

CLEARWATER FIRE & RESCUE HONOR GUARD

DRILL AND CEREMONIES MANUAL

Purpose

The Clearwater Fire & Rescue Honor Guard was formed in 2002 to serve as a ceremonial representation for all members of Clearwater Fire & Rescue. Whether providing a Color Guard for Departmental functions or honoring one of our fallen comrades, it is the mission of the honor guard to represent the entire Department in a dignified and professional manner with precise attention to detail.

Policy

The Honor Guard operates under direction of this document with additional direction being provided by both the U.S. Army and U.S. Marine Corps Drill and Ceremonies Manuals.

Organizational Structure

The Honor Guard falls under the Special Operations Bureau within the Operations Division. The Staff Liaison for the Honor Guard is the Assistant Chief of Special Operations. The Honor Guard has one Unit Coordinator (Honor Guard Coordinator) and three Team Leaders, one on each shift. Additionally, the Scribe/historian maintains the event log and assists with other logistical support. Upon notification of an event the Honor Guard Coordinator will make contact with Alpha, Bravo, and Charlie Team Leaders to begin notification and scheduling the detail. A Detail Commander will be assigned and will be the point of contact for all items surrounding that event. For events with advance notice this may take place via departmental email. Other events that may have less advance notice will require phone contact to provide a more timely distribution of information. This initial notification process can follow either an upward or downward flow of communication. In other words, if a guard member learns of an event first, then they should make contact with the Honor Guard Coordinator or their respective Team Leader.

Beyond the above-mentioned positions, there is no rank in the honor guard. No departmental rank insignia is to be worn on the honor guard uniform. The Honor Guard is a Para-military team and will follow basic military standards in reference to drill and ceremony. This structure is necessary due to the often hectic and chaotic process involved in planning and conducting a detail.

Selection Process

Uniformed members of the department, who are interested in being a part of the Honor Guard, should submit a notice of interest via email to the Honor Guard Coordinator. This request may be routed through the individual's chain of command and the Assistant Chief of Special Operations, but this is not necessary. When an opening(s) arise, a try-out will be scheduled. No experience is necessary to join the team. The try-out simply provides a process and a benchmark for all oncoming guard members. Once selected, individuals will be notified and they will be informed on the procedure for uniform acquisition.

Expectations

Honor Guard members will conduct themselves in a manner becoming of a Fire Service Professional at all times, not just when in the Honor Guard uniform. Pride and professionalism must be the core of our presentation and Honor Guard members must lead by example in setting the standard for other uniformed personnel. Departmental grooming and personal appearance standards must be strictly adhered to, if not exceeded, by all members of the Honor Guard. Due to the sudden and urgent nature of some of the details assigned, it is important that Honor Guard members keep themselves and their uniform in a constant state of readiness.

Uniforms

Class "A" Uniform will consist of a double-breasted navy jacket with matching trousers worn over a long sleeve white dress shirt and matching tie. Shirt will have department patch on left sleeve and appropriately facing American Flag on the right sleeve. Jacket will have the department patch on the left sleeve and red citation cord is also worn on the left arm with the braided loop on the outside of the arm. The Honor Guard badge will be worn on the jacket and will be covered with a mourning band when deemed appropriate by the Detail Commander. Gold collar brass (crossed axes) will be worn on the upper lapel of the jacket. Additional uniform items include a white bell cap, black shoes and socks, uniform belt for trousers, and white gloves.

Class "B" Uniform will consist of all of the items listed for the Class "A", with one exception. The red ascot will be worn instead of the white shirt and tie. It is also preferred that the Honor Guard T-shirt be worn under the jacket to provide a uniformed and profession image during preparation and/or following the event.

Class "C" Uniform will consist of the Honor Guard Polo Shirt worn with the uniform trousers, black shoes and socks and uniform belt for trousers. This uniform may be called for during planning or training with other departments in preparation for a funeral.

Class “D” Uniform will consist of the Honor Guard T-shirt worn with the uniform trousers, black shoes and socks and uniform belt for trousers. This uniform may serve as a reporting uniform when arriving at a detail for rehearsal.

Note: The wearing of sunglasses during a detail is discouraged, but the Detail Commander will make the final decision on an event-by-event basis.

General

In order to present a crisp and professional appearance, it is the responsibility of each Honor Guard member to maintain his or her uniform in good repair, smartly pressed and adequately polished. Prior to stepping off for a detail, look each other over to insure uniformity and precision. All items should be removed from all pockets prior to beginning a detail. Wallets, watches, keys, cell phones and pagers all can detract from the sharp lines of the uniform. Additionally, all cell phones and pagers should be set on silent mode upon arrival at a detail venue. The Detail Commander may need to remain in contact right up until stepping off, so it is advised that they keep a communication device of some sort with them, but also in silent mode. It is also advised that the Detail Commander keep a watch or timepiece if one is not readily available at the venue.

The Detail Commander has the authority to restrict or remove any detail members based upon his/her attitude, appearance, lack of professionalism, lack of training, present state of cognitive function, failure to report to the detail as assigned, or if a member should demonstrate behavior unbecoming as a member of the Honor Guard and whose actions reflect poorly on the detail as a unit.

If an individual is not conducting himself or herself in the highest manner, it will be the responsibility of the Honor Guard Coordinator and the respective Team Leader to discuss the issue or event with the individual and determine an appropriate course of action up to and including removal from the team.

Participation in the Honor Guard is voluntary, and is regarded as just what the name states, an *Honor*. Certain events may be compensated or performed while on duty, but that is not the primary intent of the team. We do what we do because it is what we need to do! There should be no greater honor and “our pride is our reward.”

INTRODUCTION TO HONOR GUARDS

DRILL AND CEREMONY

The first official honor guards can be traced back to the Praetorian Guard, an elite unit formed by the Roman Emperor Julius Caesar. Their original charge was the protection of the Emperor. Since that time honor guards have been used by armies and Nations throughout the world. Military history confirms that the primary value of drill is preparation for battle. Drill enabled commanders to quickly assemble, relocate and re-assemble their troops in an orderly fashion, and most drill movements mimic the tactical formations used on the battlefield.

In 1775, George Washington recognized the lack of discipline, organization and teamwork in his military. This was not what he was accustomed to and sent his French Ambassador, Benjamin Franklin, to enlist the help of a Prussian Officer, Baron Friedrich von Steuben. Von Steuben had served under Frederick the Great and was appalled by the condition in which he found the troops he was charged to train. He got started right away and selected 120 individuals from the line to train. A manual was developed and discipline became the foundation of military life for these select individuals. The newly found discipline instilled alertness, urgency, confidence, pride and attention to detail in those individuals. Others began to take notice of the precision in which the guard executed upon command. Eventually, those 120 individuals were distributed throughout the Army to teach drill, and von Steuben wrote the first drill manual in 1779, to ensure continuity and uniformity through the ranks.

Drill commands have changed little over the last several hundred years. There have been minor adjustments such as the cadence pace was increased from 76 steps per minute, to 120 steps per minute. Additionally, some of the verbiage used has changed with the preparatory commands and commands of execution. As weapons and technology improved, drill was adapted to allow for these new tactical concepts. Although the procedures taught today are not normally utilized on the battlefield, the objectives gained by drill are just as valuable. Some of those objectives include; professionalism, teamwork, confidence, alertness, esprit de corps and attention to detail.....all the time.....every time.

In the Continental Army, honor guards were used as a protective measure and as a means of showing the improvement in discipline in the newly formed army. They were selected specifically for their size, strength and their proven prowess in combat. Members of the guard are also selected for their soldiery appearance and superior discipline. An honor guard should not be so large as to compromise the exceptional standards required of them. It is important to recall the origin of these elite groups in order to preserve history and tradition. The battlefield and protective combat assignments may be things of the past, but a disciplined, well respected and coordinated team can provide the family of a fallen comrade a fitting tribute; as well as, a professional image of the department and community they represent.

OUR FLAG

Flags are almost as old as civilization itself. Imperial Egypt as well as the armies of Babylon, Chaldea and Assyria followed the colors of their kings. The Old Testament frequently mentions banners and standards. From the earliest times, warriors used a banner or other symbol to identify specific units and to serve as a rallying point for troops. In medieval days, the standard or banner was used to signal a general assault, which was generated by a cry of “Advance your banners.”

Until recent years, the flags that identified nations were usually based on the personal or family heraldry of the reigning monarch or ruling nobleman. As autocracies faded, dynastic colors were no longer popular and today’s national flags came into being.

The story of the origin of our National flag parallels the story of the origin of our country. As our country received its birthright from the peoples of many lands who were gathered on these shores to found a new nation, so did the pattern of the Stars and Stripes rise from several origins back in the mists of antiquity to become emblazoned on the standards of our infant Republic.

The star is a symbol of the heavens and the divine goal to which man has aspired from time immemorial; the stripe is symbolic of the rays of light emanating from the sun. Both themes have long been represented on the standards of nations, from the banners of the astral worshippers of ancient Egypt and Babylon to the 12-starred flag of the Spanish Conquistadors under Cortez. Continuing in favor, they spread to the striped standards of Holland and the West India Company in the 17th century and to the present patterns of stars and stripes on the flags of several nations of Europe, Asia, Africa, and the Americas. The first flags adopted by our colonial forefathers were symbolic of their struggles with the wilderness of a new land. Beavers, pine trees, rattlesnakes, anchors, and various like insignia with mottoes such as “Hope,” “Liberty,” “Appeal to Heaven,” or “Don’t Tread on Me” were affixed to the different banners of Colonial America.

The first flag of the colonists to have any resemblance to the present Stars and Stripes was the Grand Union flag, sometimes referred to as the “Congress Colors.” It consisted of thirteen stripes, alternately red and white, representing the Thirteen Colonies, with a blue field in the upper left-hand corner bearing the crosses of St. George and St. Andrew, signifying union with the mother country. The ships of the Colonial Fleet in the Delaware River first flew this banner in December 1775.

In January 1776, the Grand Union flag became the standard of the Continental Army, which had come into being some months before – in June 1775. It was also carried by American Marines and Bluejackets comprising an expeditionary force to the West Indies in 1776.

The Stars and Stripes, whose birthday we observe on 14 June, was created on that date, in 1777, when the Continental Congress resolved: “That the flag of the thirteen United

States be thirteen stripes, alternate red and white: that the union be thirteen stars, white in a blue field, representing a new constellation.”

General Washington, when the Star-Spangled Banner was first flown by the Continental Army, is reputed to have described its symbolism as follows: “We take the stars from heaven, the red from our mother country, separating it by white stripes, thus showing that we have separated from her, and the white stripes shall go down to posterity representing liberty.”

After the admission of Kentucky and Vermont, a resolution was adopted in January 1794, making the flag one of fifteen stars and fifteen stripes.

Realizing that the flag would become unwieldy with a stripe for every new State, Captain Samuel C. Reid, USN, suggested to Congress that the stripes remain thirteen in number to represent the Thirteen Colonies, and that a star be added to the blue field for each new State coming into the Union. A law of 4 April 1818 that resulted requires that a star be added for each new State on the 4th of July after its admission but that the thirteen stripes remain unchanged.

A 48-star flag came with admission of Arizona and New Mexico in 1912. Alaska added a 49th star in 1959 and Hawaii a 50th star in 1960.

There is no fixed order for numbering the stars in the flag, nor are stars assigned to particular States. The stars represent the States collectively, not individually, and no particular star may be designated as representative of any particular State.

The National Flag represents the living country and is considered to be a living thing emblematic of the respect and pride we have for our nation. Our flag is a precious possession. Display it proudly.

There are certain fundamental rules of Heraldry, which, if understood, generally indicate the proper method of displaying the flag. The right arm, which is the sword arm and the point of danger, is the place of honor. Hence, the union of the flag is the place of honor or the honor point.

The National Emblem is a symbol of our great country, our heritage and our place in the world. We owe reverence and respect to our flag. It represents the highest ideals of individual liberty, justice and equal opportunity for all.

FUNERALS

GENERAL

- a. Funeral services of great magnificence evolved as custom in Christian mourning in the 6th century. To this day, no religious ceremonies are conducted with more pomp than those intended to commemorate the departed.
- b. The funerals of firefighters, more than any other ceremony, have followed an old pattern as the living honor the brave dead.
- c. The first general mourning proclaimed in America was on the death of Benjamin Franklin in 1791 and the next on the death of George Washington in 1799. The deep and widespread grief occasioned by the death of the first President assembled a great number of people for the purpose of paying him a last tribute of respect, and on December 18th, 1799, attended by military honors and the simplest but grandest ceremonies of religion, his body was deposited in the family vault at Mount Vernon, Virginia.
- d. Several military traditions employed today have been brought forward from the past. Today's customary three volleys fired over a grave probably originated as far back as the Roman Empire. The Roman funeral rites of casting dirt three times on the coffin constituted the "burial." It was customary among the Romans to call the dead three times by name, which ended the funeral ceremony, after which the friends and relatives of the deceased pronounced the word "vale" (farewell) three times as they departed from the tomb. In more recent history, three musket volleys were fired to announce that the burial was complete and the burial party was ready for battle again. The custom of using a caisson to carry a coffin most likely had its origins in the 1800's when horse-drawn caissons that pulled artillery pieces also doubled as a conveyance to clear fallen soldiers from the battlefield. In the mid to late 1800's a funeral procession of a mounted officer or enlisted man was accompanied by a rider less horse in mourning comparison followed by a hearse. It was also a custom to have the boots of the deceased thrown over the saddle with heels to the front signifying that his march was ended.

