - On' the Guard Commander is to march off the guard and, when they have left, the OOD is to order 'Colour Party, - Dismiss'.

1613. Morning Colours - Band Present

- a. QRRN 9313 refers. Should bands be paraded in ships other than the Controlling Authority, the latter is to be kept informed of the intended ceremonial programme. When a band is present, the following procedure is to be used in addition to that laid down in [Para 1611](#), and [Para 1612](#) if appropriate.
- b. After the 'Alert' has been sounded, the National Anthem is to be played in place of the 'General Salute'. The Ensign and Jack are to be hoisted so as to reach the block on the final note of the anthem.
- c. If warships of other countries are present, on completion of the National Anthem, other anthems are to be played in the following order.
 - (1) National Anthem of the host country (when in foreign ports).
 - (2) At the discretion of the senior officer present (British or foreign), a selection of anthems from other countries in company, taking into account the seniority of Flag Officers present. Selection to be varied from day to day.
- d. When Her Majesty's Ships are in company with ships of Commonwealth Republic's Navies or the Royal Malaysian Navy, or visiting ports in Commonwealth Republican States, Malaysia or Singapore, bands are to play the national anthem of the country concerned immediately after the British National Anthem.
- e. After the final note of the last anthem, the guard is ordered to slope arms and the OOD of the Controlling Authority then orders the 'Carry - On' to be sounded.

1614. Sunset/Evening Colours

- a. The ceremony of Sunset is carried out at the actual time of sunset or at 2100 (local), which is known as Evening Colours, whichever is earlier. When in a foreign port in company with warships of that country, the custom of that country should be observed in respect of timing. Preparations should follow [Para 1504](#) as far as is applicable.
- b. At 5 minutes prior to the Ceremony:
 - (1) The Controlling Authority hoists 'Prep' close up. (Other ships repeat.)
 - (2) Rating on the Ensign staff reports* to OOD 'Five Minutes To Sunset/Evening Colours, Sir/Ma'am'.
- c. At the exact time of the ceremony (in the following sequence):
 - (1) The Controlling Authority dips 'Prep' (other ships conform).
 - (2) The rating on the Ensign staff reports* 'Sunset Sir/Ma'am' or 'Evening Colours Sir/Ma'am'.
 - (3) The OOD orders 'Sound the Alert' (or 'Pipe the Still' if no bugler is present).
 - (4) On completion of the Alert/Still:
 - (a) The Bugler sounds 'Sunset'. Ratings on the Ensign and Jack then lower away at a rate to ensure that the flags are gathered in their arms by the time the last note is sounded or
 - (b) If no bugler is present, the Ensign and Jack are lowered in silence in a time of approximately 20 seconds (following the Senior Officer if visible.)
 - (5) On completion of lowering the Ensign, the rating turns to face the OOD.
 - (a) In the Controlling Authority, the OOD orders 'Sound/Pipe The Carry On' and the Prep is hauled down (other ships conform).
 - (b) In ships other than the Controlling Authority, the rating reports 'Prep Down, Sir/Ma'am', the 'Carry - On' is then sounded/piped.
 - (6) On completion of the 'Carry On', the OOD orders 'Colour Party, - Dismiss'. The halyards are then secured and the Colours folded.

Note. *These reports should be preceded by a hand salute if the Conducting Officer is a commissioned officer and the rating is not constrained by the halyards.

1615. Ceremonial Divisions

- a. **Falling In.** The detachment will fall in in three ranks, without intervals, facing outboard, and stand at ease. If space permits, dressing will be carried out with intervals. Senior NCOs will form a supernumerary rank.
- b. **Mustering.** The Senior NCO will muster and size the detachment with the tallest on the flanks, shortest in the centre. The Senior NCO will order the detachment to take 'open order', give the order 'Right (or Left) - Dress!' and 'Eyes - Front!' and report to the OCRM.
- c. **Inspection.** The OCRM will inspect the detachment. On completion of the inspection, officers will fall in in front of the detachment to divide the frontage. The Senior NCO will fall in on the right of the supernumerary rank.
- d. **Reporting.** The detachment will then be reported to the commander.
- e. The Captain will normally inspect divisions in turn.

1616. Man and Cheer Ship - General

See FLAGO's Paragraph 0210. The following instructions are to be observed wherever practicable; minor modifications may be made to suit particular conditions.

- a. **Falling In Before Manning Ship.** Personnel are to be fallen in within the vicinity of their Man Ship station. They are to be sized:

Forecastle	-	tallest forward, shortest aft.
Flight Deck	-	tallest aft, shortest forward.
Amidships	-	tallest at each end of the Ranks.

Ships with one continuous main deck should man ship with the tallest personnel forward and aft and reducing in size towards the midships position where the shortest personnel should be stationed. When required to man ship, the 'Extend' is to be sounded by bugle or the order given verbally over the ships main broadcast system. Personnel are to move to their stations, falling in and standing at ease without further orders.

- b. **Stations for Manning Ship.** Ships are normally to be manned on one side only. If, for special reasons, it is necessary to man both sides, sections of the waist or midships may have to be omitted.

- (1) The whole of the upper deck is to be manned from jackstaff to ensign staff.
- (2) Personnel are to stand 3 feet apart, facing outboard and 1 pace from the guard rail. When dressed, personnel are to stand at ease.
- (3) Guards and bands (if borne) are to be paraded on the flight-deck. A bugler is to fall-in in a suitable position near the direction of approach of the distinguished personage.

(4) *Officers, Senior NCOs and NCOs.* No more officers than necessary are to be in charge of the personnel manning ship. They are to fall-in 3 paces in the rear of the personnel they are in charge of. The Officer-in-charge is to be in the centre with his junior officers, Senior NCOs and NCOs equalizing the spaces on either side of him. Officers not otherwise stationed are to fall-in together in a convenient position near the bridge. NCOs not otherwise stationed are to be fallen in at a convenient position on the ships superstructure where they can be best seen.

(5) *Marines.* Marines not manning the ship's side are to be fallen in, at a convenient position where they can be best seen.

c. **Special Instructions for Manning Certain Classes of Ship.**

(1) *Aircraft Carriers.* These ships are to be manned 6 feet from the edge of the flight deck on both sides and across the forward and after ends. The weather bays are to be manned, but not the bridge super-structure. The Guard and bands are to be fallen in at the after end, amidships, facing the side on which the distinguished personage is passing. Unattached Officers are to fall-in at the after end and forward of the guard.

(2) *Submarines.* The crew is to be fallen in on the casing facing the side on which the distinguished personage is passing. Manning is to be in a single rank from jackstaff to ensign staff. The commanding Officer is to be forward of the fin with Officers followed by Junior Rates. Senior Rates to be aft of the fin followed by Junior Rates. If ships are manned on both sides the men on the disengaged side are to be turned about prior to cheering ship.

(3) *L.P.D.* The Main deck 01, 03 and 04 decks are to be manned.

1617. Manning Ship - Drill

a. For a Distinguished Personage if the Queen's Colour is Paraded (Reference QRRN 9131.3). On the approach of the distinguished personage the following procedure is to be undertaken:

ORDER	ACTION
'Alert' - Sounded by bugle or the 'Still' by pipe	
'Ships Company - Attention'	Officers and ratings come to attention. Guard is brought to the Slope.
'Man - Ship'	Personnel manning the side take 1 pace forward and grasp the guardrail underneath with both hands (palms upwards) right arm over the left arm of the person next to them (not on aircraft carriers or other ships without guardrails).

ORDER	ACTION
'Guard of Honour, Royal Salute Present - Arms'	The Guard is to give a Royal Salute, the Queen's Colour is to be lowered and the Band is to play the appropriate National Anthem, timed so to end that Three Cheers may be given to the distinguished personage while still abreast the ship.
The Queen's Colour is to remain at the Salute and the Guard of Honour at the Present until the cheer ship sequence has been completed.	

b. **For a Distinguished Personage when the Queen's Colour is not Paraded.**
On the approach of the distinguished personage the following procedure is to be undertaken:

ORDER	ACTION
'Alert' - sounded by bugle or the 'Still' by pipe	
'Ships Company - Attention'	Officers and ratings come to attention. Guard is brought to the Slope.
'Man - Ship'	Personnel manning the side take 1 pace forward and grasp the guardrail underneath with both hands (palms upwards) right arm over the left arm of the person next to them (not on aircraft carriers or other ships without guardrails).
'Guard General Salute Present - Arms'	Guard gives General salute and the band (if borne) plays the appropriate musical salute.
'Guard Slope - Arms'	Guard slopes arms.
This sequence is then followed by the cheer ship sequence.	

1618. Cheering Ship - Drill

Having manned ship the drill for cheering ship is to be as follows:

ORDER	ACTION
'Ship's Company - Attention'	Only to be given if the Ships Company have Stood at Ease whilst manning the side
'Stand By To Give Three Cheers For'	

ORDER	ACTION
'Off - Caps'	Drop the left hand from the guardrail to the side and at the same time seize the cap at the front with the right hand, fingers on top and together, thumb underneath the rim.
'Up'	Remove the cap from the head and hold it out at the full extent of the right arm. The arm at an angle of 45° and directly to the front, crown of the cap vertical and facing outboard.
'Three Cheers For Hip, Hip, - Hooray'	On the command 'Hooray' personnel cheer 'Hooray', synchronizing with the executive order 'Hooray' and at the same time moving the arm and rotating the cap in a clockwise direction viewed from the rear around a diameter extending no lower than the shoulder and returning to the original position after each cheer.
After the third cheer, a pause of 5 seconds is dwelt then:	
'On - Caps'	Replace caps, with the hand remaining at the cap.
'Man - Ship'	Resume position of man ship with hands crossed on the guardrails.
Bugle 'G' or 'Ships Company - Attention'	Release the grip of the guardrails and drop both hands to the side.
'One Pace Step Back - March'	Take a pace to the rear (not aircraft carriers or submarines) stand at ease, stand easy and square off caps.
When ordered to fall out:	
'Ships Company - Attention'	Come to the position of attention.
'Turn Forward - Dis-miss'	Ships Company Turn forward.

1619. Cheering ship - Drill with Chinstays Down

Chinstays are to be securely stitched inside caps. If the weather necessitates chinstays being down the drill for cheering ship is to be as follows:

ORDER	ACTION
'Stand By To Give Three Cheers'	
'Off - Caps'	Place the thumb of the right hand under the chinstay below the chin and pull the chinstay clear of the chin dwell a pause of two marching paces and then grasp the front of the cap, fingers on top and together, thumb underneath the rim and retaining the grip of the chinstay.
'Up'	Remove the cap from the head and hold it out at the full extent of the right arm. The arm at an angle of 45° and directly to the front, crown of the cap vertical and facing outboard.
'Three Cheers For Hip, Hip, - Hooray'	On the command 'Hooray' personnel cheer 'Hooray', synchronizing with the executive order 'Hooray' and at the same time moving the arm and rotating the cap in a clockwise direction viewed from the rear around a diameter extending no lower than the shoulder and returning to the original position after each cheer.
After the third cheer, a pause of 5 seconds is dwelt, then:	
'On - Caps'	Replace caps retaining the grip of the chinstay with the thumb and over 5 marching paces run the chinstay around the face pulling the chinstay down under the chin. The hand finishing and remaining at the chin.
'Down'	Resume position of Man Ship with hands crossed on the guardrails.
Bugle 'G' or 'Ships Company Attention'	Release the grip of the guardrails and drop both hands to the side.
'One Pace Step Back - March'	Take a pace to the rear (not aircraft carriers or submarines) stand at ease, stand easy and square off caps.

ORDER	ACTION
When ordered to fall out:	
'Ships Company - Attention'	Come to the position of attention.
'Turn Forward - Dismiss'	Ships Company Turn forward.

1620. Cheering Ship - Royal Marines wearing Pith Helmets

Royal Marines wearing pith helmets are to conform to the orders and drill for cheering ship as follows:

ORDER	ACTION
'Off - Caps'	The left hand is to lift the chinstay and then firmly grasps the peak of the helmet.
'Up'	Helmets are to be raised clear of the head, raising them vertically three or four inches, helmet plate to the front.
'Three Cheers For ...Hip, Hip, - Hooray'	On cheering 'Hooray' the helmet is to be raised vertically to the extent of the arm above the head, returning to the original position after each cheer.
After the third cheer, a pause of 5 seconds is dwelt, then:	
'On - Caps'	Helmets are to be placed on the head, chinstays allowed to drop and the hand placed at the point of the chin to fix the stay in place.
'Down'	The hand is to be cut smartly to the side.

Notes.

1. Royal Marines wearing peaked caps should man ship's side and act as seamen.
2. **Hooray.** 'Hooray' is to be pronounced as spelt, the accent being on the second syllable.

1621. Man and Cheer Ship - Wet Weather Routine

In the event of heavy rain at the time of manning and cheering ship the following routine should be followed:

- a. Royal Marines bands in the Flagship are to wear ceremonial capes. Capes are to be removed and stowed before the approach of the distinguished personage.
- b. Royal Marines bands in other ships are to wear capes throughout the ceremony.

- c. Guards in ships other than the Flagship, are to fall out.
- d. Officers and ships' companies are to wear raincoats. These are to be buttoned up to the neck with the collar turned up.
- e. Commanding officers are to order their ships' companies below as soon as convenient after the distinguished personage has passed the ship.

CHAPTER 17

STREET LINING

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- 1702. Taking Up Position
- 1703. Arrival of the Procession - Compliments
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- 1708. Closing on the Original Flank (Reforming)
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CHAPTER 17

STREET LINING

1701. General

The streets may be lined for Royal or funeral processions. The following procedure is for a contingent or street lining troop, and must only be used as a guide, the details of the procedure will depend on the circumstances. Officers' swords are drawn. Street liners fix bayonets for Royal, but not for funeral, processions.

1702. Taking Up Position

- a. When in position on the Street lining route the Queen's Colour and Troop Officers should be on the right hand side of the road as seen by the passing personages or Colours when moving through the route. The Contingent Commander should place himself in a position where he can assure full command. Troop Officers are to place themselves in the centre of their troop areas and where possible 2 paces clear of the line, this being varied to ensure that they are all well sighted.
- b. Where possible the Queen's Colour should be in the centre of the contingent lining area and positioned between two street liners. It must also be in a position where it is well sighted by the procession.
- c. Band and drums may be placed in side roads which can be kept closed throughout; the front rank of drums being in line with the remainder of the contingent.
- d. The ground is usually allocated some days beforehand and a careful survey is necessary. Strengths of troops should be calculated, taking particular account of curves in the road and endeavouring to form each troop without a blank file. Markers for individual street lining troops are marched into position by the Contingent Drill Instructor prior to the main contingent stepping off.