HONOR CORDON CEREMONIES

- a. In addition to a scheduled honor guard ceremony, a cordon of honor can be used when welcome or bidding farewell to distinguished visitors. The ceremony consists of a select group of soldiers with characteristics associated with honor guards, or with actual honor guard members if the number permits. These individuals are designated to honor and provide security at the immediate arrival and departure site.

- b. The cordon of honor usually consists of two squads, aligned in ranking order as described below. The commander, when appropriate, may choose to use a band, Color Guard or other flags.
- c. Upon arrival of the vehicle, the cordon may be pre-positioned or march into to place upon their arrival. The cordon should be in two columns, between the vehicle and the entrance doors or other assembly point, centered on the path of travel, faced to the center and dressed with about three steps distance between the ranks. As the honored guest(s) depart the vehicle and approach within three steps of the ranking official, the commander orders “Present, ARMS” and the entire cordon salutes simultaneously. After the honored guest(s) have cleared the formation, the commander call for “Order, ARMS” and the cordon cuts their salute simultaneously. These salutes can be either slow or a snap, it just needs to be predetermined.
- d. The departure formation is the same with one exception. This time the ranking officials will be farthest from the point of entry into the cordon. In other words, they will be the last people the guest(s) walk through as they leave. Again, a salute is rendered as the honored guest(s) approach and while they pass through the cordon. Once they have cleared the end of the cordon, the salute is cut on the command of “Order, ARMS” and the cordon holds their position until directed by the commander. When the guest(s) are out of the area, the cordon is ordered “Ready, FACE” and they face to the predetermined direction of exit and the commander marches them off for dismissal.

OVERVIEW OF CHAPEL SERVICE

- a. This overview can apply to any venue that the memorial service is held, but for the purpose of this manual we will refer to the venue as a chapel.
- b. Before the beginning of the service, the funeral escort is formed in line facing the chapel.
- c. Members of the immediate family, relatives, and friends of the deceased are requested and escorted into the chapel and seated before the casket is taken in. Members of the immediate family and relatives occupy pews (seats) to the right front of the chapel.
- d. The hearse bearing the remains should arrive in front of the chapel a few moments before the time set for the service to begin. As the hearse approaches, the escort commander commands “Attention” and he salutes until the hearse stops in front of the chapel. When all is in readiness to move the casket into the chapel, the commander of the escort commands “Present, Arms.” The band, if applicable, renders the honors followed by a hymn. At the first note of the hymn, the casket is moved from the hearse by the active pallbearers and carried between the ranks of honoraries and into the chapel. The remains are handled in a dignified, reverent and military manner, insuring that the casket is carried level and feet first at all times. As

soon as the casket enters the chapel, the band ceases to play and the escort commander commands “Order, Arms” and “Parade, Rest.”

- e. When honorary pallbearers are present, they are formed in two ranks, each facing each other, in order of seniority, most senior closest to the hearse, thus forming an aisle from the hearse to the entrance of the chapel. At the first note of the music, and while the casket is being borne between the ranks of honorary pallbearers, they uncover or salute as appropriate. Then they follow the casket in column of twos and occupy pews (seats) to the left front of the chapel.
- f. When the casket has been placed on the church truck, two active pallbearers push the truck to the front of the church while the other active pallbearers move to the vestibule and await the termination of the church service. If there is no church truck, the active pallbearers carry the casket to the front of the church as instructed by the chaplain before the service. When no honorary pallbearers are used, and if the active pallbearers are friends of the family, they may, if desired by the family, occupy the pews (seats) to the left front of the chapel.
- g. After the chapel service, the honorary pallbearers (if present) precede the casket in column of twos as the two active pallbearers push the church truck to the entrance of the chapel. The honorary pallbearers again form an aisle from the entrance of the chapel to the hearse with the senior closest to the chapel. They uncover or salute as prescribed. When the casket has been placed in the hearse, the honorary pallbearers enter their vehicles. When marching, the honorary pallbearers form columns of files on each side of the hearse, the leading member of each column opposite the front wheels of the hearse.
- h. The casket, followed by the family group, is moved to the entrance immediately behind the honorary pallbearers. As soon as the honorary pallbearers have taken their positions, the active pallbearers carry the casket to the hearse and form column of twos behind it if the honorary pallbearers march. If the honorary pallbearers do not march, the active pallbearers form files on each side of the hearse as described above. The family group remains in the chapel entrance until the honorary pallbearers fall out to their vehicles or have taken their position for marching. The members of the family group are then guided to their vehicles.
- i. When the casket appears at the entrance of the chapel at the conclusion of the service, the funeral escort and band repeat the procedure as described for entering the chapel. The band ceases playing and the escort is brought to the order when the casket has been secured into the hearse.

OVERVIEW FOR GRAVESIDE SERVICE

- a. As the procession approaches the grave, the uniformed elements move directly to their predesignated positions. The firing party, if applicable, is positioned so that it fires over the grave, and so it is in view of the next of kin. Volleys should go from foot to head over the grave and carry at an angle over the left shoulder when possible.
- b. Before the hearse is halted, the honorary pallbearers are formed in two ranks, senior closest to the hearse, forming an aisle extending from the hearse toward the grave. When the grave is too near the road to permit this formation, they take their position at the grave before the casket is removed from the hearse.
- c. When all is in readiness to move the casket from the hearse, the escort commander commands "Present, Arms." At the command of execution, the escort salutes and the band renders honors followed by a hymn. At the first note of the hymn, the active pallbearers remove the casket from the hearse.
- d. The chaplain and the funeral director precede the active pallbearers bearing the casket between the ranks of honorary pallbearers. As soon as the casket has passed, the honorary pallbearers face toward the grave and follow the casket in column of twos, followed by the family and friends. The active pallbearers, on reaching the grave, place the casket on the lowering device (mock up) and remain in place facing the casket. Honorary pallbearers move to a predetermined position near the grave.
- e. When the casket has been placed over the grave, the band ceases playing, and the escort commander commands "Order, Arms" and "Parade, Rest."
- f. When the escort has been brought to parade rest, the chaplain conducts the graveside service. At the conclusion of the benediction, he moves two steps to the side or rear. If the deceased is entitled to a gun salute, the escort commander commands "Attention" and "Present, Arms." The salute battery fires appropriate honors at five-second intervals. The firing party fires three volleys of blank cartridges, assumes the position of present arms and remains in this position until the conclusion of "Taps."
- g. The bugler, positioned near the firing party and in view of the next of kin, sounds "Taps" immediately after the firing party has been brought to present arms. At the first note of taps and until its last note has sounded, military personnel attending in the individual capacity and honorary pallbearers uncover or salute.
- h. At the conclusion of "Taps", the active pallbearers holding the flag above the casket fold the flag. The flag, when folded, is passed to a pallbearer who faces at the head of the grave and places the flag at chest level into the hands of the presenter. The pallbearer salutes the flag and then faces to assume his original position. The active pallbearers face left or right together and march away from the grave in column of twos. The officer in charge or presenter presents the flag to the next of kin.

CREMATED REMAINS

- a. For all phases of the funeral, where the cremated remains are carried by hand, one man is detailed to carry the receptacle (casket) containing the ashes and another is detailed to carry the flag, folded into the shape of a cocked hat. The pallbearer carrying the flag is always positioned to the right of the remains. When the receptacle is carried from the hearse into the chapel and from the chapel to the hearse, these two men are the only participants in the ceremony. During the procession to the gravesite, the receptacle and flag are carried by the two pallbearers followed by four additional pallbearers. When the receptacle has been placed on the gravesite, all six pallbearers unfold the flag and hold it over the grave.
- b. When the receptacle and flag are placed before the chancel of the chapel or transported to gravesite by vehicle, the receptacle and folded flag are placed side by side. If the pallbearers walk to the gravesite, the two bearers who carried the receptacle and the flag join the other four pallbearers already pre-positioned on either side of the hearse.
- c. When no hearse is used, suitable transportation is provided for the receptacle and flag bearers, and the other pallbearers.
- d. When the remains are moved to a crematory and the ashes are to be interred with honors at a later time, the ceremony consists only of the escort to the crematory. All personnel salute as the remains are carried into the crematory. The firing of volleys and the sounding of "Taps" are omitted. When the funeral ceremony is held at the crematory, and when no further honors are anticipated, the volleys are fired and "Taps" is sounded at the discretion of the fire chief, or his appointed designee.

CASKET TEAM GUIDELINES

PURPOSE: The purpose of this section is to set forth guidelines for the casket team members to follow during services.

SCOPE: These guidelines shall apply to all members of the casket team.

DISCUSSION: In a profession such as emergency services, it is imperative that a well-trained casket team be available should the unfortunate death of an agency member occur. A casket team is a necessity in emergency services in order to show the respect and honor that our fellow brothers and sisters deserve. A casket team is a highly visible asset to any agency.

PERSONNEL REQUIRED:

- a. Level one and two honors require a minimum of a six-member casket team, plus additional members to serve as honoraries.
- b. Level three honors require any size casket team.
- c. Cremated remains same as above, except dependent funerals which require one urn Bearer only (with exception).

FORMATIONS:

- a. **Chapel** – Casket team will be formed on sidewalk or designated area not less than 15 minutes prior to ceremony.
- b. **Grave Side** – Casket team will be formed on street or designated area not less than 15 minutes prior to ceremony.
- c. All casket team movements should be fully synchronized; dress and cover, as well as posture, are especially critical in casket teams. Heel clicks on facing movements will not be utilized by casket team members.
- d. Arms are locked to the side during all column and flanking movements.

DEFINITIONS:

- a. **Officer in Charge (OIC)** – Oversees ceremony.
- b. **Casket Team Leader** – In charge of casket team; gives all commands to casket team.
- c. **Folder** – Stands across from team leader.
- d. **Presenter** – Presents flag to OIC; stands at head of casket on fold side.
- e. **Solo** – Pulls casket out of hearse; pushes casket back in. Stands at head end of casket on team side.
- f. **Middle** – Up to four in total; max. two on each side of casket, two stand between the casket team leader and solo, and the other two stand between the folder and presenter.
- g. **Honoraries** – Stand on each side of sidewalk leading to the chapel and gravesite. Casket team walks between the honoraries.

Head

OIC

Present

Solo

Right
Middle

Left
Middle

Folder

Team
Leader

Foot

- h. **Mock Up** – What casket is set onto at gravesite; type of ladder on each side that covers hole for casket team to step up on.
- i. **Mark Time** – March in position.
- j. **Death Watch/Vigil** – Ceremony to show honor to fallen comrade during viewing, wake, or serious hospital stay (as a result of on-the-job injury).
- k. **Level One Honors (Full Honor Funeral)** – Ceremony performed by casket team, OIC, death watch/vigil, and honorary members for an agency member who is either killed or seriously injured in the performance of his/her duties, or anyone deemed appropriate by staff as being deserving of a full honor ceremony.
- l. **Level Two or Three Honors (Simple Honor/Dependent Funeral)** – Ceremony performed by casket team, OIC, and other personnel deemed appropriate for an agency member who dies while not performing his/her duties, or a family member of any agency member or anyone else deemed appropriate by staff. A family member's service will only consist of honor guard members representing the agency by appearance standards. The members will stand on either side of the doorways leading into the funeral home, either side of the doorways leading into the service room, and one member standing near the guest log.

The casket team will not serve as a casket team for dependent (family member) funerals, unless specifically requested to perform it.

PROCEDURE:

- a. **Casket/Death Watch Posting and Changing (Front aisle or approach)**
 - These postings are detailed with the use of an OIC. This is not required, and each posting can be performed, as described, without an OIC.
 - There are no commands given during execution of this changing and posting of guard. This is a quiet and somber time and it is important to not draw additional attention to guard movements. The key to initiate movement is just a nod of the OIC's head indicating forward march for the three (OIC and two on-coming) guard members. The halt of the OIC is the key for the off-going guard to begin movement and all the other movements flow continuously until completion of change. Once the three (OIC and two off-going) guard members exit and reach the start/finish point, the OIC gives another nod and the three halt.
 - OIC and (2) Honor Guard members enter the isle, depending on the facility and set-up, using appropriate facing and flanking movements.
 - OIC comes to a halt approximately 10-15 feet from casket. HGM's continue past the OIC to outside corners of casket, facing casket. This is done without facing movements but by guiding in on the corner.