Notes:

1. *Troop commanders should order fix bayonets, if the occasion demands, before extending. Officers draw swords after bayonets are fixed. All officers salute with the sword when the troop Presents Arms.*
2. *The Contingent Drill Instructor assists in the even spacing of the street liners by pacing out the number of paces ordered and adjusting their positions where necessary.*
- e. Although it is primarily the task of the police to control the crowds, it should be understood by all officers, and marines lining the streets, that they, no less than the police, are responsible for keeping the route clear and are to render assistance to the police where necessary and when called upon to do so.

f. 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 Military personnel to prevent egress 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 members of the Services, but officers and marines must concentrate their efforts on preventing further breaches of the line.

g. In carrying out these duties every possible civility is to be exercised.

1703. Arrival of the Procession - Compliments

a. Troop Officers are to be supplied with a table of salutes for the various personages of the procession.

b. Salutes are to be given in succession by troops. Street liners should be brought to the 'Present' 20 paces ahead of the leading horses of the Sovereigns Escort.

c. Street liners should be cautioned to watch their Troop Officers sword as they may not hear the words of command owing to the noise generated from the Sovereigns Escort, the carriage procession and the spectators watching the procession.

d. Bands should start to play the appropriate musical salute when the leading horses of the carriage containing the personage to be saluted are 20 paces away.

1704. Departure

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, troops forming up behind the band as convenient. When all the troops have reformed, the Contingent Commander orders 'Quick - March!' and the contingent marches back to the forming up area, usually by the outward route reversed. Alternatively, once the procession has passed troops may be ordered to march back to the forming up area individually and not as a formed contingent. This method is quicker and therefore streets may be opened to traffic and the public sooner. The band would also march back to the forming up area as a separate unit without playing.

1705. Sequence of Events and Orders for Royal and Funeral Processions

Situation	Royal Procession (Bayonets Fixed)	Funeral Procession (Bayonets Unfixed)
After forming up and having extended on either side of the road.	'Royal Marines Troop, Stand At - Ease!'	'Royal Marines Troop, Stand At - Ease!'
Approach of the procession.	'Royal Marines Troop, Attention! 'Slope - Arms!'	'Royal Marines Troop, Attention! 'Lower on your Arms - Reversed!'
While the Royal carriages or Funeral gun carriage passes.	'Royal Marines Troop, Royal Salute Present - Arms!'	'Royal Marines Troop, Royal (or General) Salute Present - Arms!'
After the Royal carriages or Funeral gun carriage has passed.	'Royal Marines Troop, Slope - Arms!'	'Royal Marines Troop, Attention! 'Lower on your Arms - Reversed!'
After the procession has passed.	'Royal Marines Troop, Shoulder - Arms! 'Royal Marines Troop, Stand at - Ease!'	'Royal Marines Troop, Shoulder - Arms! 'Royal Marines Troop, Stand at - Ease!'

1706. Drill for Lining the Streets

In order to form 2 ranks from threes, where possible the street lining troop should be made up of a complete number of files. For ease in handling a troop, it is recommended that no more than 8 files go to make up the troop.

1707. Drill for Opening to Distance Ordered - Throwing Out or Extending

As the troop approaches its marker in column of threes, it wheels out of the contingent and is halted. All orders being given by the troop officer.

ORDER	ACTION
'Royal Marines Troop - Halt!'	
'Royal Marines Troop Will Advance, Right - Turn!'	
'Royal Marines Troop, Shoulder - Arms!'	
'Royal Marines Troop, Right - Dress!'	
Bayonets may have already been fixed at the forming up area, but if this has not been done they are fixed by individual troops at this stage of the street lining procedure.	

ORDER	ACTION
'Royal Marines Troop Will Fix Bayonets' '..... Troop - Fix!' '..... Troop - Bayonets!'	
'Royal Marines Troop, Form Two - Ranks!'	
'Royal Marines Troop, Slope - Arms!'	
'Royal Marines Troop, Front Rank, Quick - March!'	
'Royal Marines Troop, Front Rank - Halt!'	
'Royal Marines Troop, Front Rank, About - Turn!'	
'Royal Marines Troop, Inwards - Dress!'	The troop dress with arms at the slope towards the marker.
'Royal Marines Troop, Outwards - Turn!'	The marker and corresponding street liner on the opposite side of the road remain facing the centre of the road, the remainder of the street liners turn right and left as appropriate to face down the part of the road that they will line.
'Royal Marines Troop, Open to Distance Ordered, Quick - March!'	On reaching their own required distance, street liners halt individually, turn towards the centre of the road and pick up ordered dressing.
'Royal Marines Troop, Shoulder - Arms!'+	
'Royal Marines Troop, Stand at - Ease!'	Troop officer then takes post on his troop.
The Contingent Drill Instructor will now move along the troop checking and adjusting the spacing where necessary.	

1708. Closing on the Original Flank (Reforming)

ORDER	ACTION
'Royal Marines Troop - Attention!'	
'Royal Marines Troop, Slope - Arms!'	
'Royal Marines Troop, Inwards - Turn!'	With the exception of the marker and the corresponding street liner on the other side of the road, the whole of the street liners turn right or left as appropriate to face the direction of the marker and the corresponding street liner.
'Royal Marines Troop, on 1's Close, Quick - March!'	With the exception of the marker and corresponding street liner (1's), the whole of the street lining platoon step off and on reaching the required position, halt one pace clear of the street liner directly in front of them, turn towards the centre of road and then picks up individual dressings towards the marker with rifles at the slope.
When all street liners have closed and dressing has been completed, the Troop Officer orders.	
'Royal Marines Troop, Front Rank Quick - March!'	The front rank crosses the road.
'Royal Marines Troop, Front Rank - Halt!'	The front rank is halted two paces clear of the rear rank.
'Royal Marines Troop, Front Rank, About - Turn!'	
'Royal Marines Troop, Shoulder - Arms!'	
'Royal Marines Troop, Form Three - Ranks!'	
'Royal Marines Troop, By The Right - Dress!'	
Bayonets are now unfixed, unless they were fixed in the forming up area. In that case they are left fixed until the contingent has returned to that area.	
'Royal Marines Troop, Will Unfix - Bayonets!' '..... Troop - Unfix!' '..... Troop - Bayonets!'	
'..... Troop - Attention'	

ORDER	ACTION
'Royal Marines Troop, Slope - Arms!'	
'Royal Marines Troop, Move to the Right/Left in Threes, Right/Left - Turn!'	
'Royal Marines Troop, By the Right, Quick - March!'	The troop now reforms either on the main Contingent or marches back to the forming up area as previously described in Para 1704 .

1709. Patrolling

Due to unforeseen circumstances, the arrival of the personage for whom the street lining is mounted may be delayed. This would mean that street liners would be in position for a considerably longer period of time than was anticipated (as in the funeral of Queen Victoria at Windsor). In this exceptional circumstance, to relax muscles and keep a good circulation of blood around the limbs, the order to 'patrol' may be given. Street liners conduct their patrol in pairs. Patrolling as an individual sentry when carrying out public duties (see [Chapter 6](#)) is carried out without orders. The cadence of 'Patrolling' is between the 'Quick' and the 'Slow' march.

1710. Drill for Patrolling

- a. When ordered No 1's of the street lining troop come to attention and take a pace forward, slope arms, turn left and right to face the same direction and step off in unison. On reaching the extremity of their troop they continue marching and conduct a figure of 8 movement to return to their original positions. When reaching their original positions, halt one pace clear, turn left or right to face the centre of the road, shoulder arms and then take a pace to the rear resuming their original position in the troop, pick up their dressing and stand at ease.
- b. When No 1's turn left and right on completion of their patrol, No 2's of the troop come to attention. When No 1's take a pace to the rear No 2's take a step forward and commence a patrol in the same manner as the No 1's.
- c. No 3's of the troop carry out the same drill but this time turn left and right towards No 1's before stepping off. When they are adjacent to 1's they conduct the figure of 8 movement and continue patrolling to the extremity of their troop, on reaching it, they conduct a further figure of 8 movement and return to their original positions.
- d. When there are more street liners on one side of the road than the other, such as when on a bend in the road, the drill is adapted as follows. On the crown of the bend with additional street lines, two street liners are briefed step forward together. One marches across the road and the other waits. When the one who has crossed the road turns about, timing is picked up and both commence patrolling as previously described.
- e. Street liners may have to 'Change Arms' before commencing their patrolling.
- f. Troop Commanders may patrol as required.

CHAPTER 18

GUARDS OF HONOUR AND PROCEDURE

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CHAPTER 18

GUARDS OF HONOUR AND PROCEDURE

SECTION 1 - GUARDS OF HONOUR

1801. Provision of Guards of Honour - Responsibility Within the Three Services

- a. The parading of multiple Guards of Honour should be restricted to Major State Occasions such as a Coronation, a Royal Wedding or a State Funeral.
- b. On other occasions, when it is not always clear which Service should be responsible for providing the Guard of Honour, the guiding rule should be that a guard required to parade in a place under the jurisdiction of one Service should normally be provided by that Service. If this cannot be applied the decision should be governed by the nature of the ceremony, thus at a ceremony of a predominately naval character, the guard would be provided by the Royal Navy. When there is no clear indication which Service is principally affected, as on the occasion of State Visits by Foreign Royalty and Heads of States, the Guard would be provided as follows:
 - (1) By the Royal Navy or Royal Marines if the personage travels by sea.
 - (2) By the Royal Air Force if the personage travels by air.
 - (3) By the Army if the personage travels by other means, and for all arrivals and departures in London regardless of the mode of travel.
- c. No exceptions should be made to these rules except with the mutual agreement of the Services concerned.
- d. With the increasing integration of the Services it is sometimes appropriate to parade a Tri-Service Guard of Honour, formed from units of all three Services. When this is done the total number paraded should be related to the size of a single Guard of Honour appropriate to the status of the personage with the Royal Navy unit to the 'right of the line'. It is, however, better not to parade single Service units of less than 1 Officer, 1 PO + 18 for the sake of appearances. Ceremonial arrangements for the reception of the personage and the inspection of the Guard in these cases will need mutual agreement, but each unit should act separately under the orders of its own Guard Commander. Where possible the appropriate musical salute of each unit should be played. It should not normally be necessary to provide an overall Guard Commander in addition to the unit Guard Commanders. This situation is different from 'Multiple Guards of Honour' when each Service parades the full Guard.

1802. Strengths of Guards of Honour and Persons for Whom they are Mounted

- a. **Not exceeding 100 servicemen.** A guard of honour not exceeding a total of 100 ratings, soldiers or airmen with four officers, a band and colour as appropriate may be mounted as follows:

- (1) For Her Majesty the Queen or a member of the Royal Family who is a Royal Highness.
- (2) For a foreign Sovereign, Head of State, or a member of a reigning foreign Imperial or Royal Family;
 - (a) When attending Service occasions.
 - (b) On other occasions when ordered to do so by the Defence Council or a Commander-in-Chief. When a Commander-in-Chief proposes to mount a guard of honour for one of the personages mentioned in **sub para (2)** on his arrival in the United Kingdom, the Defence Council is to be informed immediately.
- (3) At State ceremonies when ordered to do so by the Defence Council.
- (4) For a Governor-General, Governor, High Commissioner or Officer administering a British Commonwealth country, Associated State or Dependent Territory, or for an Ambassador when taking the salute on the occasion of The Queen's Birthday Parade when British troops are stationed in a Commonwealth country of which The Queen is not Head of State.

b. **Not exceeding 50 servicemen.** A guard of honour not exceeding a total of 50 ratings, soldiers or airmen with four officers, a band and colour as appropriate may be mounted as follows:

- (1) To receive a foreign head of government.
- (2) To receive the Secretary of State for Defence at a Service station.
- (3) To receive the Chief of the Defence Staff; the Chief of the Naval Staff and First Sea Lord, the Chief of the General Staff or the Chief of the Air Staff on an official visit to any formation of the three Services.
- (4) To receive a Commander-in-Chief or a Flag, General or Air Officer Commanding-in-Chief on his arrival and departure on a ceremonial occasion within his command and when he first takes up and finally quits his command if outside the United Kingdom.
- (5) To receive a Commonwealth or foreign officer of Flag, General or Air rank who is a Chief of Defence Staff or a Head of a single Service, or an officer holding a four-star or five-star appointment in a Commonwealth or foreign country, on his arrival in the United Kingdom or at a Service station within a territory subject to Her Majesty's authority to visit the civil Governor or officer in command.
- (6) To receive a Minister of Defence of a Commonwealth or foreign country on his arrival in the United Kingdom in an official capacity.

(7) To receive the Secretary-General of the North Atlantic Treaty Organization, or other international organization of similar status of which the United Kingdom is a member country, on his arrival in the United Kingdom in an official capacity.

(8) On other occasions, subject to the approval of the Defence Council at stations in the United Kingdom, or of the British representative in the territory or senior Service officer as may be appropriate at stations abroad.

1803. Organization

a. A guard of honour mounted in accordance with Para 1802 [sub para a.](#) will normally consist of:

- 1 Major or Captain
- 1 Lieutenant
- 1 Lieutenant or Second Lieutenant with the Colour
- 2 Quarter Master Sergeants or Colour Sergeants
- 2 Colour Sergeants or Sergeants
- 96 Rank and File

The guard will be formed into two divisions, each of 16 files in three ranks. Each division will be sub-divided into two sections.

b. A guard of honour mounted in accordance with Para 1802 [sub para b.](#) will normally consist of:

- 1 Captain
- 1 Lieutenant or Second Lieutenant with the Colour
- 4 Colour Sergeants or Sergeants
- 48 Rank and File

The guard will be formed into two divisions, each of 8 files in three ranks. It will not be sub-divided into sections.

c. The guard of honour will be sized and equalized as given in [Para 0123](#) and [Para 0125](#).

1804. Parade Formation

On reaching its position the guard of honour will be formed up in 'line' in two ranks and, where possible, facing the direction from which the personage for whom it is mounted will approach. The band and drums will be in rear of the centre of the guard if space permits. Otherwise they will be on the flank.

1805. Posts of Officers

In a guard of 96 rank and file the posts of the officers will be:

a. **In Line.** The Commander, 3 paces in front of the second file from the right. The Lieutenant, 3 paces in front of the second file from the left. The Officer with the Colour, 3 paces in front of the centre.

- b. **In Column of Divisions.** The Commander, 3 paces in front of the first division. The Lieutenant, 3 paces in front of the second division. The Officer with the Colour, mid-way between the centres of the two divisions.
- c. **In Column of Threes.** The Commander, 3 paces in front of the leading three. The Lieutenant, on the proper front of and 3 paces from the centre of the second division. The Officer with the Colour, between the two divisions.
- d. In a guard of 48 rank and file, the posts of the Commander and the Officer with the Colour will be as detailed in [sub para a.](#), [sub para b.](#) and [sub para c.](#) above.

1806. Posts of Non-Commissioned Officers

The posts of non-commissioned officers will be:

- a. **In Line.** The senior will be right guide, the next senior left guide. The third senior will be right guide of the second division, and the junior left guide of the first division.
- b. **In Column of Divisions.** The senior will be right guide of the first division, the next senior will be the right guide of the rear division. The other two will be posted on either side of the Colour Officer.
- c. **In Column of Threes.** The inner guide of each division will take post as detailed in [Para 1808](#), [Para 1809](#) and [Para 1813](#). The remaining two will retain their positions as in line, but turning in the required direction.

SECTION 2 - PROCEDURE

1807. Preliminary Procedure

- a. The Regimental Sergeant-Major will fall in the guard in two ranks, size, form three ranks and tell off into divisions (and sections if necessary). Ranks will be opened and bayonets fixed. The guard will be reported to the Commander at the 'shoulder'.
- b. The Drum-Major will in the band and drums at the same time and will report them to the Commander. When the band has been inspected, the Drum-Major will go to the officer's mess entrance.
- c. The Officer for the Colour with the two escorts, one on each side of him, will form up outside the officer's mess, 10 paces in front of the line on which the guard will form up on arrival. The Colour Party will stand with its back towards the guards position. The officer will have his sword at the 'carry'. Bayonets (with caps) will be fixed.
- d. The guard commander will:
 - (1) Supervise the sizing of the guard.
 - (2) Inspect the band and drums.
 - (3) Receive the report of the Regimental Sergeant-Major.
 - (4) Turn about and receive the salute of the Lieutenant, if posted, and order 'Take Post, Quick - March!'.
The guard commander will then give the order 'Close Order-March!'. 'Right - Dress!'. When the right guide has given 'Eyes - Front!' arms will be sloped and the guard moved to its position for receiving the colour.
 - (5) Inspect the guard.
 - (6) Take post and order 'Officers, Draw - Swords!'.
The guard commander will then give the order 'Close Order-March!'. 'Right - Dress!'. When the right guide has given 'Eyes - Front!' arms will be sloped and the guard moved to its position for receiving the colour.
 - (7) Order: 'Close Order-March!'. 'Right - Dress!'. When the right guide has given 'Eyes - Front!' arms will be sloped and the guard moved to its position for receiving the colour.

1808. Drawing the Colour

The Commander will halt the guard and turn it into line. The procedure will then be:

SERIAL	ORDER	BY WHOM	ACTION
1	'Divisions Two Paces Outward Close - March! 'By the Centre - Dress! 'Eyes - Front! 'Open Order - March! 'Right - Dress!'	Guard Commander	Right guide dress all ranks.
2	'Eyes - Front!'	Right Guide	
3	'March out the Colour!'	Guard Commander	Drum-Major having obtained the colour from its safe custody marches with colour at the 'Order' to three paces from the Colour Officer and halts.
4	'Colour Party, Present - Arms!'	Colour Officer	After which the Colour Officer carries and returns sword.
5	'One Pace Forward - March!'	Colour Officer	Colour Officer and Drum-Major only move. Drum-Major hands the colour to the officer who takes it at the 'Carry'. Drum-Major and officer cut away disengaged arms to their sides.
6	'One Pace Step Back - March!'	Colour Officer	Colour Officer and Drum-Major step back. Drum-Major salutes.
7	'Colour Party Slope - Arms! 'About - Turn!'	Colour Officer	Colour party slopes arms and turns about. Drum-Major completes salute in time with the escort.
8	'Guard, Present - Arms!'	Guard Commander	Guard presents arms. Drums beat a ruffle.
9	'Colour Party, Slow - March!'	Colour Officer	Colour party will march forward into the guard, Colour Officer will halt 3 paces from the front rank (officer moves 7 paces, NCOs 10 paces). Drum-Major rejoins band and drums.
10	'Colour Party, About - Turn!'	Colour Officer	Colour party will turn about.
11	'Escort, Present - Arms!'	Senior NCO of the Escort	NCOs present arms.
12	'Guard, Slope - Arms!'	Guard Commander	Guard slopes arms.

1809. Forming Up to Receive the Personage

When the colour has been received into the guard as in [Para 1808](#) the procedure will be:

SERIAL	ORDER	BY WHOM	ACTION
1	'Close Order - March!'	Guard Commander	Officers, front and rear ranks move.
2	'Move to the Right/Left in Threes!'	Guard Commander	
3	'Colour Party Take Post!'	Colour Officer	NCOs take 3 paces forward and post themselves on either side of the Colour Officer.
4	'Guard Right/Left - Turn!'	Guard Commander	Guard and Colour party turn right/left.
5	'Colour Party, Right/Left - Wheel!' 'Quick - March!' 'Halt!' 'Left/Right - Turn!'	Colour Officer	Colour party will march to position in the centre of the guard between the two divisions, halt and turn. Officers step off at the same time to their position in column of threes. (Para 1805).
6	'Guard, Quick - March!'	Guard Commander	The guard will march in threes to the inspection line or position where guard is to receive the personage.
7	'Guard - Halt!' 'Left/Right - Turn!'	Guard Commander	Halt in position.
8	'Colour Party, Take - Post!'	Colour Officer	NCO who is now in front will take 2 side paces to his left. After a short pause the officer with the colour will take 4 paces forward. The other NCO will take 2 paces forward in time with the last 2 paces of the Colour Officer. NCOs will now be in line with front rank.
9	'Guard, Order - Arms!' 'Form Two Ranks!' 'By the Centre - Dress!' 'Open Order - March!' 'Right - Dress!'	Guard Commander	The Colour Officer will position himself centrally before point where the personage will present himself.
10	'Eyes - Front!'	Right Guide	
11	'Guard Stand at - Ease!'	Guard Commander	(If there is some time to wait). If the colour is to be paraded, the Colour Officer will act as detailed in Para 0710 sub para c.
12	'Stand - Easy!'	Guard Commander	If there is some time to wait and the colour is not to be paraded.
13	'Guard!' or 'Colour Officer Take - Post!'	Guard Commander	(If the guard is standing easy) Guard comes to the stand at ease position. Colour Officer takes post in original position.

1810. Receiving the Personage for Whom the Guard is Mounted

- a. Before the personage arrives the Guard Commander will order: 'Guard - Attention!' 'Slope - Arms!'. The band will come to the 'Ready'.
- b. When the personage presents himself in front of the centre and has halted, or if he is to ride past the guard, when he approaches the near flank, the guard commander will order, 'Royal' or 'General Salute, Present - Arms!'. The salutes to which the personage is entitled will be given. See Para 0229 [sub para a](#).
- c. When the band has played the musical salute, the guard commander will order 'Slope - Arms!' 'Shoulder - Arms!'. See Para 1812 [sub para b](#).
- d. The inspection will be in accordance with [Para 1208](#), the guard remaining at 'Attention' throughout. The colour will remain at the 'Carry'.

1811. Marching Past

- a. If a guard of honour is ordered to march past:
 - (1) A guard of 96 rank and file will march past in 'Column of Divisions', if space permits. Otherwise it will march past in 'Column of Threes'.
 - (2) A guard of 48 rank and file will march past in 'Line', if space permits. Otherwise, it will march past in 'Column of Threes'.
- b. The march past in 'column of divisions' or 'Line' may be:
 - (1) In three ranks:
 - (a) *Column of Divisions*: as for a commando marching past by companies as detailed in [Para 1216](#).
 - (b) *Line*: as a company marching past in line as detailed in [Para 1214](#).
 - (2) In any formation, officers will retain the positions detailed in [Para 1805](#)
- c. In marching past in a 'Column of Divisions':
 - (1) When the guard commander gives 'At the Halt Facing Left Form Close Column of Divisions!' and the leading section of threes of the second division starts its second square wheel:
 - (a) The rear guide will disengage and march to take post as the leading guide of the rear division.

(b) The two escorts will take post, one on either side of the Colour Officer.

(c) The colour party will be marched to a position in rear of the centre of the leading division at a suitable distance to form close column.

(2) On passing point E ([Fig 1 Parade Ground Layout](#)), the Guard Commander will order 'Divisions, Advance in Threes from the Right, Right - Turn! 'Left -Wheel!'. On receiving this order:

(a) The right guide of the rear division will disengage to his left and resume his position in rear of his division.

(b) The colour party will take post between the two divisions.

(c) The guard as a whole will resume its position on the Inspection Line ([Fig 1 Parade Ground Layout](#)), by two further left wheels.

1812. Procedure on Departure of the Personage

a. If the visit is a short one, the guard will remain on the Inspection Line until the personage leaves. Otherwise, the colour will be cased and the guard fallen out; or the colour will be returned and the guard dismissed after being told when to parade again.

b. When the personage leaves, he will be saluted as on arrival in accordance with Para 1810 [sub para b](#). If he is riding past the guard, arms will be 'Sloped' when he has cleared the far flank. Arms will be retained at the 'Slope' after the salute.

1813. Returning the Colour

When the personage has passed well clear of the place of parade the procedure will be:

SERIAL	ORDER	BY WHOM	ACTION
1	'Guard Close Order - March!' 'Form Three Ranks! Right -Dress!'	Guard Commander	Dressing with arm interval. Right Guide orders 'Eyes - Front!'
2	'Move to the Left/Right in Threes!'	Guard Commander	
3	'Colour Party - Take Post!'	Colour Officer	NCOs take post. Colour party will then act as in 'Guard, Right/Left - Turn!' and 'Colour Party, Right/Left Wheel! Quick - March! Halt! Left/Right - Turn!'. See Para 1808 serials 4 and 5.
4	'Guard Left/Right - Turn! Quick - March!'	Guard Commander	
5	'Guard - Halt! Right/Left - Turn!'	Guard Commander	

SERIAL	ORDER	BY WHOM	ACTION
6	'Colour Party, Take - Post!'	Colour Officer	As in Para 1808 serial 8.
7	'Guard by the Centre - Dress!' 'Eyes - Front!' 'Guard, Open Order - March!' 'Right - Dress!'	Guard Commander	Escorts will guide the Colour Officer to his central position.
8	'Eyes - Front!'	Right Guide	
9	'March in the Colour!'	Guard Commander	
10	'Colour Party - Take Post!'	Colour Officer	As in Para 1808 serial 3.
11	'Colour Party, Slow - March! Halt! About - Turn!'	Colour Officer	Colour party march 7 paces forward, halt and turn about.
12	'Guard, Present - Arms!'	Guard Commander	Drums beat a ruffle.
13	'Colour Party, About - Turn!'	Colour Officer	Drum-Major places himself 3 paces from the colour and salutes. Colour Officer brings the colour to the 'order'.
14	'One Pace Forward - March!'	Colour Officer	Colour Officer and Drum-Major take one pace forward. Drum-Major takes colour at the 'order'.
15	'One Pace Step Back - March!'	Colour Officer	Colour Officer and Drum-Major take one pace to the rear. Colour Officer then draws sword.
16	'Colour Party, Present - Arms!'	Colour Officer	Drum-Major turns about and marches the colour into the Officer's Mess.
17	'Guard Slope - Arms!'	Guard Commander	Guard and Colour party come to the 'Slope'.

1814. Procedure on Conclusion

When the Colour has been returned the procedure will be:

SERIAL	ORDER	BY WHOM	ACTION
1	'Guard, Close Order March!' 'Divisions Two Paces Inward Close - March!'	Guard Commander	
2	'Move to the Right/Left in Threes, Right/Left - Turn!' 'Quick - March!'	Guard Commander	Guard marches off to company parade to dismiss. Colour party march off and dismiss under orders of Colour Officer.

CHAPTER 19
QUEEN'S BIRTHDAY PARADE
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- 1901. Introduction
- 1902. Special Procedure
- 1903. Parade Formation
- 1904. Procedure before the Arrival of Her Majesty
- 1905. Procedure Upon the Arrival of Her Majesty
- 1906. The Advance in Review Order
- 1907. The Feu-de-joie
- 1908. The Three Cheers
- 1909. The Departure of Her Majesty

CHAPTER 19

QUEEN'S BIRTHDAY PARADE

1901. Introduction

- a. A parade held in honour of the Queen's Birthday when Her Majesty is not present in person will follow generally the lines of a review, as given in [Chapter 12](#).
- b. Her Majesty's presence will be represented by a Royal Standard; or, if a Royal Standard is not obtainable, by a Union Flag.

1902. Special Procedure

After the march past, the special procedure will be:

- a. Royal Salutes will be given at Her Majesty's arrival and departure. On all occasions when the Royal Salute is given the National Anthem will be played and colours will be lowered.
- b. The troops will either 'Advance in Review Order' or fire a 'Feu-de-joie'.
- c. Three cheers will be given for Her Majesty.

1903. Parade Formation

The troops will be drawn up in 'line' or, in the case of mixed forces, in any suitable formation. If a 'Feu-de-joie' is to be fired, the troops will be in two ranks.

1904. Procedure before the Arrival of Her Majesty

- a. The Governor, or other personage holding precedence of the officer commanding the parade, will be received with the appropriate honours. See [Para 0229 sub para a](#).
- b. The troops will march past and re-form line.
- c. If the salute has been taken by:
 - (1) *The Governor, or Other Personage Holding Precedence of the Officer Commanding the Parade.* He will, unless he is a General or other military officer on the active list, then leave the saluting point. He will move to a suitable position to the flank or rear facing the Royal Standard when it is hoisted.
 - (2) *A General or Other Military Officer on the Active List.* He will move to a position 30 paces in front of the saluting point and assume command of the parade.
 - (3) *The Officer Commanding the Parade.* He will take post with his staff as laid down for the review of a unit or formation.

d. The flag flown during the march past will be hauled down and a Royal Standard, furled, will be run up to the mast head.

e. The parade commander will order 'Attention!', 'Slope - Arms!'.

1905. Procedure Upon the Arrival of Her Majesty

a. The parade commander will order 'Royal Salute, Present - Arms!'. The troops will present arms simultaneously.

b. When arms are presented, the Royal Standard will be broken at the mast head, representing the arrival of Her Majesty.

1906. The Advance in Review Order

After the Royal Salute arms will be 'Sloped'. The troops will advance in review order, as detailed in [Para 1220](#) and a Royal Salute will be given.

1907. The Feu-de-joie

After the Royal Salute the parade commander will order:

ORDER	ACTION
'Slope - Arms!', 'Shoulder - Arms!', 'Unfix - Bayonets!'	
'The Parade Will Fire a Feu-de-joie, Officers (and Colours) Take - Post!'	Officers will step forward 3 paces. The rear rank and supernumeraries will step back 2 paces. The colours of Infantry commandos will be brought to the 'Carry' and the colour party will advance 6 paces.
The 'Feu-de-joie' will be fired in three parts or series. If artillery are present and are and are ordered to fire 21 guns, they will fire 7 guns before each series of 'Feu-de-joie'. Unit commanders will order 'Load!' immediately the artillery begins firing, followed by 'Present!' when the seventh gun has fired. The commanding officer of the right commando will order 'Commence!' immediately after the present and so on. The detail will be:	
'Standing Load!'	The guides and all NCOs and men in the ranks will load. The muzzles of the rifles will be inclined upwards, so as to clear the heads of the men in front. The supernumerary rank will remain at the 'Shoulder'.
'Present!'	Rifles will be brought to the position for firing at an angle of 135 degrees. Heads will be kept perfectly still and no attempt will be made to aim.