- If this is the first posting, all members salute (four counts up and four counts down). OIC and on-coming guard face about. OIC marches out and the on-coming guard takes one side step towards the outside corners of the casket and angle inboard as they go to parade rest.
- If this is a relief posting, the off-going guard keys of the OIC. When the OIC comes to a halt entering, the off-going guard comes to attention and faces the center, (each other). They then take one to three steps in towards the center, depending on distance to center of casket. As the on-coming guard reaches the outside corners of the casket, the off-going guard faces the casket. This should leave all four members facing the casket, shoulder to shoulder; at which point all members (including OIC) salute the casket...four counts up and four down.
- Following salute, the off going guard does an about face and step off to march out. As they step off, OIC faces about and leads them out, going back out the isle and facing or flanking back to start/finish point. The on-coming guard faces about simultaneously with the off-going guard. They then take one side step to the outside corner and angle inboard as they go to parade rest. Parade rest will be front or back, based on OIC decision per event. Remember to allow for the foot positioning with parade rest, position in a spot that will allow for symmetry after moving to parade rest.
- If this were a final relief (no on-coming guard), the OIC would enter and center on casket as before. The OIC and the off-going guard would carry out all movements as if there was an on-coming guard.

b. Casket/Death Watch Posting and Changing (Side aisle or approach)

- Most cues and commands are the same as the previous description. The on-going guards will come to a stop at a position even with the corners on the casket. After facing the casket, the on-coming guards move towards the corners of the casket as described above.
- If this is the first posting, all salute and the on-coming guards face about. The OIC faces to the direction of exit and marches out. On-coming guards side step and position at post in parade rest.
- If this is a relief posting, the off-going guards cue off of the halt of the on-coming guards. They come to attention and face to the center. They then take several steps towards each other and meet at the center of the casket. As the on-coming guard reaches the outside corners of the casket, the off-going guard faces the casket. This should leave all four members facing the casket, shoulder to shoulder; at which point all members (including OIC) salute the casket...four counts up and four down.
- Following the salute, the off-going guard does an about face and then take the appropriate amount of steps to align them for an exit the way they entered from. The OIC would face towards the exit and step off when the off-going guard is aligned to exit. The on-coming guard faces about simultaneously with the off-going guard. They then take one side step to the outside corner and angle inboard as they go to parade rest. Parade rest will be front or back, based on OIC decision per event.

Remember to allow for the foot positioning with parade rest, position in a spot that will allow for symmetry after moving to parade rest.

- If this were a final relief (no on-coming guard), the OIC would enter and center on the casket as before. The OIC and the off-going guard would carry out all movements as if there was an on-coming guard.

c. **Chapel Service** (A: Action C: Command)

A: The hearse will be at the chapel and the casket team will be in a column formation at the side of the chapel, if possible, out of the way of any family members entering the chapel. The casket team will be in a parade rest position. OIC will be near the hearse.

A: Upon receiving word the casket is ready to be brought into the chapel, OIC will give a head nod to the casket team leader.

C: The casket team leader will call the casket team to attention by stating, "Bearers attention." After calling the casket team to attention, the casket team leader will command, "Ready, step."

A: The casket team will execute the appropriate movements to align on and march toward the rear of the hearse with arm swing. When the casket team reaches the rear of the hearse, they will automatically pick up a mark time for not more than four counts.

C: The casket team leader will command, "Bearers, halt."

A: The casket team halts.

C: The casket team leader will command, "Center, face."

A: The casket team will face center by using the step around method.

C: OIC will give command, "Present arms", to the honoraries.

A: The salute is rendered and released; hand should move up at normal speed, hold and be released for a four count. The solo will step forward with his right foot, face towards the hearse and take four steps, and closing on the fifth without arm swing. The solo should end up between the team leader and folder.

C: The casket team leader will command, "Ready, step."

- A: The entire casket team will take one side step toward the hearse at which time the solo will step forward with his/her left foot, while lowering his/her head and draping the flag. The solo will then pull the casket from the hearse while each member of the casket team feeds the casket through their hands, ensuring that the casket is kept level at all times. The second middle on the team side will extend his/her right hand out, palm facing the casket; to assist the solo with the weight of the casket as the solo passes him/her. Once the casket is all the way out of the hearse, the solo will raise his head and take three side steps around the casket, assuming his position at the head of the casket. The second middle will move his right hand back into position after the solo touches his/her hand, letting him know he is in position. Note: If the flag is bloused on the team leader end, the team leader and folder will undrape it as the casket is removed.
- C: The casket team leader will command, "Side step, March."
- A: The casket team will lower their heads to a 45-degree angle, focusing on the center of the casket and using a three-second count. The casket team will then take five side steps away from the hearse; after the fifth step, the casket team will raise their heads-again, using a three-second count.
- C: The casket team leader will command, "Ready, face."
- A: The casket team will face the foot end of the casket.
- C: The casket team leader will command, "Ready, step."
- A: The casket team will execute a six-point turn toward the chapel with the casket traveling feet first (aligning on chapel doors, if possible). After the sixth step of the six-point turn, the casket team leader and folder will grasp the flag on the leading edge with their outside hand. The casket team leader will then give a slight tug on the flag to signal the folder to fold the flag back onto the casket. When the team leader tugs on the flag, the team leader and folder will fold the flag onto the casket to the approximate edge of the casket, ensuring that the flag will be positioned white on white and red on red.
- C: The casket team leader will command, "Forward March."
- A: The casket team will step off with their left foot and automatically pick up with a two-hand carry. If there are any steps leading up to the chapel, the team will step up with their left foot first. The casket shall remain level at all times and will not be carried on the hips to avoid swaying. The casket will be carried into the chapel vestibule and centered on the chapel truck.
- C: The casket team leader will command, "Bearers, halt" and "Center, face."
- A: The casket team will halt and then face center upon each command.

- C: The casket team leader will command, “Ready, down.”
- A: The casket team will lower the casket onto the chapel truck during which the legs are to remain straight with the body bent over at the waist. When the casket is resting on the chapel truck, the handles, if applicable, are pushed down on the casket. The casket team will then place their thumbs together on the top edge of the casket.
- C: The casket team leader will command, “Ready, up.”
- A: The casket team will rise to attention using a three-count movement.
- C: Casket team leader will command, “Ready.”
- A: The casket team leader and presenter will take three steps around the casket. When the casket team leader steps around, he will do an “about face”, so that he/she will be facing the aisle way and the casket will be behind him/her.
- C: The casket team leader will command, “Secure casket.”
- A: The casket team leader will reach up behind him/her and place both hands on either side of the casket while the presenter will reach in front of him/her and place both hands on either side of the casket. The remainder of the casket team will take one step back.
- C: The casket team leader will command, “Ready, step.”
- A: The presenter and casket team leader will step off with left foot. The presenter will be pushing the casket and the team leader will be guiding the casket down the aisle way. The casket will be brought down the aisle in a slow manner. Upon reaching the end of the aisle, the team leader will stop the casket. The casket team leader will step off to the left side of the church and proceed to the rear of the church while presenter will step off to the right side and proceed to the rear of the church. The remainder of the casket team will remain quietly in the chapel vestibule.

After the ceremony, the casket team leader and presenter will walk back to the front of the church and assume positions on either end of the casket facing each other (casket team leader at foot end and presenter at the head of the casket). The casket team leader and presenter will then turn the casket around on the chapel truck, utilizing a three-point turn. Once this is completed, the casket team leader will do an “about face” and place his/her hands on either side of the casket; this being done behind his/her back. Once the casket team leader’s hands are secure on the casket, the presenter will push the casket, stepping off with his/her left foot. The remainder of the casket team will be in position on

opposites as when they came into the chapel. Upon having the casket between the rest of casket team and in position, the team leader will halt, bringing his hands down to this side as will the presenter. The casket team leader will then do an “about face.”

C: The casket team leader will command, “Ready, step.”

A: The casket team leader and presenter will take three side steps back into position, while the rest of the casket team will take one step forward on the third step of the casket team leader and presenter.

C: The casket team leader will command, “Ready.”

A: The casket team leader and presenter will secure their hats from the middle and secure them on their heads. Upon securing their hats, the casket team leader and presenter will place their forefinger and thumb on the brim of their hats at which time the team leader will give a “quiet down.” The team leader and presenter will lower their hands to their sides.

C: The casket team leader will command, “Secure casket”, after OIC commands present arms to the honoraries.

A: The casket team will bend over, keeping their legs straight, and secure the casket.

C: The casket team leader will command, “Ready, up.”

A: The casket team will then lift the casket from the chapel truck.

C: The casket team leader will command, “Ready, face.”

A: The casket team will face toward the foot end of the casket. The casket team leader and folder will grasp the flag at the end of the flat, at which time the casket team leader will give a slight tug on the flag and the team leader and folder will fold the flag onto the edge of the casket, while ensuring that the white is on white and red is on red.

C: The casket team leader will command, “Ready, step.”

A: The casket team will step off with their left foot first picking up an automatic two-hand carry. The casket team will ensure that the casket remains level at all times. If there are any steps, the casket team will step down with their left foot first. Upon reaching the hearse, the casket team will pick up a “mark time” for no more than four counts.

C: The casket team leader will command, “Bearers, halt.”

A: The casket team will halt and after a one second delay, will face center using the step around method. The second middleman on the team side will reach over with his right hand, palm facing casket and touch the solo's hand. The solo will then take three side steps around the casket, securing the end.

C: The casket team leader will command, "Ready, step."

A: The solo lowers his/her head and steps forward with his/her left foot, while the rest of the team takes a side step toward the hearse. The casket team feeds the casket through their hands while ensuring that the casket is kept level while placing it back into the hearse. Once the casket is in position in the hearse, the solo executes an about-face and takes five steps (without arm swing) back into position.

C: The casket team leader then commands, "Ready, step."

A: All casket team members, except for the team leader and folder, take one side step away from the hearse.

C: The casket team leader commands, "Ready, face."

A: The casket team then faces away from the hearse.

C: The casket team leader commands, "Ready, step."

A: The casket team steps off left foot first and marches to transportation (with arm swing).

d. **Grave Side Service:** (A: Action C: Command)

A: The casket team leader and OIC look over the area to ascertain the best route to take to the gravesite. The casket team leader advises OIC where he wants the hearse stopped. The casket team then lines up in a line formation. The casket team leader will measure off the number of steps to be taken for automatic flanking movement. When the hearse is approaching, the casket team leader will call the casket team to attention (casket team will be at parade rest). OIC will stop the hearse at a predetermined location. The casket team leader will receive a head nod from OIC when the casket is ready to be removed.

C: The casket team leader will command, "Ready, step."

A: The casket team will take a predetermined amount of steps (with arm swing), make automatic flanking movement (without arm swing), march up to the rear

of the hearse (with arm swing), and pick up mark time march for not more than four counts.

C: The casket team leader will command, "Bearers, halt."

A: The casket team will halt.

C: The casket team leader will command, "Center, face."

A: The casket team will face center.

The following moves are made as they were executed at the chapel: The solo steps around, the casket is removed, five side steps, six-point turn, and movement toward the grave.

The team arrives at mock up and will pick up mark time for no more than four counts. The OIC follows the casket to the grave.

C: The casket team leader commands, "Bearers, halt."

A: The casket team halts.

C: The casket team leader commands, "Center, face."

A: The casket teams faces center.

C: The casket team leader commands, "ready, down."

A: The casket team will lower their heads (using a three second movement) to a 45-degree angle focusing on the center of the casket. The team then lowers the casket on to the mock up, keying off the team leader and folder. All corners of the casket are to touch at the same time.

When the casket is secure on the mock up, the casket team will either, remain in place or exit the mock up area for a portion of the service.

If exiting;

C: The casket team leader commands, "ready, face."

A: The casket team faces the direction they entered from.

C: The casket team leader commands, "ready, step."

A: The casket team steps off and will march to a predetermined holding area.

When the flag is to be folded, the casket team returns to the mock up area and executes a center face so all members are facing the casket (if they did not remain in place) and secures the flag as detailed below, based on team size. All the flag folding procedures are based on the 7 member casket team with members positioned as follows: Team Leader at the left foot corner, Solo at the left head corner (by the blue field), Folder at the right foot corner, Presenter at the right head corner, Right and Left Middles centered on their respective sides and the Detail Commander at the center head of the casket. (Diagram page 15)

On a silent signal from the team leader, the team will bend in unison to recover the flag. The casket team leader secures the corner of the flag with his left hand, folder with his right hand. Presenter secures a corner with his left hand, solo with his right hand. Middles secure with both hands, shoulder width apart, fingers tucked underneath and thumbs on top. The team leader, folder, presenter, and solo fold the flag to the other hand. Once the team leader observes this, the team leader will give the folder a silent signal to prepare to stretch the flag out. The casket team leader and the folder then unfold and refold the flag once. Upon unfolding the second time, the team leader, folder, presenter, and solo all take a side step toward the ends of the mock up; simultaneously opening the end folds they just created. Once the side step is completed, the team insures hand placement at shoulder width and gets a “bite”, and sets a rail. The rail is established by the fold side folding the red stripe to the next red stripe and then folding it underneath with their fingers. Once the rails and bite have been established, the casket team, while still in a bent over position, is ready to bring the flag level. The casket team leader tugs on the flag and the team comes up to the position of attention in three counts. The casket team then takes one step to the rear, bringing their elbows to their sides and forearms parallel to the ground. The flag is now level, centered, and tightly stretched over the casket. The Detail Commander is standing at the head of the gravesite.