ORDER	ACTION
The first seven guns of the 21 gun salute is fired	
'Commence!'	The right-hand man of the front rank will commence the fire, which will run down the front and up the rear rank as quickly as possible. The troops remain at the 'Present', officers at the 'Carry'.
The Band play the first six bars of the National Anthem and on completion the second seven guns of the 21 gun salute are fired.	
'Load!'	On the last note of the band.
'Present!'	On the seventh gun.
'Commence!'	The right-hand man of the front rank will commence the fire, which will run down the front and up the rear rank as quickly as possible.
The band plays the second eight bars of the National Anthem and on completion the third seven guns of the 21 gun salute are fired.	
'Load!'	On the last note of the band.
'Present!'	On the seventh gun.
'Commence!'	The right-hand man of the front rank will commence the fire, which will run down the front and up the rear rank as quickly as possible. The troops remain at the 'Present', officers at the 'Carry'.
The band plays the whole of the National Anthem. At the conclusion of the National Anthem, unit commanders will give the command:	
'Unload!'	The troops will come to the loading position and will unload, holding their rifles at an angle of 135 degrees. The parade commander will then give the order:
'Shoulder -Arms!' 'Officers (and Colours), Take - Post!'	The colour party will shoulder arms and resume its position in line on the command of the senior officer, the colours being brought to the order. The officers will move to their original positions in line. The rear rank and supernumeraries will step forward 2 paces.

Note. *The colours will not be lowered during the firing of a 'Feu-de-joie'.*

1908. The Three Cheers

- a. If the troops have advanced in review order, arms will be shouldered after the Royal Salute and before three cheers are given.
- b. If a 'Feu-de-joie' has been fired, bayonets will be fixed and rifles retained at the shoulder.
- c. Unit commanders will then give the following commands (see [Para 0240](#)):
 - (1) 'Remove - Head-Dress!'. Three cheers will then be given.
 - (2) 'Replace - Head-Dress!'.

1909. The Departure of Her Majesty

- a. Unit commanders will order 'Royal Salute, Present - Arms!'. The Royal Standard will be lowered, representing the departure of Her Majesty.
- b. When the Royal Standard has been lowered, unit commanders will order:
 - (1) 'Shoulder - Arms!'
 - (2) 'Unfix - Bayonets - Unfix!', 'Bayonets!' 'Attention!'
 - (3) 'Close Order - March!'.
- c. If as an exception, however, a march past has been ordered to follow the firing of a 'Feu-de-joie' instead of before the first Royal Salute, bayonets will not be unfixed at this stage.

CHAPTER 20

PRESENTATION AND LAYING-UP OF COLOURS

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SECTION 1 - PRESENTATION OF NEW COLOURS

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- 2002. Formation of the Parade
- 2003. Receiving the Personage Presenting the Colours
- 2004. Trooping the Old Colours
- 2005. Marching Off the Old Colours
- 2006. Consecration of the New Colours
- 2007. Presentation of the New Colours
- 2008. The March Past
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SECTION 2 - LAYING UP OLD COLOURS

- 2010. Procedure

CHAPTER 20

PRESENTATION AND LAYING-UP OF COLOURS

SECTION 1 - PRESENTATION OF NEW COLOURS

2001. Organization

- a. The unit will, if a formed unit, parade in accordance with its proper organization.
- b. If colours are to be presented to a Royal Marines barracks the unit may be organized for the parade as for trooping the colour.
- c. Throughout this chapter sub-units are referred to as guards. They may equally well be referred to as companies or troops.
- d. **The Escort.**
 - (1) The officers required with the right guard will be 1 Major or Captain and 3 Subaltern officers, 2 of whom will carry the old colours.
 - (2) The Senior Lieutenant will command the escort when it goes for the old colours.

2002. Formation of the Parade (Fig 20-1)

- a. The unit will be formed up in 'Line', each guard being in two ranks. The place for the colour party (the new colours) will be reserved in the centre of, and 15 paces in rear of the unit. If four guards are on parade, it will be on the left of No 2 and the right of No 3 Guard.
- b. **The Colour Party for the Old Colours.** The old colours, with the sergeant and double sentries will be in front of the left of the line, at right angles to it, with the band and drums placed as for trooping. See [Para 2104](#).
- c. **The Colour Party for the New Colours.**
 - (1) The officers who will carry the new colours will be in the centre of the unit.
 - (2) The colour party will be 15 paces in rear of the centre of the unit.
 - (3) The new colours will be carried, cased, by the colour sergeants of the colour party.
- d. **The Chaplains.** The Chaplain of the Fleet and the chaplains taking part in the ceremony will take post behind the saluting base, a few paces on the right of the staff of the personage presenting the colours. The Chaplain of the Fleet will be in line with the staff, the other chaplains behind him in line in order of seniority from right to left.

2003. Receiving the Personage Presenting the Colours

The Royal or other Personage presenting the colours will be received with a Royal or General Salute. Arms will then be shouldered. The unit may be inspected.

2004. Trooping the Old Colours

- a. The command 'Troop!' will be given. The band and drums will troop in slow and quick time, as in Trooping the Colour. See [Para 2110](#).
- b. The procedure on the 'Drummers Call' will be as in Trooping the Colour (see [Para 2110](#)), except that the Senior Lieutenant will place himself 6 paces in front of the centre of the escort to command it, and there will be no supernumerary sergeant.
- c. **The Parade Commander will order:** 'Escort for the Colours, Slope - Arms!', 'Remainder, Stand At - Ease!'.
- d. **The Lieutenant commanding the escort will order:** 'Escort for the Colours, Close Order - March!', 'By the Left, Quick - March!'.
- e. The procedure for receiving the old colours and trooping them will be the same as that given in [Para 2110](#); except that, when the escort wheels along the line of the unit, the three NCOs detailed to escort the Old Colours will form up on the left of the line. The band and drums will play the National Anthem when the escort salutes the Colours.

2005. Marching Off the Old Colours

- a. As soon as the Troop is completed and the escort has resumed its original position in line and is at the 'Present' the Parade Commander will order 'Guards, Slope - Arms!', 'March Off the Old Colours!'. On this command, the senior officers carrying the colours will give 'Colour Party, Left Wheel, Slow - March!'.
- b. The old colours will pass from right to left across, and 10 paces in front of, the guards. The band will play a slow march.
- c. If a Royal Personage or their representative is on parade, the colours will be lowered for 20 paces on passing the dais and then returned to the 'Carry'.
- d. When opposite the left of the guards, the Senior Subaltern will order 'Change Direction Right, Right - Form!'.
 - (1) When the colour party forms to its right the Senior NCO of the escort will order 'By the Centre, Slow - March!'.
 - (2) The NCOs will join the colour party, which will be marking time, and when the colour party is complete with its escort, the Senior Subaltern will give 'Forward By the Centre!'.

- e. As soon as the colour party receives the command 'Forward!' the Parade Commander will order 'Present - Arms!'. The band will play 'Auld Lang Syne' until the colours have left the parade ground
- f. The colours will proceed to a convenient place where they will be cased.
- g. As soon as the colours have disappeared from sight the band will cease to play and the Parade Commander will 'Slope Arms' and be prepared to carry on with the consecration of the new colours.

2006. Consecration of the New Colours

- a. The unit will now form three sides of a square, the right and left hand guards only being formed inwards. On the command 'Flank Guards At the Halt Inward Form, Quick - March!' the drums will be brought forward and piled in the centre. See [Fig 20-2](#).
- b. The two Lieutenants who will receive the new colours will, on the completion of the formation of three sides of a square, step off on the command of the senior. They will halt 3 paces short of and 5 paces from the right and left of the pile of drums.
- c. The new colours will be brought from the rear by the colour sergeants of the colour party. They will halt when 7 paces from the pile of drums.
- d. The senior Major will uncase the Queen's Colour and the junior Major will uncase the Regimental Colour. Two drummers as detailed will march forward to receive the colour cases. As soon as they have received them they will turn about and rejoin the remainder of the drummers. The Majors will place the colours on the piled drums. The colour sergeants of the colour party will take up their positions in the ranks.
- e. The command 'Stand Easy!' will be given.
- f. The personage presenting the colours will move forward to a position in the rear of the piled drums, facing the parade. At the same time the Chaplain of the Fleet will move to a position in front of the drums, facing the personage making the presentation, and will remain in this position throughout the consecration service. The other chaplains will accompany the Chaplain of the Fleet and will take post behind him in line as before. The consecration service will then proceed, in the form of service in Queen's Regulations for the Army.
- g. At the end of the consecration service the parade will be brought to 'Attention'. The Chaplain of the Fleet and the other chaplains will move to their left front and take post facing the drums on the same side as the Regimental Colour, where they will remain during the presentation and until the General Salute has been given.

2007. Presentation of the New Colours

- a. After the consecration, the Senior Major will hand the Queen's Colour to the personage presenting the colours, from whom the Senior Lieutenant will receive it, sinking on the right knee. The Regimental Colour will in like manner be handed by the next senior officer and received back by the second Senior Lieutenant. Both Lieutenants will then rise.
- b. The address, if any, will now be given.
- c. Line will then be re-formed:

ORDER	ACTION
'Flank Guards will Retire, About - Turn!'	
'At the Halt, Outwards - Form!' 'Quick - March!' 'Flank Guards will Advance, About - Turn!' 'By the Centre - Dress!'	
'Eyes - Front!'	
'Slope - Arms!'	

- d. The colours will be turned towards the centre of the line. They will be given a 'General Salute' and the National Anthem will be played.
- e. On completion of the second movement of the present the colour party will step off in slow time to its place in the centre of the unit and will halt and turn about. If the National Anthem has not been completed by the time the colour party arrives at its position the band will continue to play to the end of the National Anthem, the colour party remaining at the 'Carry' and the unit at the 'Present'.
- f. While the unit is re-forming for the final part of the ceremony, the personage presenting the colours will return to the saluting base and the chaplains will take up their original positions behind the saluting base, where they will remain until the personage has left.

2008. The March Past

The unit will then march past in 'Column', the new colours in rear of the second guard.

2009. Conclusion of the Ceremony

The unit will form up again in 'Line' and will 'Advance in Review Order'. The personage will be saluted and three cheers may be given.

SECTION 2 - LAYING UP OLD COLOURS

2010. Procedure

- a. The general military procedure for the laying up of old colours in sacred buildings is given in the following sub-paragraphs and will be adhered to as closely as possible.
- b. During the service preceding the ceremony the colour party should remain at the back of the church. The Senior Officer will be seated at the inside end of the right-hand front pew.
- c. At the beginning of the last verse of the hymn preceding the ceremony, the colour party, under arms and wearing head-dress, will form up with the old colours at the west end of the church.
- d. At the conclusion of the hymn, the Regimental Slow March will be played and the colour party, the colours at the 'Carry', will move forward in slow time, halting 2 paces from the chancel steps. The Senior Officer, without head-dress, will move to the foot of the chancel steps, facing toward the colour party.
- e. On conclusion of the slow march the Senior Chaplain will come to the chancel steps and will say:

'We are gathered together in this church to lay up these colours of No more fitting place could be found wherein to deposit these emblems of duty and service than the House of God where praise and prayer are wont to be made'.
- f. The Senior Officer will then take the colours, one in each hand, will move to the top of the steps, and halt. The colour officers will draw swords. The colour party will 'Present Arms', officers saluting.
- g. The Senior Officer preceded by the Senior Chaplain and the chaplain of the unit, will then advance in slow time to the altar rails, and halt.
- h. The senior Officer will hand over the colours to the chaplain and the chaplain will receive them on the altar. The Senior Officer will turn about and will resume his seat. As he turns about the colour party will 'Slope Arms' and will remain at the 'Slope' while the prayers are said and the benediction is given.
- i. After the benediction the National Anthem will be played. The colour party will 'Present' and 'Slope Arms' on the first and last notes of the Anthem respectively.
- j. The colour party will move to a side aisle before the choir and clergy leave the chancel.

Fig 20-1. Presentation of Colours - Outline Sketch

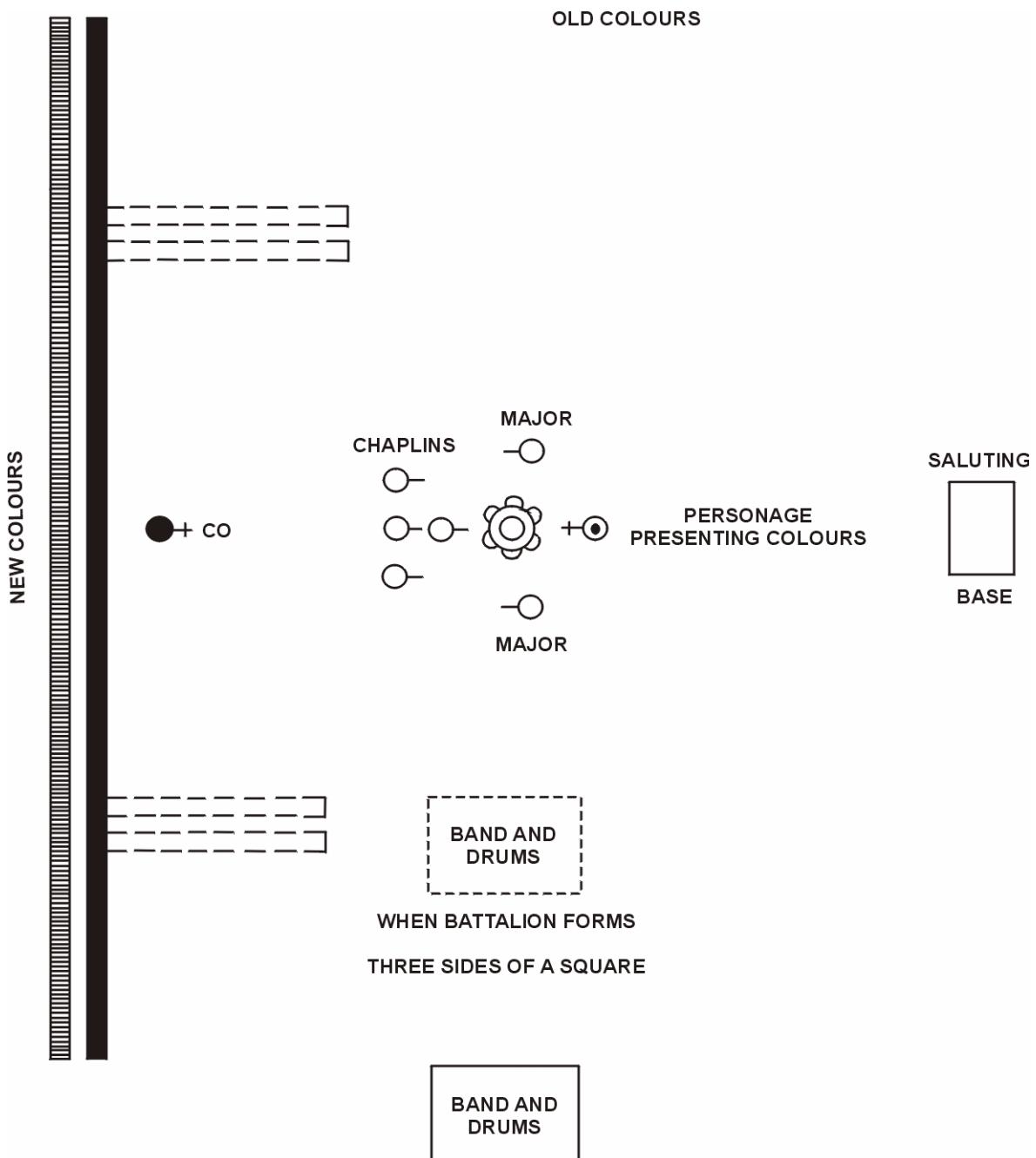
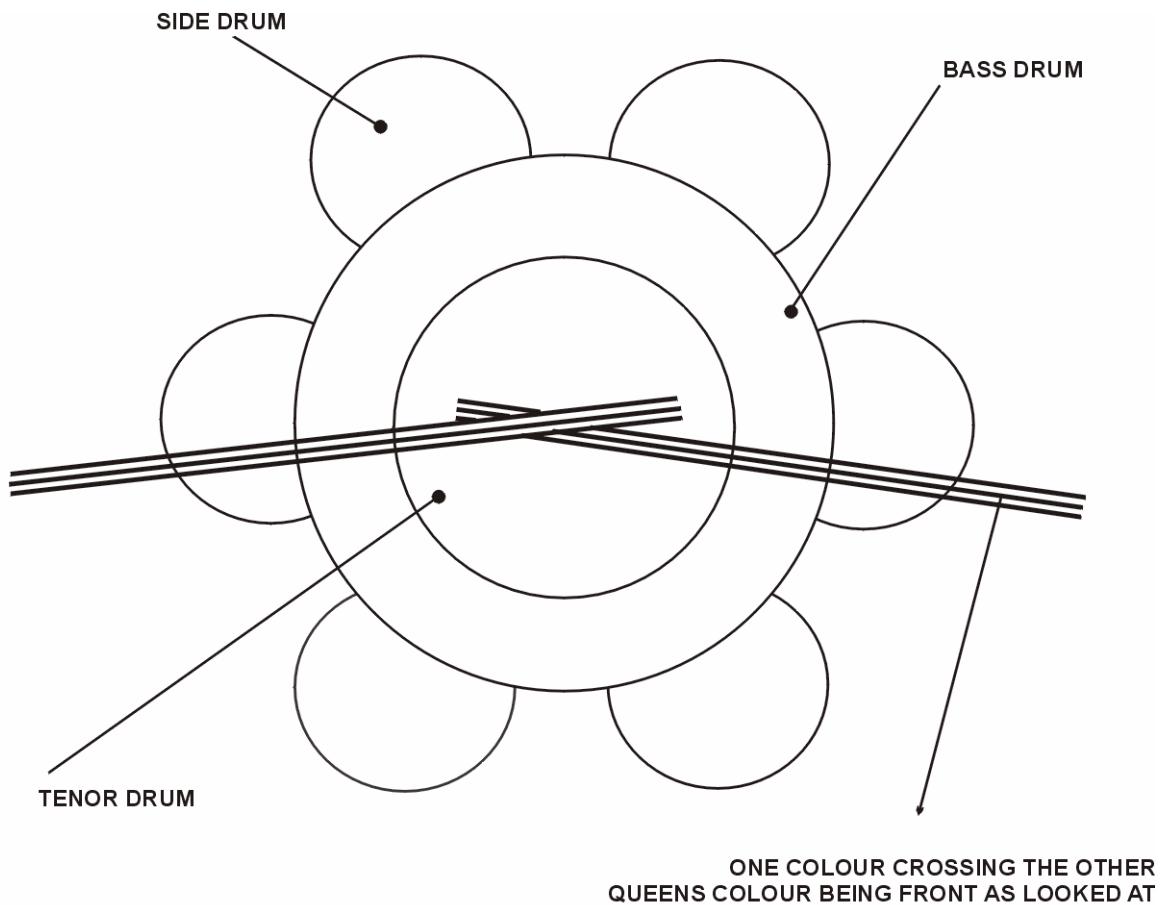


Fig 20-2. Pile Drums



NOTE: IT IS SUGGESTED THAT A PEG BE PUT ON THE
TENOR DRUM ON EITHER SIDE ON WHICH
TO REST THE COLOUR PIKE.

CHAPTER 21
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CHAPTER 21

TROOPING THE COLOUR

SECTION 1 - ORGANIZATION

2101. Introduction

- a. For Trooping the Colour a unit will normally be organized in four guards, each of which will be told off in four divisions in necessary.
- b. The Commanding Officer, Second-in-Command and Adjutant may be mounted.
- c. When possible the strength of each guard will be:
 - 1 Major or Captain.
 - 2 Lieutenants (1 may be a second lieutenant).
 - 2 Guides (quartermaster sergeants or colour sergeants).
 - 2 Markers (sergeants).
 - 72 Men.

2102. Non-Commissioned Officers

- a. The Senior NCO with each guard will be posted on the right of the front rank and will take command of his guard when the officers are not with it.
- b. NCOs will 'Fix Bayonets', 'Present Arms', etc. with the men.

2103. The Right Guard

- a. The right guard will be the escort to receive the colour.
- b. It should have with it a Major or Captain, a Lieutenant and a Lieutenant or Second Lieutenant to carry the colour.
- c. If there are insufficient officers, the Major or Captain and officer for the colour only will be with the right guard, and the Lieutenant commanding the second guard will take command of the escort when it goes for the colour, taking post in front of the centre of the right guard, the change of positions being effected on the drummer's call.
- d. There will also be a supernumerary Sergeant with the right guard in addition to the 2 markers. With the Sergeant detailed in [Para 2104](#), he will form the colour party during the march past.

2104. The Colour Party

- a. The colour will initially be in the charge of a Sergeant and a double sentry. Bayonets will be fixed.

- b. The Sergeant in charge will hold his rifle throughout at the 'Shoulder' at his left side.
- c. The men of the right file of the right guard will be the sentries mounted on the colour.
- d. These sentries will 'Shoulder Arms', 'Stand at Ease', come to 'Attention' and 'Slope Arms' with the men in line, except as detailed in [Para 2110](#).
- e. The Sergeant and the double sentry will resume their places with the right guard, after it has received the colour, as detailed in [Para 2110](#).

2105. Groundkeepers

- a. The men detailed for keeping the ground will be organized in troops and companies.
- b. They will 'Slope' and 'Present Arms' with the line on all occasions, acting on the word of command of the Parade Commander.
- c. When the troops are marching past, they will 'Present Arms' to the colour as it passes on the order of their own commanders.
- d. At all other times the men will 'Shoulder Arms' and 'Stand at Ease', except when required to move for the purpose of keeping people back, when they will do so with 'Sloped Arms'.

2106. Parade Formation

a. The Guards

- (1) When they march on to the parade ground the guards will be formed in 'column' by the left, with unfixed bayonets; so that, on receiving the commands 'At The Halt, Left - Form!', 'Quick - March!' they will directly face the saluting base and be at a suitable distance from it.
- (2) Guards will be in two ranks in 'Line' for the Trooping Ceremony.
- (3) Guards will march past in two ranks in 'Column'.

b. The Colour Party

- (1) The colour will be placed at a distance of two guards in front of the left of the line, facing the right of the line.
- (2) The beat of the sentries will be at right-angles to the line and their front inward. All their movements must correspond, the right sentry, who will be the front rank man of the file, giving the time. They must turn outward together when at 3 paces from the colour, and inward when 10 paces from it, always turning toward their front.

c. **The Band**

- (1) The band will be formed up in front of the right of the line, at right-angles to it, facing inward, opposite the colour.
- (2) The drums will be in front of the left of the line, facing the band, the rearmost rank being 10 paces in front of the colour.

2107. Posts of Officers with the Guards

a. **The Parade Commander.** The Parade Commander will take post 15 paces in front of the centre of the line.

b. **The Second-in-Command and Adjutant.** The Second-in-Command will take post on the right of the line and the Adjutant on the left of the line, both in line with the Commanders of guards.

c. **The Colour Officer**

- (1) For the position of the colour officer in marching past see [Para 2110](#).
- (2) He will carry the colour as directed in [Para 0710](#) [sub para b](#)

d. **The Posts of Other Officers will be:**

(1) *In Open Order.* When the troops are at open order, and when on the saluting base in marching past in slow time:

- (a) The Captain will be 3 paces in front of the second file from the right.
- (b) The Senior Lieutenant 3 paces in front of the second file from the left.
- (c) The Second Lieutenant 3 paces in front of the centre of the guard.

(2) At other times they will be as in a commando in line or column see [Fig 11-5](#) and [Fig 11-6](#), except that:

- (a) The Captain will be 6 paces in front of the centre of his guard.
- (b) The Subaltern Officers will be in line with the supernumerary rank, in rear of the centre of the right and left half guard.
- (3) If only one officer is present with the guard, he will be 3 paces in front of the centre of the guard when at open order, and 6 paces in front of the centre of the guard when at close order.

SECTION 2 - THE CEREMONY

2108. Preliminary Procedure Under the Command of the Adjutant

a. When the Colour is to be Trooped on the Unit's Own Parade Ground

- (1) The troops will be fallen in by the Regimental Sergeant-Major and guards will be sized.
- (2) Guards will be formed in column, 3 paces in rear of the inspection line in two ranks at close order. See [Para 2106](#).
- (3) Arms will be at the 'Shoulder' and bayonets will not be fixed.
- (4) Guards will dress by the left, the left guide dressing the front rank. They will then 'Stand Easy'.

b. When the Colour is to be Trooped on a Parade Ground Other Than the Unit's Own Parade Ground

- (1) Guards will be marched down in three ranks under the command of the Adjutant.
- (2) Each guard will be commanded by a Subaltern officer.
- (3) Guards will be marched off from the left, No 4 Guard leading. When they reach the parade ground they will wheel on to their markers, Turn Right, 'Shoulder Arms', 'Form Two Ranks' dress by the left and 'Stand at Ease'.
- (4) When this has been done, officers fall out and go to the saluting base.
- (5) Guards will then be 'Stood Easy' by the Adjutant.
- (6) *The Colour Party:*
 - (a) The Sergeant and sentries in charge of the colour will march behind No 3 Guard, that is, in the centre of the four guards.
 - (b) When they reach the parade ground, they will break away and go straight to the place where the colour is to stand.
- (7) *The Band:*
 - (a) The band and drums will halt and cease playing in the position detailed in [Para 2106](#).
 - (b) The drums will march across the parade ground to assume the position detailed in [Para 2106](#).

(8) When it is time for the parade to begin the Adjutant will come out on to the parade ground, mounted or otherwise. The Regimental Sergeant-Major will stand at attention and order the parade to stand properly at ease, with the command 'Guards!'. He will then salute the Adjutant from his position on the left of No 4 Guard.

(9) The Adjutant will then take over and give the following commands:

ORDER	ACTION
'Guards - Attention!', 'At the Halt, On Markers, Left - Form!' 'Quick - March!'	The guards will thus be formed into line, facing the saluting base on the right markers of all guards and on the left marker of No 4 Guard. See Para 0127 .
'Guards, Left - Dress!'	The guards will be dressed by left guides who will order 'Eyes - Front!' in succession from the left. See Para 0127 . When the guards have been dressed, and the markers and guides have resumed their position, the Regimental Sergeant-Major will take up his position in the supernumerary rank in rear of the right guide of No 2 Guard.
'Guards, Open Order - March!', 'Rear Rank, Left - Dress!'	On the command 'March!' the rear and supernumerary ranks will step back 2 paces, the rear rank of each guard being dressed by the right marker of the guard, who will, in succession from the right, give the command 'Rear Rank No..... Guard, Eyes - Front!' and fall in in quick time. See Para 0127 .
'Non-Commissioned Officers Commanding Guards, To The - Front!'	All NCOs commanding guards will take 2 paces forward and 'Recover Arms', the right-hand man of the rear rank of each guard filling up the interval left by his commander.
'Quick - March!'	The drums will play a quick march. The NCOs will step off in quick time. When they pass the Adjutant he will turn about, and, as they near the saluting base he will give the command 'Inward - Turn!'. The drums will cease playing before the command 'Inward - Turn!' is given
'Inward - Turn!'	The centre NCO will halt and turn about. Remaining NCOs will turn inward and will halt and turn toward the line as they close the centre NCO. The NCOs will 'Shoulder Arms' after halting and turning.

ORDER	ACTION
'Stand at Ease!'	The guards and NCOs will stand at ease. The drums will then beat the 'Assembly', marching across the parade. They will march through the intervals of the band, and will countermarch and halt in front of it. As the 'Assembly' begins, the officers, with swords at the 'Carry', will fall in facing the line 3 paces in front of the NCOs and 3 paces from each other, taking up their dressing from the centre.
'Guards - Attention!', 'Fix - Bayonets!',	The NCOs will fix bayonets with the men. The Adjutant will hand the detail of the duties over to the Parade Commander, draw his sword and take post on the right of the line of officers.

2109. Preliminary Procedure Under the Command of the Parade Commander

When the Adjutant has handed over the detail of duties, the Parade Commander will draw his sword and give the following words of command:

ORDER	ACTION
'Officers, and Non-Commissioned Officers, Outward - Turn!'	The officers and NCOs will turn outward. After turning, the NCOs will 'Recover Arms'. The officers will 'Recover Swords', working with the second motion of the rifle.
'Take Post in Front of Your Guards!', 'Quick - March!'	The officers and NCOs will step off, halting and turning towards the line opposite their places in line. After turning towards the line, officers will 'Carry Swords' and the NCOs will 'Shoulder Arms'.
'To Your Guards!', 'Slow March!'	On the command 'March!', the officers and NCOs will step off in slow time, the officers 'Recovering Swords' as they take the first pace, and the NCOs 'Recovering Rifles' as they take the first and third paces. The band will play a slow march as the officers and NCOs march to the line, and cease playing as the latter arrive at their places. When the officers arrive at 3 paces from the line they will mark time. The NCOs will mark time when on the right of their guards, the original right-hand men of the rear rank stepping back into their places.

ORDER	ACTION
'Officers and Non-Commissioned Officers, - Halt!', 'About - Turn!'	The officers and NCOs will halt and turn about, the former carrying their swords, the latter shouldering their rifles after turning. The Commando Commander will take post 15 paces in front of the centre of the line.