- C: The detail commander gives the command, “Present, Arms” and is echoed by the OIC of the other uniformed personnel. Firing Party prepares for volleys.
- A: All uniformed personnel, with hats, render a hand salute. Any color guards will execute a “present arms.” Immediately following rifle volleys, Taps is played. Upon completion of Taps, the flag is to be folded. It is the discretion of the OIC, whether to hold the salute during the flag folding or cut it prior to the flag being folded.

The team leader gives one tug on the flag to inform the team to begin folding. On this signal, all members take one step towards the casket as they bring the flag up and together forming the first long fold. Arms should be extended and above the heads of the team to keep the fold off the casket. The flag is now vertical and perpendicular to the casket. The left side keeps their hands at the top or open end of the fold, while the right side will dress the flag as they drop

their hands to the bottom or closed end of the fold. The team leader gives another tug and the flag is brought horizontal and level again with the casket. This is done by the right side pulling the bottom to them and the left side pulling the top to them. The flag should be centered, left to right, over the casket at all times. This sequence should take place quickly and it is up to the team leader to keep an eye on the other team member's readiness before moving on to the next fold.

The flag is dressed after every fold. Keep the flag in the center of the casket and it should not touch the casket anymore. The team leader tugs the flag again and the second long fold is made in the same manner as the first but with no step.

The flag is dressed and the team leader gives another tug. The presenter, solo and both middles bring their hands along the flag to grasp it with hands shoulder width apart. The folder slides their left index finger along the flag 6" to 10" as the team leader slides their right index finger along the flag 6" to 10". The folder lifts the corner of the flag with their right hand and folds the flag over. The team leader dresses the corner and makes the first fold with his left hand using his right index finger as a pivot. The team leader and the folder take one side step toward the middle as the first fold is being made. The rest of the folds are made in the same way as the flag pivots over the index finger, which is on the head side of the casket. The flag is dressed each time. As each fold is made, the remainder of the team passes the flag to the folder and the team leader. On the fourth fold, the presenter and the solo take one side step toward the middle.

When the folded flag touches the blue field, the solo, the presenter and both middle members take one side step toward the team leader and the folder. The solo and the presenter drop their hands to their sides in unison using no exaggerated movements. The folding continues with the middle members passing the flag toward the team leader and the folder until just before the last fold. The right middle folds his/her corner then rotates the flag toward the folder. Both middle members drop their hands in unison. The team leader supports the flag with both hands as the folder tucks the remaining portion under the blue field. The folder then drops his/her hands to the side. The team leader places his/her right hand on the folded edge of the flag and balancing the flag with his/her left hand while rotating it up to his/her chest with the point facing down. The team leader is holding the flag point down with his thumbs to his chest and his fingers toward the folder in the middle of the flag. The team leader moves both hands out to the end points smoothing the flag. He/she repeats this motion as necessary at no time letting his/her hands leave the flag.

The team leader grasps the flag near the corners, brings it up at a 45-degree angle keeping his/her elbows in and his/her back straight. The team leader then brings the flag down to a 90-degree angle and extends it to the folder to take. The folder takes the flag by placing his/her hands inside those of the team leader. Palms down, thumbs on top. The team leader brings his/her hands to the

side after the folder takes the flag. The folder brings the flag towards his/her body centered over the casket. The folder turns the flag so that folded edge faces the head of the casket and then passes it to the right middle. The right middle grasps the flag palms down, thumbs on top on the outside of those of the folder keeping the flag centered over the casket. The folder then brings his/her hands to the side after the right middle takes the flag.

The right middle passes the flag to the presenter. The presenter receives the flag by placing his/her left-hand palm up underneath and to the center of the flag. The right hand is placed on top of the flag with the palm down in the center rotating it so the point faces his body. The right middle brings his hands to the side after the presenter takes the flag. The presenter executes a half left face and the detail commander executes a half right face in unison. The detail commander stretches out his/her hands. The presenter places the flag in the hands of the detail commander, assumes the position of attention and salutes. The hand is brought up in a four count, held for a four count and released in a four count.

The detail commander accepts the flag by placing the left hand on top of the flag palm down placing the right hand on the bottom of the flag palm up. The detail commander executes a half left face and the presenter executes a half right face in unison. The detail commander marches to the recipient with the flag held to his chest point down. The detail commander halts facing the recipient. He/she brings the flag down with the folded edge facing the recipient and with his left hand on the top palm down and the right hand on the bottom palm up.

The detail commander bends down or kneels on his/her right knee and extends the flag saying to the recipient, "Please accept this with our regrets, our gratitude and our love" or "This flag is presented on behalf of a grateful department, as a token of our appreciation for the honorable and faithful service rendered by your loved one." The detail commander then comes to the position of attention and salutes. The hand is brought up in a four count, held for a four count and released in a four count.

The detail commander then returns to the team. The detail commander orders the team to take a half step to the rear. "Ready, step." The detail commander orders a "Ready face." The detail faces the direction they entered from. The detail commander retires the team by marching them off. "Ready, step." The detail commander may also retire the team by ordering, "Detail dismissed." OIC will remain at the head of the casket until the next of kin and others attending the services depart.

The **six-member procedure** is performed in the same manner as the seven-member procedure with one exception. There is no detail commander at the center head position. The presenter will present the flag to the recipient.

The **nine-member procedure** is performed in the manner as the seven-member procedure with two exceptions. There is the addition of two middle members, one on each side. No side steps while folding the flag are necessary.

The **eight-member procedure** is performed in the same manner as the nine-member procedure with one exception. There is no detail commander at the center head position. The presenter will present the flag to the recipient.

The **five-member procedure** is performed in the same manner as the seven-member procedure with four exceptions. There are no middle members on either side. The presenter and the solo must extend their hands more than shoulder width apart to help keep the flag from drooping. The team leader and the folder will take side steps toward the solo and the presenter as the folds are advanced. The presenter and the solo remain stationary. The flag will droop slightly because of the lack of the two middle members. This is permissible as long as the flag does not touch the casket.

The **four-member procedure** is performed in the same manner as the five-member procedure with one exception. There is no detail commander at the center head position. The presenter will present the flag to the recipient.

In the **three-member procedure** there are no middle members, solo or folder. The positions of the detail commander and the presenter will be side by side at the head of the casket with the presenter in the center and the detail commander on the right. The position of the team leader will be at the center foot of the casket. On a silent signal from the team leader, the presenter and the team leader will recover the flag by bending in unison, grasping the flag at the corners. On a silent count of four, the team will come to attention. On another silent signal by the team leader, the team takes a half step back with the left foot followed by the right foot, which brings the flag taut.

The team leader gives one tug to inform the team to begin folding. The team will bring their hands together over their heads to make the first long fold. In unison the team leader will slide his left hand to the fold corner of the flag and the presenter will slide his/her right hand to the fold corner of the flag. The team will bring the flag down to a horizontal position at chest level. The team leader tugs the flag. The team will bring their hands together at face level to make the second long fold.

In unison the team leader will slide his left hand to the fold corner of the flag and the presenter will slide his right hand to the fold corner of the flag. The team will bring the flag down to a horizontal position at chest level. The team leader tugs the flag. The team will take two side steps to the left side of the casket. The team leader will fold the flag stepping toward the presenter as the folds are advanced. The presenter remains stationary. After the last fold, the

team leader supports the flag with both hands as the presenter tucks the remaining portion under the blue field.

The team leader places his/her right hand on the folded edge of the flag and balancing the flag with his left hand while rotating up to his chest with the point facing down. The team leader is holding the flag point down with his thumbs to his chest and his fingers toward the presenter in the middle of the flag. The team leader moves both hands out to the end points smoothing the flag. He repeats this motion as necessary at no time letting his hands leave the flag. The team leader grasps the flag near the corners, brings it up at a 45-degree angle keeping his/her elbows in and his/her back straight. The team leader then brings the flag down to a 90-degree and extends it to the presenter.

The presenter receives the flag by placing left-hand palm up underneath and to the center of the flag. The right hand is placed on top of the flag with the palm down in the center rotating it so the point faces his/her body. The team leader brings his/her hands to the side after the presenter takes the flag. The detail commander executes a left face and takes three steps toward the presenter. The presenter executes a right face toward the detail commander. The flag is presented to the detail commander in the same manner as the seven-member procedure. The detail commander presents the flag to the recipient and retires the team in the same manner as the seven-member procedure.

The **two-member procedure** is performed in the same manner as the three-member procedure with one exception. There is no detail commander at the right center of the casket. The presenter will present the flag to the recipient.

APPENDIX: A

Supplemental Drill Guide

MARINE CORPS DRILL AND CEREMONIES MANUAL

PART I: DRILL

CHAPTER 1

INTRODUCTION TO DRILL

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MARINE CORPS DRILL AND CEREMONIES MANUAL

PART I: DRILL

CHAPTER 1

INTRODUCTION TO DRILL

1000. GENERAL

1. The Marine Corps Drill and Ceremonies Manual is designed to provide uniformity and standardization for all Marine Corps organizations. This Manual prescribes procedures for all close order drill and military ceremonial evolutions. Commanders will only deviate from prescribed procedures when expressly authorized for specific provisions of this Manual. The use of ceremonial drill movements authorized for Marine Barracks, Washington DC are not authorized for any other Marine Corps organization.

2. Online Access. In addition to the information found in this Manual, organizations and individuals may access the Marine Corps Drill web site by linking from Marine LINK at <http://www.usmc.mil/>. This web site not only contains an electronic version of this Manual but also sample LOIs for the various ceremonies described in this Manual.

3. Purpose of Drill. Commanders use drill to:

- a. Move units from one place to another in a standard, orderly manner.
- b. Provide simple formations from which combat formations may be readily assumed.
- c. Teach discipline by instilling habits of precision and automatic response to orders.
- d. Increase the confidence of junior officers and noncommissioned officers through the exercise of command, by the giving of proper commands, and by the control of drilling troops.
- e. Give troops an opportunity to handle individual weapons.

4. Purpose of Formations

- a. To build unit cohesion and esprit de corps by recognizing Marines during awards and promotion ceremonies.
- b. To maintain continuous accountability and control of personnel.
- c. To provide frequent opportunities to observe the appearance and readiness of the uniforms, arms, and equipment of the individual Marine.
- d. To keep the individual Marine informed by providing the means to pass the word.
- e. To develop command presence in unit leaders.
- f. To instill and maintain high standards of military bearing and appearance in units and in the individual Marine.

g. To add color and dignity to the daily routine by reinforcing the traditions of excellence associated with close order drill.

5. Scope. This Manual prescribes drill for general use. Diagrams shown must be adapted to the strength of the unit and available space. Unless otherwise stated, whenever the masculine or feminine gender is used, both men and women are included.

1001. DEFINITIONS. The following definitions are standard terms used throughout this Manual.

1. Alignment. The dressing of several elements on a straight line.
2. Assembly Area. A designated location for forming units of platoon size or larger in preparation for a parade, review or ceremony.
3. Arms. A term used to normally designate the service rifle but can refer to any weapon. When in formation and a mix of weapons is carried the term arms will be used to designate all types of weapons.
4. Base. The element on which a movement is regulated.
5. Cadence. A rhythmic rate of march at a uniform step.
6. Center. The middle element of a formation with an odd number of elements (See figure 1-1a) or the left center element of a formation with an even number of elements. (See figure 1-1b.)