Notes:

1. *The Second-in-Command, if mounted, and the Adjutant will take post with the line with swords at the 'Carry'.*
2. *If it is required to dress the officers, the Parade Commander will order 'Officers, Left -Dress!' after the officers and NCOs have turned about. The officers will dress as detailed in [Para 0411](#).*
3. *If a personage or officer holding precedence of the Parade Commander is to take the salute when the troops march past, he may be received with the honours to which he is entitled on completion of the officers and NCOs being positioned with their guards.*

2110. The Troop

ORDER	ACTION
'Troop!'	On this command the band and drums will play a slow march from the right to the left of the line, and, on arriving at 10 paces from the colour, will counter-march. The band and drums will then play a quick march from left to right; and will counter-march, halt and cease playing when in front of the right of the line. As the band and drums approach the right of the line, before counter-marching, a drummer will fall out and place himself 2 paces from the right of the line, in line with the front rank. When the band stops playing, the drummer on the right of the line will beat the 'Drummers Call'. On the first tap of the call: The Captain and Lieutenant of the right guard will turn inward, 'Recover Swords' and move across in quick time, passing right arm to right arm; the Captain, passing in rear of the officer for the colour.

ORDER	ACTION
'Troop! Contd.	<p>They will place themselves: The Captain - 3 paces in front of the right file of the second guard. The Lieutenant - 3 paces in front of the officer for the colour, where he will take command of the escort. Having halted and turned to the front, the Captain and Lieutenant will bring their swords to the 'Carry'. If there are only two officers with the right guard, the Lieutenant of the second guard will move across and take command of the escort. The Regimental Sergeant-Major will fall in 4 paces in rear of the centre file of the escort and draw his sword. The supernumerary Sergeant will place himself 3 paces in rear of the second file from the left of the second guard. The band and drums will form up in front of the escort. The drummer, having beaten the call, will take post with the drums again in quick time.</p>
'Escort for the Colour, Slope - Arms!', 'Remainder, Stand at - Ease!'	<p>The sentries on the colour will remain at attention with shouldered arms. The Lieutenant commanding the escort will then give the following commands:</p>
'Escort for the Colour, Close Order - March!'	<p>The escort will take close order by the rear rank taking 2 paces to its front, the officers remaining in front, and the markers coming up on the right and left of the rear rank by taking 5 paces forward. The band will come to the ready.</p>
'By the Left, Quick - March!', 'Left - Form!', 'Forward by the Centre!'	<p>The escort, preceded by the band and drums playing 'The British Grenadiers' will move out the distance of a guard and a half from the line, then form to the left and march by the centre straight towards the colour. The band and drums, when near the colour, will wheel to the left, clear the escort, cease playing, halt and turn about.</p>
'Escort to the Colour - Halt!'	<p>This command will be given so that the escort will be halted 20 paces from the colour.</p>

ORDER	ACTION
'Open Order - March!', 'Left - Dress!'	<p>Officers and guides will stand fast. The men will get their own dressing and will look to the front in succession from the left.</p> <p>The Parade Commander will give the command:</p>
'Guards - Attention!'	<p>The Regimental Sergeant-Major will move in quick time to the front by the left flank of the escort and halt in front of the colour.</p> <p>The officer for the colour will at the same time move out and place himself 4 paces in front of the Lieutenant, passing by his right and halting at the same time as the Regimental Sergeant-Major. The Regimental Sergeant-Major will salute the colour, receive the colour in his left hand, turn about and march forward, halting in front of the officer for the colour. The Sergeant, having handed over the colour, will 'Change Arms' so his rifle will be at the 'Shoulder' on his right side.</p> <p>The officer for the colour, having saluted the colour as the Regimental Sergeant-Major brings it up to him, and having returned his sword, will receive the colour at the 'Carry' from the Regimental Sergeant-Major, place it in his belt and turn about.</p> <p>The Lieutenant of the escort will then give the following commands:</p>
'Escort to the Colour, Present - Arms!'	<p>The escort will 'Present Arms', the Regimental Sergeant-Major saluting, the Sergeants in the front rank making a half-turn outwards, those in the rear rank making a three-quarter turn outwards, and then 'Porting Arms', and the Sergeant and sentries 'Presenting Arms'.</p> <p>The band and drums will play the National Anthem if the Queen's Colour is being trooped, or the first eight bars of a slow march if the Regimental Colour is being trooped.</p>

ORDER	ACTION
'Slope - Arms!'	The escort will 'Slope Arms'. Guides and markers will face their front. The officer with the colour will resume his post in rear of the Lieutenant, passing by his left. The Regimental Sergeant-Major, still keeping his sword drawn, will resume his post, passing by the left flank of the escort. The Sergeant, passing by the right flank, will place himself in rear of the third file from the right. The right guide and marker will close 2 paces to the right. The sentries will resume their places in quick time as the right file of the escort. The band and drums will turn about.
'Escort to the Colour, Left - Form!', 'Slow - March!', 'Forward by the Centre!'	These commands will be given as soon as the Regimental Sergeant-Major, Sergeant and sentries are in their places. The escort will form to the left and march off in slow time, preceded by the band playing 'The Grenadiers March'. The Commando Commander will place himself sufficiently far in front of the line to allow the band and drums to pass in rear of him. When the band and drums approach the left of the line, they will wheel to the left, and will move in front of the line of officers and halt when the rear rank is clear of the left flank of the escort. As the escort reaches the rear of the band, the band and drums will receive the signal to advance while playing. The Lieutenant, when at 4 paces from the line of officers, will give the command:
'Right - Turn!', 'Left - Wheel!'	On the leading file of the escort arriving in line with the left-hand man of the front rank of the line, the Lieutenant will again give the command:
'Left - Wheel!'	The band will stop playing. As soon as the band stops playing, the Parade Commander will order:
'Guards, Present - Arms!'	The band will immediately again begin playing 'The Grenadiers March'.

ORDER	ACTION
'Guards, Present - Arms!', Contd.	<p>The Lieutenant of the escort will move 3 paces in front of the line of officers, abreast of the second file from the right of the escort. The officer carrying the colour, will follow him abreast of the centre of the escort. The front rank of the escort will file between the ranks of the guards, the rear rank between the rear and supernumerary ranks.</p> <p>When the head of the escort arrives at the right of the remainder of the line, the Captain of the escort will bring his sword to the 'Carry', will take the place of the Lieutenant and will move on with the escort to his original post. The Lieutenant will mark time when at his original post, and the officer with the colour will move on, passing him by the proper front. The band and drums will cease playing before the escort is halted, and resume their original position by making two left wheels.</p>
'Escort to the Colour - Halt!', 'Left - Turn!', 'Left - Dress!', 'Eyes - Front!'	<p>These commands are given by the Lieutenant as soon as the escort has cleared the remainder of the line.</p> <p>The Captain will then give the command:</p>
'Escort to the Colour, Present - Arms!'	<p>For the remainder of the parade, while the colour is with the escort, the Captain, when giving commands, will address his guard as 'Escort to the Colour'.</p> <p>The Parade Commander will now give the commands:</p>
'Guards, Shoulder - Arms!', 'Close Order - March!'	<p>On the command 'Close Order!' the officers, with swords still at the 'Carry' will turn to the left. On the command 'March!' they will move to their places at close order. See Para 2107. The guards will take close order, the markers of the escort taking post in the supernumerary rank, the supernumerary Sergeant rejoining the escort. The officer with the colour will take post 4 paces in rear of the fourth file from the left of the escort (the centre file making way for him), with one Sergeant on each side. The Regimental Sergeant-Major will place himself 2 paces in rear of the Colour Officer.</p>

ORDER	ACTION
'Guards will Retire, About - Turn!'	The whole will turn about, except the left guides, who will turn to their left. Officers and supernumerary ranks retain their places.
'At the Halt, Right - Form!', 'Quick - March!', 'Guards will Advance, About - Turn!', 'Left - Dress!'	The guards will be formed back into 'column'. The Adjutant will cover the guides from the rear of the column and give the command 'Steady!'. The band and drums will take up a position in front of the saluting point.

2111. The March Past

ORDER	ACTION
'March Past in Slow and Quick Time, By the Left, Slow - March!'	<p>The column will step off, officers and NCOs in the supernumerary rank being in the same alignment.</p> <p>The Parade Commander will place himself at the saluting point and will return his sword.</p> <p>The band will begin to play on the command 'Slow - March!'. It will play the regimental slow march while guards are marching past. It will stop playing when the last guard is given the command 'Forward by the Left!' after forming round at point E (Fig 1).</p> <p>Each guard will form to the left on the inspection line when opposite point B (Fig 1) and again when forming distance from point B (Fig 1).</p> <p>During the formation at point B (Fig 1), the officers of each guard, including the officer with the colour, will place themselves 3 paces in front of the front rank in their posts in open order. See Para 2107. Subaltern officers move out to the front by the left flank.</p> <p>The Regimental Sergeant-Major and the Sergeants of the colour party will during the formation at point B (Fig 1), move across from the left flank of the escort to an equivalent position in rear of the right flank.</p> <p>When his guard has formed round at point B (Fig 1), each Guard Commander will order:</p>

ORDER	ACTION
'Forward by the Right!', 'Open - Order!'	The rear and supernumerary ranks will mark time two paces and then move on, except the markers who will move up on the flanks of the rear rank. The guards will then march past the saluting point as directed in Para 1215 . When at 20 paces beyond the saluting point, each Captain will give the command:
'Close - Order!'	On this command the officers and front rank will mark time two paces, and then move on. Markers will take post in the supernumerary rank. On reaching point E (Fig 1), each Captain will give the command:
'Left Form!', 'Forward by the Left!'	The officers resuming their places in column. The colour party will change flank. As soon as the last guard has formed at point E (Fig 1), the band will cease playing and the guards will break into quick time by order of the Parade Commander.
'Guards, Quick - March!'	The guards will then march past in quick time, the same procedure being followed as for the march past in slow time except that: Ranks will be at close order throughout. Officers, with the exception of the Lieutenant of the escort and the officer with the colour, will not change position on reaching point B (Fig 1). The colour party complete and the Lieutenant of the escort will change flanks during the formation at points B and E (Fig 1), remaining in rear of the escort. Markers will remain in the supernumerary rank.
'Guards, Left - Form!', 'For-ward!', 'Halt!'	As the left of each guard reaches the point where it rested in line, each Captain will give the command 'Mark - Time!' and when the last guard is in position, the Commanding Officer will form the guards into line and halt them.

2112. Conclusion of the Parade

- Should anyone be entitled to the 'Present' the Parade Commander will then open ranks and order a Royal or General Salute, the band having moved to the right of the line.

b. If Trooping the Colour is to be followed by guard mounting, the Commando Commander will then give the commands 'Stand at - Ease!', 'Officers for Duty, Fall - Out!', 'Stand - Easy!'. Officers for duty will fall out, salute the Commanding Officer and return their swords. The Regimental Sergeant-Major will also return his sword. The officer will not give the colour into anyone else's charge. Guard mounting will then be performed in accordance with the orders in force locally.

c. If the ceremony takes place on the commando parade ground, at the conclusion of the parade the colour will be marched off by the escort direct to the officer's mess. The Parade Commander will order the guards to 'Present Arms' as the colour leaves the parade ground and the drums will play 'Point of War'.

d. When the ceremony takes place on a parade ground other than the unit parade ground and guards are not being furnished, the guards will march back to barracks with bayonets fixed. The colour will march at the head of the escort to the colour. On arrival in barracks the guards will be formed up and the colour marched off, the guards 'Presenting Arms' as in c. above.

2113. Notes for Spectators

Spectators should stand when the colour passes them when marching past in slow and quick time and when marching off. They should not stand when the escort 'Present Arms' on receiving the colour (except when the Queen's Colour is Trooped and the National Anthem is played), nor should the spectators stand when the colour passes them during Trooping.

CHAPTER 22

FUNERALS

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CHAPTER 22

FUNERALS

2201. Introduction

The instructions for naval and military funerals given in Queen's Regulations for the Royal Navy and Queen's Regulations for the Army must be referred to. See also Para 0229 [sub para h.](#) and [Para 0230](#).

2202. Arms Drill

- a. The detail of drill movements required at funerals, with rifle and sword is detailed in [Chapter 3](#) and [Chapter 5](#).
- b. If time and standard of training do not allow the full detail to be taught, the simplified version may be used.

2203. Band Funeral Drill

For band funeral drill see [Chapter 15](#).

2204. General Instructions

- a. Drums and Drum Major's staff will be draped, see [Fig 22-1](#) and [Fig 22-2](#). Flags will be flown at half-mast.
 - (1) All drums are to be draped in black material which completely covers the shell, leaving the heads uncovered. Slings plaited are to be removed from tenor and side drums. Drum snares are to be released. See [Fig 22-3](#), [Fig 22-4](#) and [Fig 22-5](#).
 - (2) The Drum Major's staff and dress belt are to be covered in black material. The cover for the staff is close-fitting, with a draw tape at one end. The draw tape is tied over the head of the staff. The dress belt is covered with a single piece of black material, tailored to fit the belt and secured with tapes on the inside. See [Fig 22-6](#) and [Fig 22-7](#).
- b. At the funeral of a mounted officer, a charger or suitable horse will be led by a marine immediately behind the gun carriage. The jack-boots of the deceased will be placed in the stirrups, but reversed, ie., left boot in the right stirrup and heels to the front.
- c. At funerals where troops are detailed to line the route, they will be required to 'Present Arms' to the funeral procession first and 'Reverse Arms' before again 'Lowering on their Arms Reversed'. They will normally 'Present Arms' as the head of the funeral party approaches them, and 'Lower on their Arms Reversed' as the firing party approaches.

- d. At funerals of senior officers the arrangements will be made under the supervision of the Senior Officer. If, after the detailing of certain parts of the escort to line the route, a large portion is still available, the escort will march by companies, in threes, at the head of the procession, and in front of the band and drums. The disposal of the escort on arrival at the cemetery will be under local arrangements.
- e. Officers attending funerals as mourners will not draw swords, and with other ranks (except the firing party) will march in order of seniority from front to rear.
- f. Officers wearing swords and on duty with troops will draw swords, but will return swords before reaching the actual place of burial.
- g. All ranks on the active list, and officers not on the active list who are in possession of uniform, will wear uniform when taking part in the procession on occasions when military honours are accorded at the funeral of an officer or other rank.
- h. After burial the flag will be full-masted to denote the end of military mourning, and drapes will be removed. Mourning bands will be removed by personnel after they return to barracks.