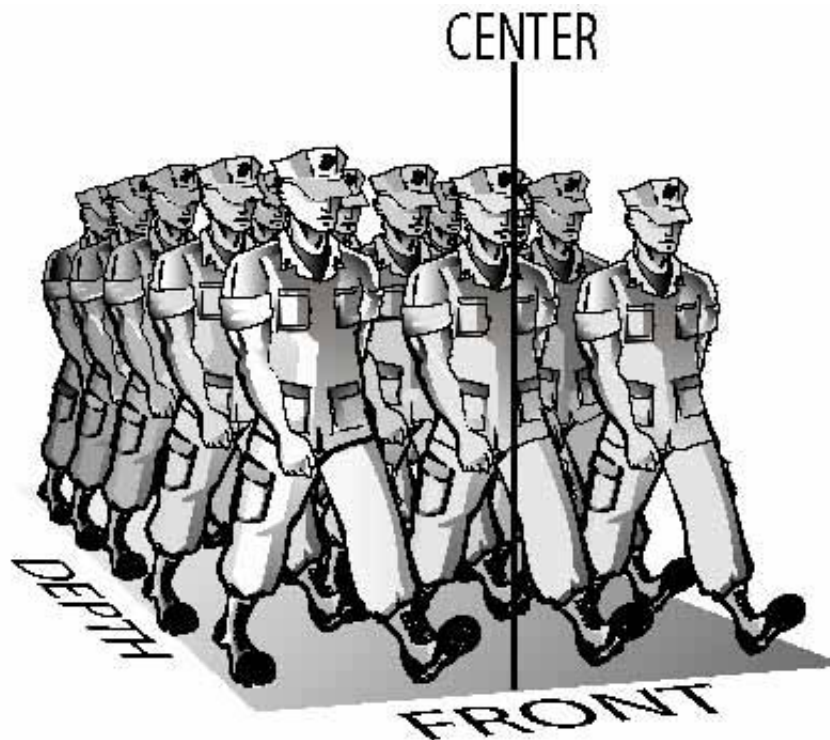


Figure 1-1a.--Center (Odd Number of Elements), Depth, and Front.

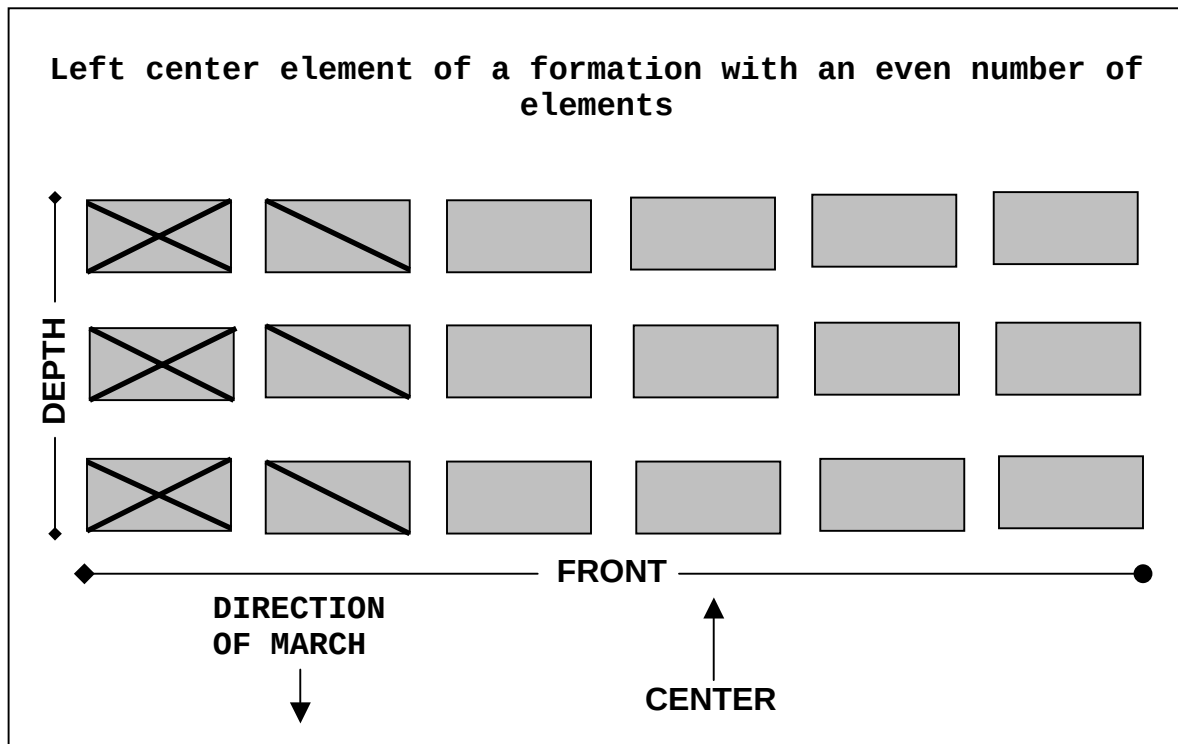


Figure 1-1b.--Center, Even Number of Elements.

7. Ceremony. A formal military formation designated to observe a specific occasion.

8. Column. A formation in which elements are placed one behind the other. A section or platoon is in column when members of each squad are one behind the other with the squads abreast of each other.

9. Commander of Troops (COT). The COT is the senior officer taking part in the ceremony. If an enlisted ceremony the COT is the senior enlisted.

10. Depth. The space from head to rear of an element or a formation. (See figure 1-1a.) The depth of an individual is considered to be 12 inches.

11. Distance. The space between elements in the direction of depth. Between individuals, the space between your chest and the person to your front. Between vehicles, the space between the front end of a vehicle and the rear of the vehicle to its front. Between troops in formation (either on foot, mounted, or in vehicles), the space from the front of the rear unit to the rear of the unit in front. Platoon commanders, guides, and others whose positions in a formation are 40 inches from a rank are, themselves, considered a rank. Otherwise, commanders and those with them are not considered in measuring distance between units. The color guard is not considered in measuring distance between subdivisions of the unit with which it is posted. In troop formations, the distance between ranks is 40 inches. (See figure 1-2.)

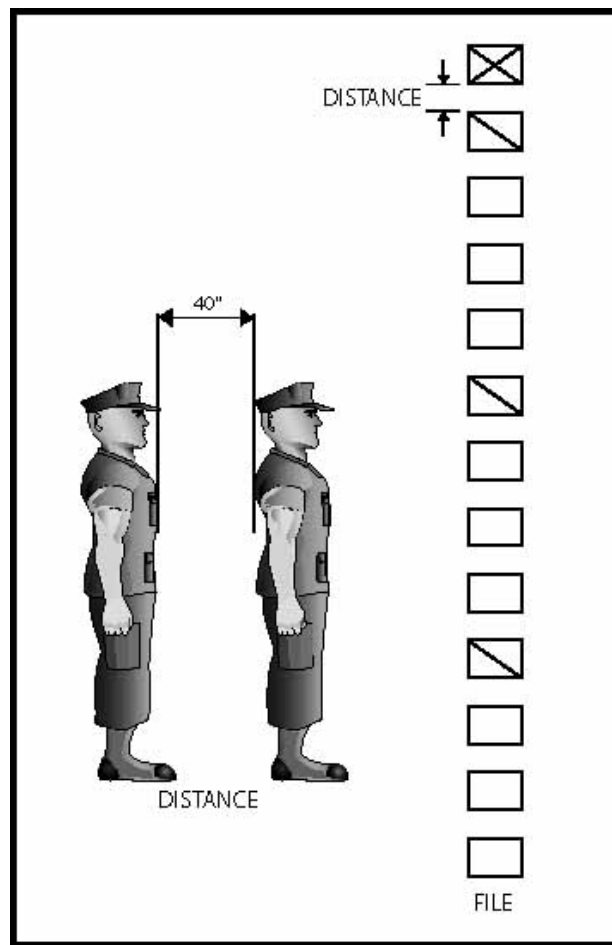


Figure 1-2.--Distance and File.

12. Double Time. Cadence at 180 steps (36 inches in length) per minute.
13. Element. An individual, squad, section, platoon, company, or other unit that is part of a larger unit.
14. Extended Mass Formation. The formation of a company or larger unit in which major elements are in column at close or normal interval and abreast at a specified interval greater than normal interval.
15. File. A single column of troops or vehicles one behind the other.
16. Flank. The right or left extremity of a unit, either in line or in column. The element on the extreme right or left of the line. A direction at a right angle to the direction an element or a formation is facing.
17. Formation. Arrangement of elements of a unit in line, in column, or in any other prescribed manner.
18. Front. The space occupied by an element or a formation, measured from one flank to the other. (See figure 1-1a.) The front of an individual is considered to be 22 inches.

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19. Guide. The individual (base) upon whom a formation, or other elements thereof, regulates its march. To guide: to regulate interval, direction, or alignment; to regulate cadence on a base file (right, left, or center).

20. Head. The leading element of a column.

21. Interval. The lateral space between elements on the same line. (See figure 1-3.) Interval is measured between individuals from shoulder to shoulder and between vehicles from hub to hub or track to track. It is measured between elements other than individuals and between formations from flank to flank. Unit commanders and those with them are not considered in measuring interval between elements of the unit. Normal interval between individuals is one arm's length. Close interval is the horizontal distance between shoulder and elbow when the left hand is placed on the left hip.

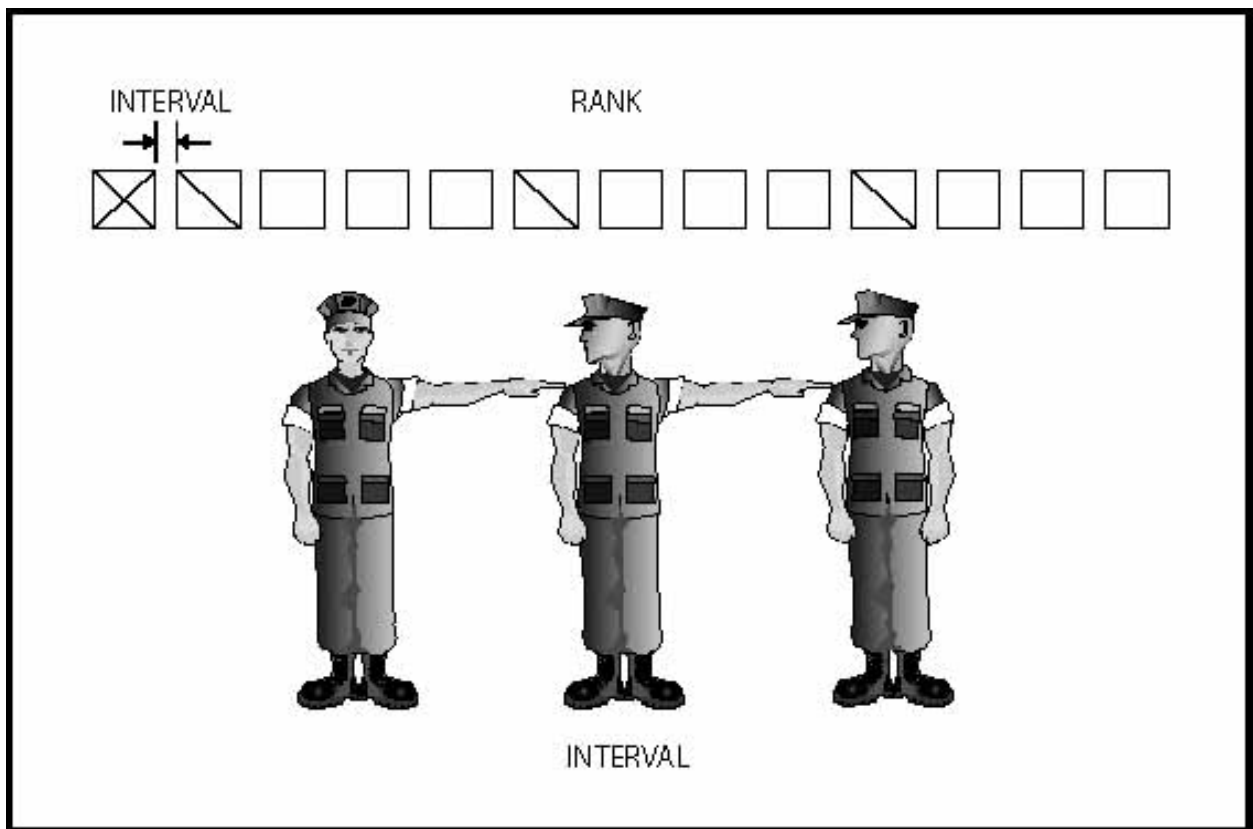


Figure 1-3.--Interval and Rank.

22. Left (Right). Extreme left (right) element or edge of a body of troops.

23. Line. A formation in which the elements are side by side or abreast of each other. A section or platoon is in line when its squads are in line and one behind the other.

24. Line of March. The line on which individuals or units are to march on.

25. Line of Troops. The line on which troops are to form when in formation.

26. Loosened Sling. Indicates a sling adjusted for the movement sling arms.
27. Mass Formation. The formation of a company or larger unit in which the major elements are in column at close interval and abreast at close interval.
28. Muffling. The procedure of draping colors for mourning with a mourning streamer or black bunting. It also refers to the process of muffling the musical instruments of a band for specific types of ceremonies.
29. Pace. The length of a full step in quick time, 30 inches.
30. Parade. A parade is a ceremony that involves the movement of marching units.
31. Parade Sling. A sling that has all excess slack removed and is taught. The keeper is adjusted and locked in a position next to the sling tip. The sling lies on the left side of the rifle.
32. Piece. An individual firearm such as a rifle.
33. Point of Rest. The point toward which all elements of a unit establish their dress or alignment.
34. Quick Time. Cadence at 112 to 120 steps (12, 15, or 30 inches in length) per minute. It is the normal cadence for drills and ceremonies.
35. Rank. A line of troops or vehicles placed side by side.
36. Review. A review is a type of ceremony that omits certain elements found in a parade, but includes an inspection (trooping the line) not found in a parade.
37. Rigged. This term refers to the condition when uniforms and equipment are properly fitted out in the manner for which they were intended for use. Swords are considered rigged when attached to the frog (noncommissioned officers) or sword sling (commissioned officer). A Marine is rigged when wearing the prescribed uniform or equipment.
38. Slow Time. Cadence at 60 steps per minute. Used for funerals only.
39. Snap. In commands or signals, the quality that inspires immediate response. In drill the immediate and smart execution of a movement.
40. Step. The distance from heel to heel between the feet of a marching individual. The half step and back step are 15 inches. The right and left steps are 12 inches. The steps in quick and double time are 30 and 36 inches, respectively.
41. Strong Grip. The strong grip is when the thumb is wrapped around the front of the staff with the fingers wrapped to the rear. (See figure 1-4.)
42. Unit Leader. Is the individual who is drilling the unit. This can be any individual who is conducting drill or can be those assigned a specific billet such as squad leader, platoon sergeant, platoon commander, etc.
43. "V" Grip. The "V" grip is with the staff placed in the "V" formed by the thumbs and forefinger with the fingers extended and joined. (See figure 1-5.)



Figure 1-4.--Strong Grip on the Staff.



Figure 1-5.--"V" Grip on the Staff.

1002. INSTRUCTING DRILL

1. Training personnel in drill is an important duty. From the beginning of their career, officers and noncommissioned officers should take pride in being considered efficient drill instructors. If they know the drill regulations and how to instruct, they will gain the respect and confidence of those they command.

2. In addition, good drill instructors must:

a. Follow regulations strictly, as an example to the personnel under instruction.

b. Have energy, patience, and spirit.

c. Have military neatness and bearing.

d. Observe personnel closely, immediately correcting any mistakes noted.

3. When instructing drill movements the system described by the acronym P.C.W.C. will be used to ensure all required information is provided. P.C.W.C. stands for:

(P) Purpose of the movement.

(C) Number of Counts involved in its execution.

(W) When the movement may be executed.

(C) Commands to cause the movement to be executed.

4. When instructing drill movements for unit movement the system described by the acronym P.F.W.C. will be used to ensure all required information is provided. P.F.W.C. stands for:

(P) Purpose of the movement.

(F) Formation from which the movement is executed.

(W) When the movement may be executed.

(C) Commands to cause the movement to be executed.

5. When the instructor corrects a movement, the individual or unit should immediately be required to repeat the movement properly.

6. Before a drill period, an instructor should thoroughly study the movements to be executed.

7. Instructors may place themselves wherever they can best control the troops, make corrections, and ensure proper performance.

8. The instructor briefly explains and demonstrates each new movement prior to its execution by the troops. The troops should take proper positions unassisted. Each position or movement must be thoroughly understood before another is attempted.

9. Drill periods should be short but frequent. Snap should be required in every movement.

1003. INSTRUCTION GROUPS

1. The basic instruction group is the squad. Its size facilitates individual instruction.
2. Individuals who learn slowly should be placed in special squads. The best instructors available should drill these squads.

1004. COMMANDS AND THE COMMAND VOICE

1. There are four types of commands: preparatory commands, commands of execution, combined commands, and supplementary commands. All commands in this Manual are shown in quotation marks, e.g., "**Present, ARMS**" and **bold print**.

a. The preparatory command indicates a movement is to be made and may also indicate the direction of the movement. In this Manual, preparatory commands are shown beginning with a capital letter followed by lower case letters. The comma indicates a pause between the preparatory command and the command of execution. Examples would be "**Forward,**" "**Left,**" "**Platoon,**" "**About,**" etc.

b. The command of execution causes the desired movement to be executed. In this Manual, commands of execution are shown in **CAPITAL LETTERS**. Examples would be "**MARCH,**" "**FACE,**" "**ATTENTION,**" etc.

c. With the combined command, the preparatory command and the command of execution are combined. In this Manual combined commands are shown in **CAPITAL LETTERS**. Examples would be "**AT EASE,**" "**REST,**" "**FALL IN,**" etc.

d. Supplementary commands are commands that cause the component units to act individually. An example would be the commands squad leaders would give to their individual squads following the platoon commander's preparatory command, "**Column of Files From the Right,**" and before the command of execution "**MARCH.**" In this Manual supplementary commands may be shown as preparatory commands, commands of execution or combined commands, depending on the movement.

2. When giving commands, commanders face their troops.

a. For company formations or larger, when commanding marching troops from the head of a column or massed formations, commanders march backward while giving commands.

b. When commanding a unit that is part of a larger unit, commanders turn their heads to give commands, but do not face about except when the unit is halted and the smaller units are in line. In this case, the leader faces about to give all commands except to repeat preparatory commands, for which turning the head is sufficient.

3. Commanders of platoons and larger units, when drilling as a part of a still larger unit, repeat all preparatory commands or give the proper new command or warning. There are three exceptions to this.

a. The first is that no repetition is necessary for combined commands such as "**FALL IN,**" "**FALL OUT,**" "**REST,**" or "**AT EASE.**"

b. The second is that no repetition of command is necessary when a unit is in mass formation.

c. The third exception is that no repetition of command is necessary during parades and ceremonies where the commander of troops, adjutant, etc., may be clearly heard by all hands or the commander of troops and adjutant, give combined commands and subordinate unit commanders cause their units to execute the command independently. (e.g., when the regimental commander gives the combined command to **"PORT ARMS"** subordinate battalion commanders would give the command of **"Port, ARMS"** so that their battalion would execute the command as an independent unit of the regiment.)

4. If at a halt, the commands for movements, which involve marching at quick time in a direction other than to the direct front, such as **"Column Right, MARCH,"** are not prefaced by the preparatory command, **"Forward."**

5. The only commands that use unit designations, such as "Battalion" or "Company," as preparatory commands are **"ATTENTION"** and **"HALT."** Such commands shall have no further designation added (e.g., "First Battalion, ATTENTION" or "Company C, HALT"). Commands shall be given only as stated herein.

6. A command must be given loud enough to be heard by all members of a unit.

a. Good posture, proper breathing, and the correct use of throat and mouth muscles help develop a commander's voice.

b. Projecting the voice enables one to be heard at maximum range without undue strain. To project a command, commanders must focus their voices on the most distant individuals. Good exercises for voice projection are:

(1) Yawning to get the feel of the open mouth and throat.

(2) Counting and saying the vowel sounds "oh" and "ah" in a full, firm voice.

(3) Giving commands at a uniform cadence, prolonging each syllable.

(4) When practicing, stand erect, breathe properly, keep the mouth open wide, and relax the throat.

c. The diaphragm is the most important muscle in breathing. It is the large horizontal muscle that separates the chest from the abdomen. It automatically controls normal breathing, but must be developed to give commands properly. Deep breathing exercises are one good method of developing the diaphragm. Another is to take a deep breath, hold it, open the mouth, relax the throat muscles, and snap out a series of fast "hats" or "huts." Expelling short puffs of air from the lungs should make these sounds. If properly done, you can feel the stomach muscles tighten as the sounds are made.

d. The throat, mouth, and nose act as amplifiers. They give fullness to and help project the voice. In giving commands, the throat should be relaxed. The lower jaw and lips should be loose. The mouth should be open wide and the vowel sounds (a, e, i, o, u) should be prolonged. Consonants (letters other than vowels) and word endings should be curt and sharply cut off.

e. The position of attention is the proper position for giving commands (See figure 1-6a). A leader's bearing will be emulated. If it is military, junior personnel will be inspired to respond to commands with snap and precision.

f. Distinct commands inspire troops. Indistinct commands confuse them. All commands can be given correctly without loss of effect or cadence. To give distinct commands, you must emphasize enunciation; make full use of the tongue, lips, and lower jaw; practice giving commands slowly, carefully, and in cadence; and then increase the rate of delivery until the proper rhythm (112 to 120 beats per minute) is reached and each syllable is distinct. Raising the hand to the mouth to aid in projecting commands is not proper.

g. Inflection is the rise and fall in pitch, the tone changes of the voice.

(1) Preparatory commands should be delivered with a rise and inflection in the voice. (e.g., "BaaaTAL ion," "PlaaaTOON," "FooreWARD," "TO the REAR," etc.) In particular those preparatory commands that cause supplemental movements should be heavily accentuated on the last syllable. (e.g., The command "**Present, ARMS**" the preparatory command Preee(pause) ZENT" causes those armed with swords to execute the first count of the movement and the national color to go to the carry. Another example is "**Officers, Center, MARCH.**" On the preparatory command of "OffiCERS" those armed with swords go to the carry, on the preparatory command of "CennnTER" the officer's step and/or face)

(2) A command of execution is given in a sharper and higher pitch than the tone of the preparatory command's last syllable. A good command of execution has no inflection, but it must have snap. It should be delivered with sharp emphasis, ending like the crack of a whip. If properly given, troops will react to it with snap and precision.

(3) Combined commands such as "**FALL IN**" are delivered without inflection. They are given in the uniform high pitch and loudness of a command of execution.



a. Position of Attention.



b. Right Shoulder Arms.

Figure 1-6.--Correct Position for Giving Commands.

1005. GENERAL RULES FOR DRILL

1. Certain drill movements may be made toward either flank. This Manual explains such movements in one direction only. To move to the other direction, it is necessary to substitute the word "left" for "right" as shown in parentheses.
2. The command, "**AS YOU WERE,**" cancels a movement or order started but not completed. At this command, troops should resume their former positions.
3. While marching, alignment is maintained toward the right, except:
 - a. Upon the command "**GUIDE LEFT**" or "**GUIDE CENTER,**" alignment is maintained toward the left or center until the command "**GUIDE RIGHT**" is given.
 - b. Regardless of the direction in which alignment is established, at the command of execution for a drill movement involving marching, the direction of alignment is toward direction of the movement. (e.g., if the command of "**Column Left, MARCH**" is given, the unit aligns to the left until the column movement is completed.) Upon completion of the drill movement, alignment will be in the direction established prior to commencing the movement.
 - c. In a column of platoons, the guide of the leading platoon controls direction and distance, and maintains the cadence counted by the commander. Guides of the following platoons control distances and follow the direction and cadence set by the leading guide.
4. Slight changes in direction are made by:
 - a. Adding "**Half**" to the preparatory command for turning or column movements; for example, "**Column Half Right (Left), MARCH,**" changes direction 45 degrees.
 - b. At the command "**INCLINE TO THE RIGHT (LEFT),**" guides change their direction of march slightly to the right (left).
5. Platoons in a company and individuals in a squad are numbered from right to left in line, and from front to rear in column. Squads in a platoon are numbered from front to rear in line and from left to right in column.
6. Posts of officers, noncommissioned officers, guidon bearers, and special units are shown in figures or explained later in this Manual.
 - a. Changes of post are made by the most direct route unless specifically prescribed. The movement is made as soon as possible after the command of execution. Persons who have duties in connection with the movement take their new posts after those duties have been performed. Individuals moving from one post to another or aligning units must maintain military bearing. All necessary facings and changes of direction must be made as if drilling.
 - b. After the initial formation, guidon bearers and special units maintain their positions with respect to the flank or end of the organization with which they were originally posted.
 - c. All officers or noncommissioned officers commanding armed troops will be armed. When giving commands, drilling troops, or making reports, the rifle will be carried at right shoulder arms (See figure 1-6b), the sword will be carried at the

carry sword position, and the pistol will be carried in the holster. Facing movements by commanders of armed troops may be executed while at right shoulder arms.

7. Whenever drill movements are executed while troops are marching, the command of execution is given as the left foot strikes the deck if the movement is to the left, and as the right foot strikes the deck if the movement is to the right. The one exception is when executing left shoulder arms from port arms; the command of execution will be given on the right foot. (See table 1-1 for the suggested foot to give commands on while marching.)

8. The cadence of commands should be that of quick time, even though no marching is involved. The pause between preparatory commands and commands of execution should be adapted to the size and formation of the unit.

a. The best pause to allow for a squad or platoon while marching is one count or step between the two commands. (See table 1-1 for the suggested foot to give commands on while marching.)