2205. Organization of Units

- a. **The Escort.** See Para 0229 [sub para h](#) and Para 2204 [sub para e](#).
- b. **The Firing Party**
 - (1) A firing party will attend to volleys at the funeral of all officers below the rank of Major-General and of all other ranks. It will consist of 1 Sergeant, 1 Corporal and 12 marines.
 - (2) When marching arms will be carried at the 'Reverse'. During the march arms may be changed but the party will not march at ease.
- c. **The Leading Detachment.** The funerals of officers of the rank of Major-General and above will be saluted with guns (see Para 0229 [sub para h](#)). A firing party will not therefore attend, but its place will be taken by a leading detachment, found from the escort. The leading detachment will be of the same strength as the firing party and will conform to the detail in Para 2205 [sub para b. sub para \(2\)](#).
- d. **The Bearer Party**
 - (1) This consists of an officer, NCO in charge and 8 bearers, the ranks of whom will depend upon the rank or status of the deceased. At funerals of senior officers, the coffin should be carried by senior NCOs.
 - (2) The head-dress of the bearers will be removed when actually carrying the coffin and will be carried by NCOs or by drummers specially detailed.
 - (3) For the drill for bearers see [Para 2208](#) and [Para 2209 sub para b.](#)

(4) The Commander will see that the flag, head-dress, side-arms and wreaths are properly arranged on, and made fast to, the coffin, to prevent them from falling.

e. **The Pall Bearers.** See Para 0229 [sub para h](#), Para 2209 [sub para b](#). and Para 2210 [sub para d](#).

2206. Order of Forming Up

The units and mourners taking part in the funeral procession will form up outside the building where the body is placed as follows:

a. Firing Party or Leading Detachment

(1) The firing party or leading detachment will be drawn up in two ranks at arm interval between files, with arms 'Sloped', facing the building.

(2) The Corporal will be on that flank of the front rank towards which the procession will move.

(3) The Sergeant will give all words of command and be posted in rear of the centre.

b. **The Military Mourners and Drummers.** The military mourners and drummers, with drums muffled, will form up in two ranks, facing inward with 2 paces interval between men and 8 paces distance between ranks.

c. **The Escort.** The escort will be formed up in threes ahead of the gun carriage.

2207. Receiving the Coffin

a. As soon as the coffin is brought out of the building by the bearers, the Sergeant in charge of the firing party or leading detachment will give the command 'Present -Arms!'. When the coffin has been placed on the gun carriage or in the hearse and the 'cortège' is ready to move off, he will order 'Reverse - Arms!', 'Right (or Left) - Turn!', (the Corporal taking up his place 2 paces in front and midway between the ranks). 'Slow - March!'.

b. The firing party or leading detachment and the remainder of the leading part of the procession will pass between the ranks of military mourners, band and drums.

2208. Procedure for Carrying the Coffin

a. The coffin will always be carried feet end foremost and normally the bearers will work on the word of command of the officer or NCO in charge of the bearer party. Words of command will be given in a quiet, low tone, eg., 'Prepare to Lift - Lift!', 'Slow - March!', 'Halt!', 'Prepare to Lower - Lower!'. These movements cannot be controlled by a signal and should always be ordered by word of command.

b. When in the lift position the bearer party should be evenly spaced four on each side of the coffin, their arms crossed and around each other's shoulders, the coffin resting on the shoulder with the face close to the side of the coffin itself. The bearers will step off with the inside foot to avoid undue rocking of the coffin.

c. The NCO in charge of the bearer party will march 2 paces in the rear and in the centre of the bearer party.

2209. The Procession

a. The procession will move off in the following order:

- Escort.
- Firing Party or Leading Detachment.
- Band and Drums.
- Body on gun carriage, Pall Bearers, Bearers.
- Insignia Bearers (who will normally be nominated by the family of the deceased and will usually be service officers).
- The Chief Mourners.
- Mourners in uniform in order of seniority, the senior leading.
- Mourners not in uniform.
- Troops lining the route, in threes beginning from the flank first approached by the 'cortège', the men reversing arms in succession as they step off in slow time.
- Motor cars or other vehicles, unless directed by a separate route.

b. Positions in Procession.

(1) The bearers will march on either side of and next to the gun carriage, except when pall bearers are present, in which case the pall bearers will march immediately on either side of the gun carriage, and the bearers on the outer flanks at 2 paces interval. The position of pall bearers will be in order of seniority alternately on either side of the coffin, the senior being in rear on the right-hand side, the next senior in rear on the left-hand side, and so on.

(2) Should the mourners, for any reason, not be able to walk in the procession they will proceed by car by a separate route.

c. The band and drums will begin to play the 'Dead March' when about 300 yards from the mortuary, and continue for such a distance as the officer in charge may have ordered before marching off.

d. The firing party or leading detachment will receive the command 'Quick - March!'. The remainder will conform when the band or drums cease playing.

e. When at a convenient distance from the cemetery, as directed by the officer in charge, the Sergeant in charge of the firing party or leading detachment will give the command 'Slow - March!' and the band and drums will again begin playing.

2210. Procedure on Arrival at Place of Interment

- a. When the head of the procession arrives near the ground where it is to meet the officiating minister, the Drum-Major will incline to his right, upon which the band and drums and the ranks of the firing party or leading detachment will open out to form a lane and will halt. See [Chapter 15](#).
- b. When he has given the command 'Halt!', the Sergeant in charge of the firing party or leading detachment will order 'Inward - Turn!', 'Lower On Your Arms - Reversed!'.
 - c. The coffin will then be moved by the bearers and carried feet end foremost to the place of interment.
 - d. The order of procession will now be:
 - Officiating minister.
 - Body with pall bearers and bearers, the former walking behind the body should the path be too narrow to admit of their remaining in their correct positions.
 - Mourners.
 - Drums.
 - Firing party or leading detachment, moving under the orders of the Sergeant in charge, who will give the commands 'Attention!', 'Reverse - Arms!', 'Ranks Right and Left - Turn!', 'Slow - March!'.
 - e. Should the band be required to take part in the service, they and the drums may precede the body to the grave in quick time, in which case they will not open out and halt as detailed in Para 2210 [sub para a](#).
 - f. The coffin will be placed by the bearers on wooden slats which span the width of the grave. The mourners will then file around the grave, halt and turn inwards without word of command. The firing party or leading detachment will follow the mourners and will be halted under the orders of the Sergeant in charge who will give the commands 'Halt!', 'Left - Turn!', 'Lower On Your Arms - Reversed!' at some convenient pre-arranged position at the graveside.

2211. Procedure During Service

- a. During the service at the graveside, except when the burial takes place within a sacred building, the head-dress of those attending in uniform will not be removed.
- b. As soon as the chief mourners are in position and the officiating minister is ready to begin the burial service, the bearers will raise the coffin from the wooden slats and lower it into the grave, having first removed the flag, head-dress, side-arms, wreaths, etc., from the coffin. When the coffin has been lowered the bearers will move from the graveside and replace their head-dress.

2212. Procedure at Conclusion of Service

a. If volleys are to be fired, the Sergeant in charge of the firing party will order:

ORDER	ACTION
'Firing Party - Attention!', 'Present - Arms!', 'Shoulder - Arms!'	Drill as detailed in Para 0347 is carried out.
'Firing Party, Volleys with Blank Cartridge, Standing - Load!'	The firing party carry out the drill as detailed in Para 0335 .
'Present!'	
'Fire!'	
Two more volleys will be similarly fired.	
'Shoulder - Arms!'	The drill as detailed in Para 0335 is carried out.
'Fix - Bayonets!', 'Attention!'	Drill as detailed in Para 0333 is carried out.
'Present - Arms!'	Drill as detailed in Para 0326 is carried out.

b. If volleys are not to be fired, the Sergeant in charge of the leading detachment will order:

ORDER	ACTION
'Detachment - Attention!'	
'Present - Arms!'	Drill as detailed in Para 0347 is carried out.
'Fix - Bayonets!'	Drill as detailed in Para 0333 is carried out.
'Attention!'	
'Present - Arms!'	Drill as detailed in Para 0326 is carried out.

c. The buglers will then sound the 'Last Post' and after a short interval, 'Reveille'. During the sounding of these calls all troops under arms, except the firing party or leading detachment, will stand at attention; officers will remain at the salute during the 'Last Post' and 'Reveille'. As soon as the sounding of 'Reveille' has ceased, the Sergeant in charge of the firing party or leading detachment will order 'Shoulder -Arms!'.

2213. Procedure for Dispersal

a. The band and drums, with drapes removed, will be formed up, ready for moving off.

b. The Sergeant in charge of the firing party or leading detachment will order:

ORDER	ACTION
'Form Three - Ranks!'	
'Slope - Arms!'	
'Right - Turn!'	
'Quick - March!'	Drill as detailed in Chapter 2 and Chapter 3 is carried out.

c. The band and drums will lead, followed by the firing party or leading detachment and military mourners, who will form threes without word of command as they march off. The band will not play, nor the drums beat, until they are entirely clear of the burial ground.

d. Arms are to be inspected at the earliest opportunity after leaving the place of burial.

Fig 22-1. Drum Major's Staff Draped for a Funeral



Fig 22-2. Drums Draped for a Funeral



Fig 22-3. Side Drum Draped



Fig 22-4. Tenor Drum Draped



Fig 22-5. Bass Drum Draped



Drum Major's Staff and Dress Belt Draped for a Funeral

Fig 22-6. Front View



Fig 22-7. Side View



APPENDIX A

HISTORICAL NOTES

The Colours.

Two colours, the Queen's and the Regimental colour, are carried by Royal Marines units, by all regiments of foot guards and infantry, including regiments of the Territorial Army, by the Parachute Regiment, and by certain establishments. They are not carried by rifle regiments, a feature of whose original employment was concealment, hence they did not carry colours which might disclose their position. Units converted to other arms of the service are permitted to retain their colours, but these may only be carried on regimental domestic occasions and are not carried when on parade with other troops.

Throughout the long history of our country we find reference to insignia and banners carried in battle, the armies and retainers of the feudal noblemen displaying the arms or device of the king or baron whom they followed. Halfway through the seventeenth century the earliest records of regimental colours can be found. Each company, as well as the colonels and majors of a regiment, had a colour and this meant that very many were in use. To regulate their design a Royal Warrant of 1661 made Garter Principal King-of-Arms responsible for the design of all colours.

The Duke of York and Albany's Maritime Regiment of Foot formed in 1664, the original marine regiment, had colours which were predominantly yellow, the colour of their uniform. We next find the marine regiments carrying their colours at the assault and siege of Gibraltar, in 1704, but details of their design are regrettably lost. Forty years later a further ten regiments of marines were supplied with colours, but by then reduced to two for each regiment. The first of the two colours was a Great Union or the Cross of St. George with St. Andrew's; and the second of a plain colour, in the case of the 1st Regiment of Marines, yellow, as used for the uniform's facing; each emblazoned in the centre with the distinctive badge of a vessel under sail.

When the Corps was placed on a permanent footing in 1755 the regimental colours were made white because of our change of facings to white. The vessel under sail was replaced by the fouled anchor and wreath, the badge of Admiralty. At this time there were formed at Chatham, Portsmouth and Plymouth the three Divisions.

Colours were sent from Plymouth for the troops engaged in the Battle of Belle Isle. These, and the ones presented to Chatham and Portsmouth at about the same time, were most probably re-issued from store where they had been returned upon the disbandment of the ten regiments previously mentioned. It was at Belle Isle we are said to have won the laurel wreath as a badge of distinction. Fifteen years later a further stand of colours was dispatched from Plymouth, this time to a battalion at Boston, later to be engaged at Bunker's Hill. A fragment of these colours can still be seen displayed in the officers' mess at Stonehouse.

Admiral Lord St. Vincent recommended to the King that in view of gallantry shown in actions against the French, we should be made a Royal Regiment. On the 29th April 1802, we were styled 'The Royal Marines'. This allowed us to adopt a blue regimental colour and

facings. The Union Flag as we now know it was used for the first time. These colours were presented in 1811 to the First Battalion Royal Marines at Lisbon.

It had become the custom to embroider outstanding battle honours on the colours of a regiment. When H.R.H. The Duke of Clarence, Lord High Admiral and General of Marines, afterwards King William IV, presented colours to all Divisions in 1827, he said:

“The greatness of the number of actions to be considered (109 were submitted) and the difficulty of selecting amidst so many glorious deeds such a portion as could be inserted in this space, determined His Majesty King George IV to direct that the ‘Globe encircled with Laurel’ should be the distinguishing badge as the most appropriate emblem of a Corps whose duties carry them to all parts of the globe, in every quarter of which they had earned laurels by their valour and good conduct, and also His Majesty has given them the most peculiar and honourable distinction - a badge of his own Cypher - and further, His Majesty directed that whatever King and Queen they might serve under hereafter, though the Cypher of the reigning Sovereign must appear on their Standard, still in those of the Royal Marines, the Cypher ‘G.R.IV’ was forever to appear.”

A list of the actions submitted is printed in a *Globe and Laurel*, of 1896.

In 1858 new Colours were prepared which did not wholly observe these directions of his late Majesty. Their presentation was without great ceremony and was made by the local Commander-in-Chief in all cases. A pair of the old colours was re-issued three years later to a battalion which saw service in Mexico. Then in 1863 they were carried by another battalion in action in Japan. These were the last Royal marine colours to be carried into action and until 1940 they were to be seen in the officers’ mess at Plymouth. They were almost totally destroyed when the building was bombed. Two fragments, the crown of the regimental colour and part of the motto scroll from the King’s colour only remain.

In 1894 new colours, based on the Plymouth Colours awarded by King George IV in 1827, were prepared for all three Divisions. The design of Garter King-of-Arms, used for the first colours of the Queen’s reign was abandoned with the approval of Her Majesty, who added her Imperial Cypher for the first time. Queen Victoria personally presented those of the Portsmouth Division in 1894 and H.R.H. The Duke of Edinburgh presented those of Chatham and Plymouth in 1896. It is interesting to note that the old colours at the Chatham ceremony were later presented to H.R.H. at Clarence House where they remained until after his death when they were moved to Windsor.

The old 1858 Plymouth Colours were retained in the officers’ mess for many years but were later moved to the old chapel. The Portsmouth stand can be seen in the barrack church, those of the old Woolwich Division at Deal. The Chatham stand is not to be traced.

In 1931 a new stand of colours was presented to the Portsmouth Division by H.R.H. Prince George, later Duke of Kent. The old ones found their resting place in the church at Eastney.

In 1950 The old Chatham divisional colours were laid up in Rochester Cathedral when the main barracks there closed.

In 1951 new colours were presented to the Royal Marines Barracks at Plymouth by H.R.H. The Duke of Edinburgh. The 1896 colours were laid up in Gibraltar.

Since the establishment of a peacetime field formation, colours are now to be carried at the two main barracks at Portsmouth and Plymouth and in the units of the 3rd Commando Brigade.

Colours were presented to 40, 42 and 45 Royal Marine Commandos on Floriana parade ground, Malta, in November, 1952, by H.R.H. The Duke of Edinburgh, the Corps' Captain General. The Captain General also presented new colours to Royal Marines Barracks, Eastney, on St. Georges Day, 1956, the 1931 colours being laid up in St. Andrew's church with those presented to the Portsmouth Division in 1858 and 1894.