(1) To develop the proper cadence for commands at a halt, count ONE, TWO, THREE, FOUR in quick time. Then give commands, such as **"Right, FACE,"** without interrupting the cadence:

ONE	TWO	THREE	FOUR
"Right,	(Pause)	FACE"	

(2) Marching commands, such as **"By the Right Flank, MARCH,"** must be started so the preparatory command will end as the foot in the desired direction of movement strikes the deck. There is then a full count before the command of execution, which is given on the same foot. (See table 1-1 for the suggested foot to give commands on while marching.)

b. For a company or larger unit, the intervals must be longer. This is necessary for leaders of component units to repeat preparatory commands, give warning, or supplementary commands. The following example shows the proper cadence for the command **"Right, FACE"** to a company:

ONE	TWO	THREE	FOUR
(Company	(Platoon		(Company
Commander)	Commander)		Commander)
"Right,	{"Right"}		FACE"

1006. DRILL BY THE NUMBERS

1. Drill movements may be divided into individual motions for instruction. When drill is executed by the numbers, the first motion is made on the command of execution. Subsequent motions are made in proper order on the commands TWO, THREE, FOUR, the number of counts depending upon the number of motions in the movement. To use this method, the command **"BY THE NUMBERS"** precedes the preparatory command. All movements are then executed by the numbers until the command **"WITHOUT NUMBERS"** is given.

RIGHT	LEFT	RIGHT	LEFT	RIGHT	LEFT	WHEN GIVEN
		"Squad,	(Step)	HALT"		From column or flank
	"Pla	toon,	(Step)	HALT"		From column or flank
	"Com ney	pa	(Step)	HALT"		From column or flank
	"Right	Turn,	(Step)	MARCH"		While marching in company mass the color guard or staff
"Left	Turn,	(Step)	MARCH"			" " " " " " " "
"Counter	March,	(Step)	MARCH"			For color guards.
"Mark	Time,	(Step)	MARCH"			May be given as either foot strikes the deck from line, column or oblique
	"Mark	Time,	(Step)	MARCH"		
"Half	Step,	(Step)	MARCH"			May be given as either foot strikes the deck from line, column or oblique
	"Half	Step,	(Step)	MARCH"		
"For	ward,	(Step)	MARCH"			From mark time or half step in column or flank
"By Right	the	Flank,	(Step)	MARCH"		From column or flank
	"By Left	the	Flank,	(Step)	MARCH"	From column or flank
RIGHT	LEFT	RIGHT	LEFT	RIGHT	LEFT	WHEN GIVEN
	"Column	Right,	(Step)	MARCH"		From column
"Column	Left,	(Step)	MARCH"			From column
"Column	Half	Right,	(Step)	MARCH"		From column
	"Column	Half	Left,	(Step)	MARCH"	From column
	"To Rear,	the	(Step)	MARCH"		From column or flank
	"Right oblique,	0	(Step)	MARCH"		From column
"For	ward,	(Step)	MARCH"			From right oblique
"Pla	toon,	(Step)	HALT"			From right oblique
	"In	Place,	(Step)	HALT"		To halt in the right oblique while marching at quick time, mark time or half step.
"Re	sume,	(Step)	MARCH"			To resume marching in the left/right oblique from in place halt, mark time or half step
"Left oblique,	0	(Step)	MARCH"			From column
	"For	ward,	(Step)	MARCH"		From left oblique
	"Pla	toon,	(Step)	HALT"		From left oblique
	"In	Place,	(Step)	HALT"		To halt in the left oblique while marching at quick time, mark time or half step.

Table 1-1.--Suggested Foot to Give Marching Commands On

RIGHT	LEFT	RIGHT	LEFT	RIGHT	LEFT	WHEN GIVEN
"Close,	(Step)	MARCH"				To close the interval in column marching
"Ex	tend,	(Step)	MARCH"			To extend the interval in column marching
"Count	Cad	ence,	(Step)	COUNT"		From column
"De	lay	Cad	ence,	(Step)	COUNT"	From column
ed						
COMMANDS FOR THE MANUAL OF ARMS WHILE MARCHING						
"Port,	(Step)	ARMS"				From left shoulder
"Left	Shoul	der,	(Step)	ARMS"		From port arms
	"Left	Shoul	der,	(Step)	ARMS"	From right shoulder
"Right	Shoul	der,	(Step)	ARMS"		From left shoulder or port
	"Port,	(Step)	ARMS"			From right shoulder
RIGHT	LEFT	RIGHT	LEFT	RIGHT	LEFT	WHEN GIVEN

Table 1-1.--Suggested Foot to Give Marching Commands On--Continued.

1007. MASS COMMANDS AND INDIVIDUAL COMMANDS FROM RANKS

1. **Mass Commands.** The use of mass commands in drill develops confidence and team spirit. It also teaches troops to give and execute commands properly.

a. The initial command is **"At Your Command."** The instructor then gives a preparatory command that describes the movement, for example, **"At Your Command, Face the Platoon to the Right, COMMAND."** After this, all members of the platoon command, **"Right, FACE"** together and execute it. Another mass command example is **"At Your Command, Call the Platoon to Attention, COMMAND."** The troops command, **"Platoon, ATTENTION."**

b. Marching movements may be conducted in a similar manner as follows: **"ALL MOVEMENTS UNTIL FURTHER NOTICE WILL BE AT YOUR COMMAND."**

(1) INSTRUCTOR: **"Call the Platoon to Attention, COMMAND."** TROOPS: **"Platoon, ATTENTION."**

(2) INSTRUCTOR: **"Forward, COMMAND."** TROOPS: **"Forward, MARCH."**

(3) INSTRUCTOR: **"By the Right Flank, COMMAND."** TROOPS: **"By the Right Flank, MARCH."**

c. Only simple movements with short preparatory commands are used for mass commands. Preparatory commands that require supplemental commands by subordinate leaders are not used.

d. In order to return to normal drill methods, the instructor orders **"At My Command."**

2. Individual Commands From Ranks. As an aid in training individuals to give commands properly, personnel in ranks may be designated to give individual commands. This should be done only after a unit has learned to execute commands and give mass commands. The instructor designates the individual who is to give the command by name or place in ranks. He may be designated while the unit is

marching or halted. The instructor describes the movement to be made, as in mass commands, but does not add **"COMMAND."** The designated individual remains in position and gives the appropriate command, executing the command with the unit.

3. Counting Cadence. Counting cadence by troops in ranks teaches them group coordination and rhythm. The command is **"Count Cadence, COUNT"** or **"Delayed Cadence, COUNT."** The command of execution being given as the left foot hits the deck. Everyone then counts cadence for 8 steps, starting when the left foot next strikes the deck. They should be required to do so in a firm, vigorous manner.

"Count Cadence, COUNT"									
Step	LEFT	RIGHT	LEFT	RIGHT	LEFT	RIGHT	LEFT	RIGHT	
Count	One	Two	Three	Four	One	Two	Three	Four	

"Delayed Cadence, COUNT"									
Step	LEFT	RIGHT	LEFT	RIGHT	LEFT	RIGHT	LEFT	RIGHT	
Count	One		Two		Three		Four		One
	Two		Three		Four		One	Two	Three
	One	Two	Three	Four	(United)	(States)	(Marine)	(Corps)	

1008. ADVANCED DRILL PROCEDURES

1. Cadence Drill (Speed Drill). Cadence drill is an advanced form of drill. It is used only with Marines who have learned basic drill as prescribed in this Manual. It provides variety for well-trained troops and "liven up" a drill period. In cadence drill, the commander, abbreviates preparatory commands and deletes the pause between the preparatory command and the command of execution. Each time a commander uses this form of drill, he must explain that the unit is departing from prescribed drill. Cadence drill is suitable for platoon and smaller units. Examples of cadence drill are:

Count One	Two	Three	Four	One
Step	LEFT	RIGHT	LEFT	RIGHT
Command (s)	"Left Rear"	"Right Flank MARCH"	Flank MARCH"	MARCH"

2. Trick Drill. As with cadence drill, this form of drill is used only with troops who have thoroughly learned all prescribed drill and cadence drill. Additionally, it may be used as a motivating device for well-trained troops. It is extremely complex and requires extensive training and rehearsals. Trick drills are not described in this Manual. They are limited only by the imagination of the drill instructor.

1009. TABLE OF SYMBOLS USED IN THIS MANUAL

1. Table 1-2 shows the symbols used in this Manual.

	Reviewing Officer				First Sergeant
	Regimental Commander	DIRECTION OF MARCH			Sergeant Major
	Battalion Commander	DIRECTION FACING			Gunnery Sergeant
	Commander of Troops (COT)		Color Guard		Platoon Sergeant
	Commander's Staff		Company Guide		Platoon Guide
	Adjutant		Band or Music		Squad Leader
	Company Commander		Dress Guidon		Section Leader
	Company XO		Field Marker		Fire Team Leader
	Platoon Commander				Rifleman
					File Closer

Table 1-2.--Drill Symbols.

MARINE CORPS DRILL AND CEREMONIES MANUAL

PART I: DRILL

CHAPTER 2

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MARINE CORPS DRILL AND CEREMONIES MANUAL

PART I: DRILL

CHAPTER 2

INDIVIDUAL INSTRUCTIONS WITHOUT ARMS

2000. GENERAL

1. Individual movements form the basis for building unit formations and movements.
2. Movements that can be executed from both the halt and while on the march should be explained, demonstrated, and practiced from the halt first.

SECTION 1: POSITIONS

2100. **ATTENTION.** The position of attention (see figure 2-1) is the basic military position from which most other drill movements are executed. There are no counts, however, there are seven steps in describing the position:

1. Smartly bring your left heel against the right.
2. Turn your feet out equally to form an angle of 45 degrees. Keep your heels on the same line and touching.
3. Your legs should be straight, but not stiff at the knees.
4. Keep your hips and shoulders level and your chest lifted.
5. Your arms should be straight, but not stiff at the elbows; thumbs along the trouser seams, palms facing inward toward your legs, and fingers joined in their natural curl.
6. Keep your head and body erect. Look straight ahead. Keep your mouth closed and your chin pulled in slightly.
7. Stand still and do not talk.
8. The movement may be executed when halted, at any position of rest, or while marching at route step or at ease. The commands are **"FALL IN"** and **"ATTENTION."** On the command **"FALL IN,"** you would assume your position in ranks at the position of attention. The command **"ATTENTION"** is always preceded by a preparatory command designated by the size of the unit, such as **"Squad, Platoon,"** or **"Company."** For example, when drilling a squad the command to bring them to attention would be **"Squad, ATTENTION."** Thereafter, they move only as ordered until given **"AT EASE," "REST," "FALL OUT,"** or they are dismissed.
9. When at a position of rest or while marching at route step or at ease and the command **"ATTENTION"** is given, the following applies:
 - a. When given at parade rest, come to attention.
 - b. When given at ease or rest, assume the position of parade rest on the preparatory command **"Squad."** When **"ATTENTION"** is given go to that position.
 - c. When given while marching at route step or at ease, get in step as soon as possible and continue to march at attention.



a. Front View.



b. Side View.



c. Rear View.

Figure 2-1.--Position of Attention.

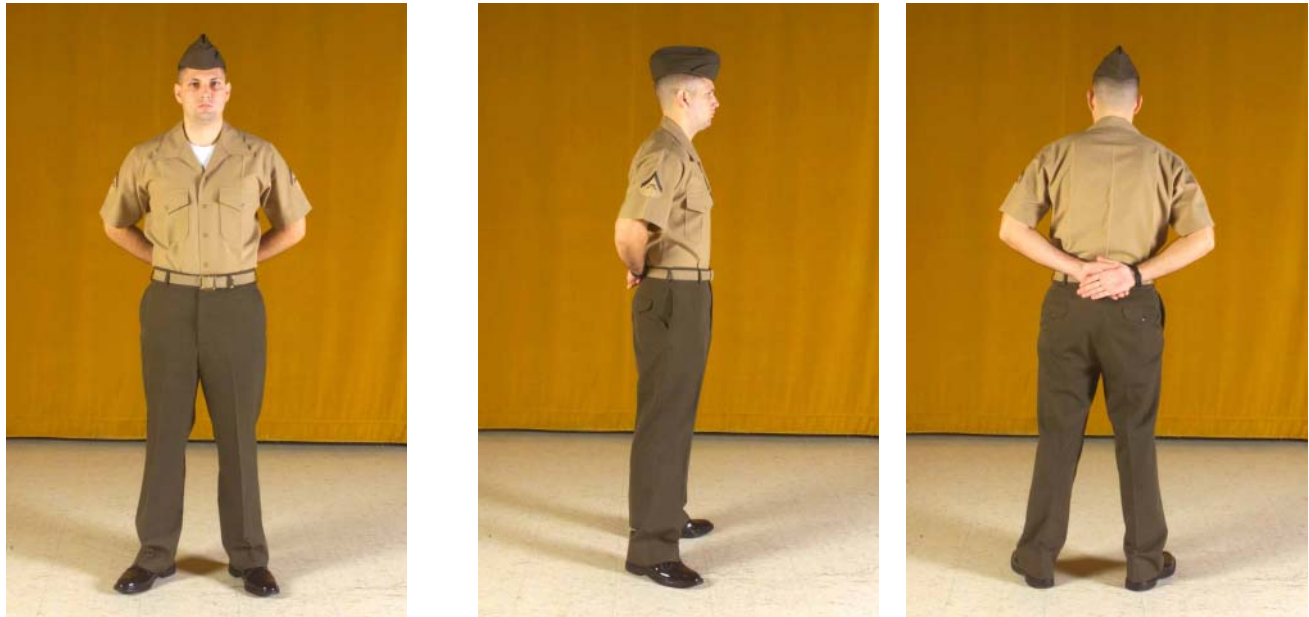
2101. REST. There are four positions of rest for halted troops. They are parade rest, at ease, rest, and fall out. The purpose of rest is to give troops a rest from the position of attention. Parade rest, at ease, and rest, are one-count movements. Fall out is not a precision movement and has no counts. All are executed from the position of attention. The commands are "Parade, REST;" "AT EASE;" "REST;" and "FALL OUT."