The presentation ceremony in 1894 is the first known occasion when the colours were trooped before the presentation of new ones. The ceremony of trooping the colour originated in an old guard-mounting ceremony in which the Queen's Colour is the symbol of the sovereign and the country, the regimental colour the emblem of the Soul of the Regiment. During the troop, every man has a close view of the regimental colour whilst paying the highest possible honour by presenting arms in salute. The whole ceremony is one of symbolic trust and reverence. Colours are usually not touched or carried except by an officer, but we see the ceremony start with the emblems in charge of the senior non-commissioned officers and two sentries guarding them from harm - a token of confidence in the men. Later the subaltern assumes command of the right guard, formally the Grenadier Company, a tribute to youth and a symbol of the responsibility which youth is expected to assume. This too, is the only occasion on which the regimental Sergeant-Major draws his sword so that he pays full honour when saluting the colours before returning them to the custody of the officer. Only before the presentation of new colours are both the Queen's and regimental colours trooped together.

THE BANDS OF THE ROYAL MARINES

Band of the Chatham Division, Royal Marines.

Whilst it is highly probable that a small band of drums and fifes existed before the year 1692, this being the fashionable music of the period, it was not until 1693 that the first known record was published in the following terms in the form of a Warrant:

"To presse or cause to be impressed from time to time such number of Drums and Fifes and Hautboys as shall be necessary for His Majesty's Service, either by sea or land whereby Captain William Prince of Their Majesties First Mareen Regiment ... to impress two drums and two hautboys for the service of his Company in the aforesaid Regiment."

Eighty years later the records of Chatham Division show that on 6th June, 1773, the band was ordered to be sent aboard *Orpheus* at Sheerness in order to be carried to Spithead, the being occasion for it when the King reviewed his Fleet.

In 1826 the band accompanied the British Ambassador to Russia for the coronation of the Emperor Nicholas I. This is the first known occasion on record of a British band leaving its native shores to attend a foreign ceremony.

As Chatham was the nearest Division to London, this band was probably the most familiar of the Royal Marine bands to Londoners. Included among the many functions at which it had the honour to attend in the capital are the coronations of six sovereigns, and the funeral of His Majesty King Edward VII. It also attended at Royal weddings, Royal garden parties and banquets, the opening of Tower Bridge and the Imperial Institute, and took part in many Lord Mayors' Processions.

During the late war the band undertook many tours to various parts of the country in connection with Savings Week and entertainment of the troops. In January, 1945, they went to Belgium and Holland, playing at Antwerp, Brussels and Walcheren. A similar tour was undertaken in April and May of the same year.

The Chatham Divisional Band was disbanded in 1950, coinciding with the closing down of Chatham Barracks.

Band of H.M. Royal Marines Portsmouth.

The origin of the first marine band in the port is obscure. It is believed however, to have been the oldest of the divisional bands, and must, therefore, have been raised before 1767. The early instrumentation of the band consisted largely of those instruments which are found in the present-day band, such as trombones, horns and clarinets, and the band numbered thirty.

On 11th December, 1797, orders were issued for the band, together with a 'Captain's Guard of Marines', to march from Portsmouth to Town (London) to, attend His Majesty to St. Paul's Cathedral on 19th inst. 'to offer thanksgiving for the many signal and important victories obtained by his Navy in the course of the present war'.

The first known instance of a Royal Marine band undertaking a private engagement was in 1812, when the Portsmouth band played at the coming-of-age of a young Guards officer.

The earliest record of the band proceeding on a Royal Cruise is 1821, when the band embarked in H.M.S. *Active* to accompany the Royal Squadron to Ireland. From this time onwards the Portsmouth bands were constantly in attendance when their Majesties were afloat in the Royal Yacht. For instance, records show that between the years 1890 and 1897, the band of the Portsmouth Division, Royal Marine Light Infantry, played by command before Her Majesty Queen Victoria no less than 66 times.

In 1864, the Royal Marine Artillery Band was formed at Eastney, and so there were two Royal Marine bands at Portsmouth from that date until the disbandment of the Royal Marine Light Infantry Division at Forton in 1923. The present band is the direct successor of the Royal Marine Artillery Band. In 1903, His Majesty King Edward VII honoured the Royal Marine Artillery Band with the permanent appointment of serving in the Royal Yacht whenever the King and Queen should embark.

Band of H.M. Royal Marines Plymouth.

The band was first formed by the officers of the Plymouth Division in 1767, one Antonio Rocco being engaged to 'teach Musick' at a salary of a mere 2s. 6d. per week. The instrumentation consisted of a few drums and fifes, which, throughout the 193 year of the band's existence, has developed into the full military band and symphony orchestra of the present day.

The uniform has varied as much as the instrumentation. In 1768 the band wore white stockings and breeches, with black buckled garters. A century later we find them attired in white tunics with scarlet collars and cuffs, and scarlet trousers with white braided stripes - a contrast with the dark blue uniforms and white helmets of today. No less colourful were the personalities of the long line of distinguished conductors. They were variously styled 'Masters of the Band', 'Bandmasters' and 'Director of Music', with the rank of sergeant, warrant officer, and latterly, lieutenant, captain etc.

In 1872, Mr. Carl von Froenherdt, a German, was appointed bandmaster. Three members of the Winterbottom family commanded the band at various periods. Others well known in service musical circles include Major P.S.G. O'Donnell, and Major F.J. Ricketts, better known as 'Kenneth J. Alford', composer of 'Colonel Bogey' and many famous marches and works for military bands.

The activities of the band have increased in scope and importance with the passing years. Originally these consisted solely of military duties, i.e., marching, guard mountings, 'Beating Retreat' and 'Tattoos', etc.

During the latter part of the war the band toured Holland and Normandy, and led the first British troops into Paris immediately after the liberation of the city. An extensive tour was also undertaken to the Far East, including Ceylon, India, Burma, Siam and Malaya. The band took part in the Bangkok Peace Celebrations, the Delhi Victory Parade, and many important functions for H.E. the Viceroy and the Supreme Allied Commander, South East Asia.

Royal Marines School of Music.

The Royal Naval School of Music was formed in 1903 to produce continuous service musicians for the Royal Navy. Previously, foreigners and non-continuous service musicians were paid for by naval officers to provide bands. The task of forming this school was assigned to the Royal Marines. The band service is an integral part of the Corps. Boys are entered from the age of 14 and trained musically and educationally until the age of 18.

The function of the school is to form and train bands for service in the Royal Navy and Royal Marines. The object is to provide military, orchestral and dance bands; and, as only small bands can be embarked in ships, a high degree of versatility and efficiency is required. As their primary duty is with the Royal Navy, a large percentage of service is at sea.

In addition to the music which assisted to sustain the morale of the ship's companies, it is interesting to note that the band in each ship, during both World Wars, was employed on a most important fighting duty, namely, manning the gunnery fire-control system. The fighting efficiency of the ship was largely dependent upon the accuracy and precision with which this duty was performed. The Roll of Honour for the 1939-45 War contains the names of 225 band ranks who gave their lives in the service of their country. This represents about 25 per cent. of those who served afloat. The following decorations for distinguished service were awarded: 9 D.S.M.s, 2 B.E.M.s and 27 Mentions in Despatches.

On 1st September, 1950, the Group Bands and the Royal Naval School of Music were amalgamated and became the Royal Marines Band Service. At the same time the title of the School was changed to The Royal Marines School of Music.

Distinctive Devices.

The Band of the Chatham Division wore the White Rose of York above the regimental badge of their helmet plate and cap in commemoration of their attendance upon H.R.H. The Duke of Cornwall and York (afterwards King George V) during his voyage to the colonies in 1901.

The Band of H.M. Royal Marines Portsmouth wear a cap badge consisting of a gilt grenade on which is mounted the Royal Cypher 'GR V' and crown in silver, surrounded by a gilt laurel wreath; above the badge, the combined Cyphers 'E II R' and 'PP' surmounted by the St. Edward's Crown in silver. The helmet plate has the Royal Cypher 'GR V' in silver over the anchor and below the Globe; and the combined Cyphers 'E II R' and 'PP' in silver at the base of the crown. The Royal Cypher GR V commemorates the attendance upon King George V at the Delhi Durbar in 1911 of the Royal Marine Artillery Band. The combined Cyphers of H.M. Queen Elizabeth II and His Royal Highness the Duke of Edinburgh commemorate the attendance on Her Majesty of the Portsmouth Group Band during Her Majesty's Commonwealth Tour in 1953-1954. The grenade is the flaming grenade of the Royal Marine Artillery.

The Band of H.M. Royal Marines CTC RM wear the Prince of Wales's plume above the regimental badge of the helmet plate and cap. It was awarded to the Plymouth Group Band to commemorate their attendance on H.R.H. the Prince of Wales during his tours of the Dominions of Canada and Australia in 1920.

BEATING RETREAT

The actual origin of this ceremony is very obscure, but there is no doubt that it was one of the earliest to be instituted in the Army. One of the first references appears to have been made to such a ceremony, which was then called 'Watch Setting' in the *Rules and Ordynances for the Warre* dated 1554, and also by Robert Barret in his *Theorike and Practice of Moderne Warres* dated 1598. It appears that the original 'call' was beaten by drums alone, and that it was some years before the fifes were introduced. The bugle came at a later date still, and the present ceremony of having a band paraded is a modern innovation which is used purely as a spectacle.

In olden times, when the hours of darkness meant a cessation of hostilities until the following day, the object of the call was to collect and post the necessary guards for the camp, garrison, etc., for the night. It was also a warning for those outside the camp or garrison to retire or they would be kept outside for the night. We thus find that there is some confusion arising between 'retreat' and 'tattoo'. This confusion may, in part have been caused owing to the French using the word 'retraite' for the similar call to our 'tattoo'. From the following extracts from old orders, it would appear conclusive that 'retreat' was meant to be separate from 'tattoo' and to be beaten at sunset.

The earliest reference to 'retreat' itself is to be found in an order dated 18th June, 1690, from an officer in the Army of James II, which states: "The generall to be beate att 3 clock in ye morning ... ye retrete to beate att 9 att night and take it from ye gards." A further seventeenth century reference is contained in an order of William III dated 1694 which reads: "The Drum Major and Drummers of the Regiment which gives a Captain of the Main Guard are to beat the 'Retreat' through the large street or as may be ordered. They are to be answered by all the Drummers of the other guards, and by four Drummers of each Regiment in their respective Quarters." These two references would, however, appear to refer to what we now call 'tattoo' as they were carried out at night and not at dusk.

In the General Orders of the Duke of Cumberland, a distinction is made between the two ceremonies; "The 'retreat' is to beat at sunset", whereas "tattoo" (is) to beat at (ten, nine or eight) o'clock at night."

While the army was serving in Flanders, the Duke's Orders have these references to 'retreat':

1745	Aug 17	"Soldiers who take their arms out of the bell tents after Retreat to suffer death."
1747	May 5	"No Drummers to practice after the Retreat".
1747	May 26	"If any officers meet soldiers strolling from Camp after Retreat beating"

In *An Universal Military Dictionary* dated 1779, by Captain George Smith, Inspector of the Royal Military Academy, Woolwich, 'retreat' and 'tattoo' are definitely separated. 'Retreat' is defined as follows:

"Retreat is also a beat of drum, at the firing of the evening gun; at which the Drum Major, with all the drums of the battalion except such as are on duty, beats from the camp colours on the right to those on the left, on the parade of encampment; the drums of all the guards beat also; the trumpets at the same time sounding at the head of their respective troops. This is to warn the soldiers to forbear firing, and the sentinels to challenge 'till break of day', that the reville is beat. The retreat is likewise called setting the watch."

In 1799 *General Regulations and Orders for the Conduct of H.M. Armed Forces in Great Britain* lays down that it shall be "beat at Sunset" and this is repeated in all editions of "King's" and "Queen's Regulations" down to the present day.

APPENDIX B

REFERENCE TO DETAIL CONTAINED IN THE ARMY DRILL BOOK AND NOT IN THE ROYAL MARINES DRILL BOOK

The references given in this appendix are divided into two categories:

- a. Drills which may be applicable to Royal Marines.
- b. Detail referred to for information or interest.

Drills Which May Be Applicable to Royal Marines.**Drill (All Arms) 1965.**

- a. **Dressing.** NCOs dressing sub-units during routine drill and moving out from the supernumerary rank to do so (may be required in battalion ceremonial in 'mass'): sections 108 and 110 (3) (c) and note.
- b. **Pistol Drill.** Chapter XII and Appendix C.

Ceremonial 1950.

- a. **Ceremonial Parade with A.F.V.s or M.T.** Section 1 (2).
- b. **Ceremonial Parade of Division:**
 - (1) *Parade formation. Section 5.*
 - (2) *Marching past. Chapter VII.*
- c. **Trooping the Colour.** Left form by massed bands. Section 50 (16) (b).
- d. **Street Lining.** Battalion organized in half-companies. Section 59.
- e. **Orderlies to an Inspecting Officer.** Procedure during the inspection. Appendix C.

Detail Referred to for Information or Interest.**Drill (All Arms) 1965.**

- a. **Dressing:**
 - (1) *By word of command during routine drill: section 5; after taking open or close order: section 7 note; after forming 2 or 3 ranks: sections 32 and 33.*
 - (2) *Trained soldiers not required to extend the arm: section 5 (2) (ii).*

- b. **Falling Out.** Section 10 (2) and note.
- c. **Balance Step.** Slow march by: section 13; turning by: sections 18 and 19; forming squad by: section 30.
- d. **The Short Pace.** Sections 12 (4) and 15 (d).
- e. **Changing Step.** Right foot leading: section 21 (4).
- f. **Drill with Whip.** As for cane.
- g. **Forming Up and Falling In.** Army method: sections 111 and 112.
- h. **Light Infantry Drill.** Chapter XVIII.
- i. **Drill for Rifle Regiments.** Chapter XIX.
- j. **Mounted Sword Drill.** Proving: appendix B (19).
- k. **Specimen Drill Programmes.** Appendix D.

Ceremonial 1950.

- a. **Application to Various Arms.** Sections 1 and 3.
- b. **Mounted Units.** See index.
- c. **Royal Review.** Order of march: section 17.
- d. **Artillery Salutes.** Section 53.
- e. **Funerals.** Detail for funerals of personages of higher rank or status than General is in chapter XIII.
- f. **Origins of Standards and Guidons:** Appendix A.
- g. **Sub Machine Carbine Exercises (Provisional):**
 - Present from the Order. Section 6.
 - Order from the Present. Section 7.
 - Trail from the Shoulder. Section 10.
 - Shoulder from the Trail. Section 11.
 - Change at the Trail. Section 12.
 - Marching and Halting. Section 13.
 - Ground Arms. Section 14.
 - Take Up Arms. Section 15.
 - Port from the Order Section 16.