1. Parade Rest. On the preparatory command "Parade," shift the weight of your body to the right leg without noticeable movement. On the command of execution "REST," and for the count of one, move the left foot twelve inches (measured from the inside of each heel) smartly to the left. The heels remain on line and the body weight rests equally on both legs. At the same time the left foot is moved, clasp the hands behind the back. The left hand is placed just below the belt and the right hand is placed inside the left. The thumb of the right hand lightly grasps the thumb of the left. All fingers are extended and joined with the palms to the rear. The elbows will be in line with the body. Silence and immobility are required. (See figure 2-2.) The only command you may receive while at parade rest is "ATTENTION."

2. At Ease. The command is "AT EASE." It is executed in one count. At the command, keep your right foot in place. You may move about, but must not talk. You may also be given this command when not in ranks. In this case, it means cease talking, but continue whatever you were doing before the command. When in ranks, the only command you may receive while at ease is "ATTENTION."

3. Rest. The command is "REST." It is executed in one count. At the command, you may move and talk; however, you must keep your right foot in place. The only command you may receive while at rest is "ATTENTION."

4. Fall Out. The command is "FALL OUT." At the command, leave your position in ranks, but remain nearby or proceed to a pre-designated area. When "FALL IN" is given, return to your place in ranks at the position of attention.



a. Front View.

b. Side View.

c. Rear View.

Figure 2-2.--Position of Parade Rest.

2102. EYES RIGHT (LEFT). The purpose of eyes right (left) is to demonstrate military courtesy to reviewing officers and dignitaries during parades and ceremonies. It is executed in one count when halted at attention or marching at quick time. The command is **"Eyes, RIGHT (LEFT)."** The command to turn the head back to the position of attention is **"Ready, FRONT."**

1. When the command of execution **"RIGHT (LEFT)"** is given, turn your head smartly and look 45 degrees to the right (left) keeping your shoulders square to the front.
2. On the command of execution **"FRONT,"** turn your head and eyes smartly back to the front. During reviews at which the reviewing officer troops the line, ready front will not be given after eyes right. At such ceremonies, turn your head and eyes smartly toward the reviewing officer upon the command of execution **"RIGHT."** As he passes to the left, follow the reviewing officer with your head and eyes until you are looking directly to the front.
3. When marching, give the command, **"Eyes, RIGHT"** so that the command of execution is given as the right foot strikes the deck and the command **"Eyes, LEFT"** so that the command of execution is given as the left foot strikes the deck. Give the command **"Ready, FRONT"** from eyes right so that the command of execution is given as the left foot strikes the deck and **"Ready, FRONT"** from eyes left so that the command of execution is given as the right foot strikes the deck. For example:

<u>LEFT</u>	<u>RIGHT</u>	<u>LEFT</u>	<u>RIGHT</u>
"Ready,	"Eyes,	(Step)	"RIGHT"
	(Step)	FRONT"	(From "Eyes, RIGHT")
"Eyes,	(Step)	LEFT"	
	"Ready,	(Step)	FRONT"
			(From "Eyes, LEFT")

2103. **FACING MOMENTS.** The purpose of facing movements is to face a unit to the right, left or about. Facing movements are executed in two counts when halted at attention. The commands are **"Right, FACE;"** **"Left, FACE;"** and **"About, FACE."** Facing movements are executed in the cadence of quick time. While facing, your arms should not swing out from your sides, but remain at the position of attention.

1. **"Right, FACE"** is a two-count movement. (See figure 2-3.)

a. On count one, (see figure 2-3b) at the command **"FACE,"** raise your left heel and right toe slightly. Turn to the right on your right heel and left toe. Keep your left leg straight but not stiff.

b. On count two (see figure 2-3c), place the left foot smartly beside the right and stand at attention.

2. **"Left, FACE"** is executed in the same manner described in 2103.1 above, substituting left for right and right for left.



a. Start.

b. Count One.

c. Count Two.

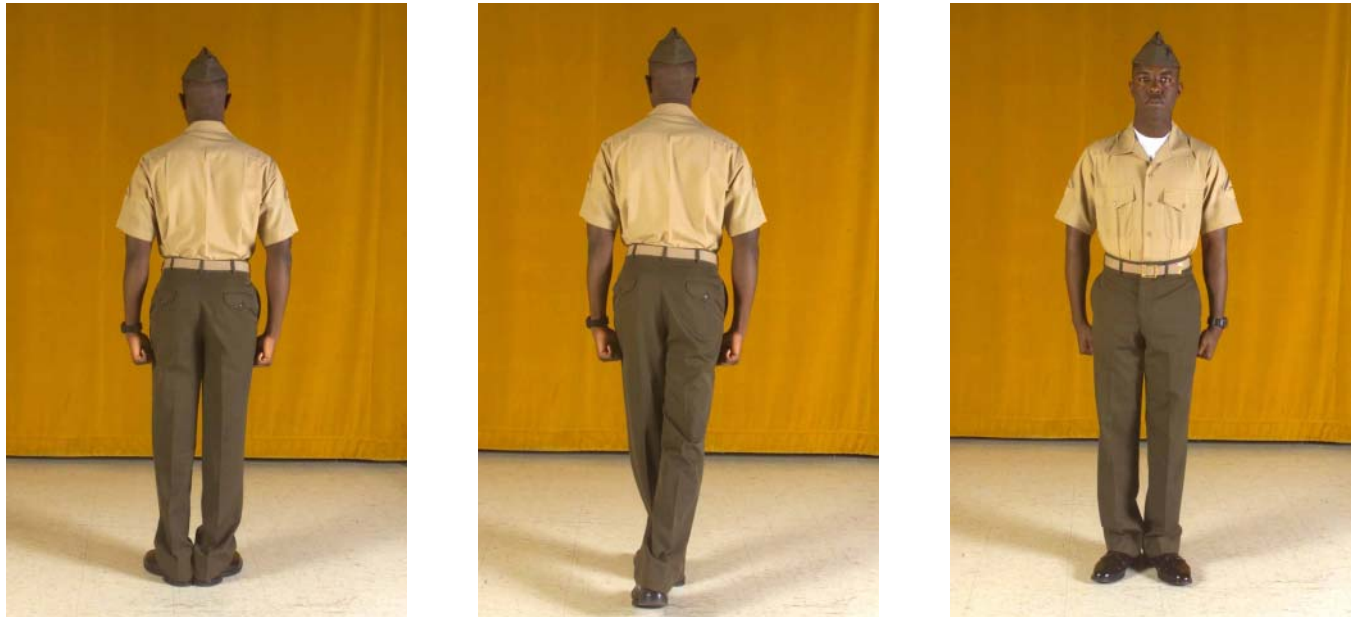
Figure 2-3.--Right Face.

3. **"About, FACE"** is a two-count movement. (See figure 2-5.)

a. At the command **"About,"** shift your weight to your left leg without noticeable movement. (See figure 2-5a.)

b. On count one (see figure 2-5b) at the command **"FACE,"** place our right toe half a foot length behind and slightly to the left of your heel. Do not change the position of your left foot. Rest your weight evenly on the left heel and the ball of the right foot.

c. On count two (see figure 2-5c), turn smartly to the right until facing rear. The turn is made on the left heel and ball of the right foot. The knees remain straight, but not locked during the movement. Your thumbs will remain on the seams of your trousers. If properly executed you will be at the position of attention facing in the opposite direction.



a. Count One.

b. Count Two.

c. Finish.

Figure 2-5.--About Face.

2104. HAND SALUTES

1. The purpose of the hand salute is to demonstrate mutual respect and courtesy between members of military organizations and to show respect to national colors. It is executed in one count when halted at attention, marching at quick time, or seated in a vehicle. The command is **"Hand, SALUTE."** To return to the position of attention the command is **"Ready, TWO."**

a. When **"SALUTE"** is given, raise your right hand smartly in the most direct manner until the tip of your forefinger touches the lower part of the headdress above and slightly right of your right eye. Your fingers should be extended straight and joined with the thumb along the forefinger. You should be able to see your entire palm when looking straight ahead. Your upper arm should be parallel with the deck with the elbow in line with the body and your forearm at a 45-degree angle. Your wrist and hand should be straight, a continuation of the line made by your forearm. At the same time, if not in ranks, turn your head and eyes toward the person or colors you are saluting.

b. At the command **"TWO,"** return to attention. Move your hand smartly in the most direct manner back to its normal position by your side.

c. To ensure simultaneous execution of the second movement of the hand salute when troops are in formation, the preparatory command **"Ready,"** will be used prior to the command of execution **"TWO."**

2. You may salute without command from attention, while walking, or while seated in a vehicle. When walking, it is not necessary to halt to salute. Keep walking, but at attention. The salute is rendered when the person or colors to be saluted is at a 6-pace distance, or at the nearest point of approach if it is apparent that the person or color is not going to approach within 6 paces. The salute will not be rendered if the person (color) to be saluted does not approach within 30 paces.

Hold the first position of the salute until the person (color) saluted has passed or the salute is returned, then execute the second movement of the hand salute.

3. When the command **"Present, ARMS"** is given, if not armed, you execute the hand salute on the command **"ARMS."** Stay at that position until the command **"Ready, TWO"** or **"Order, ARMS"** is given.

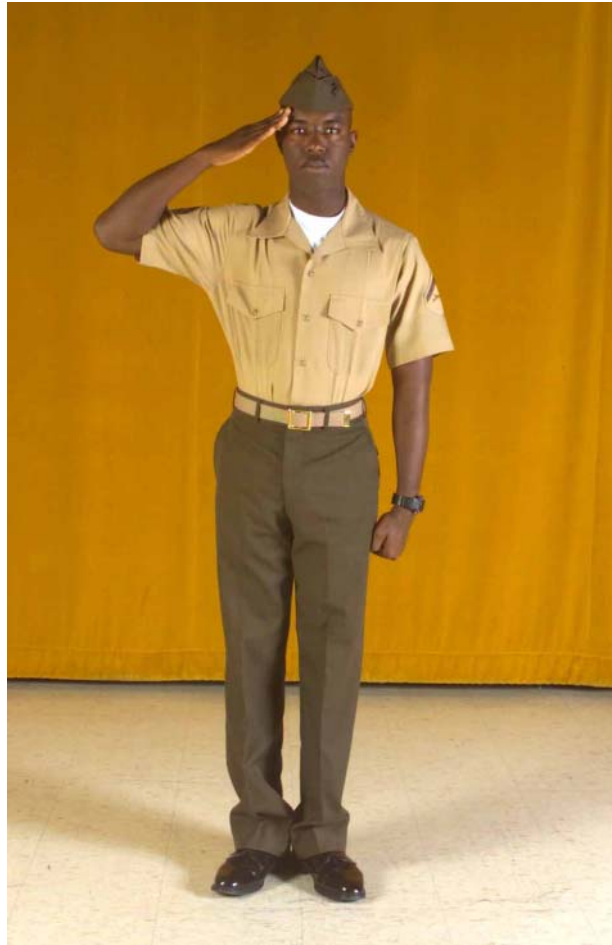


Figure 2-6.--Hand Salute.

SECTION 2: STEPS AND MARCHING

2200. GENERAL

1. With the exception of right step, all steps and marching movements beginning from a halt start with the left foot.
2. The instructor indicates the proper rhythm by counting cadence.
3. To change direction on the march, the command of execution is given as the foot in the desired direction of the turn strikes the deck.

2201. QUICK TIME. The purpose of quick time is to march at 112 to 120 steps per minute taking 30-inch steps. It may be executed when halted at attention, marking time, marching forward at double time, or marching at half step. The commands are **"Forward, MARCH"** or **"Quick Time, MARCH."**

1. When halted, the command to march forward at quick time is **"Forward, MARCH."**
2. On **"Forward,"** shift your weight to the right leg without noticeable movement.
3. On **"MARCH,"** step off smartly, left foot first, and march straight ahead with 30-inch steps. Swing your arms easily in their natural arcs, 6 inches straight to the front and 3 inches to the rear. Do not exaggerate movements.

2202. DOUBLE TIME. The purpose of double time is to march at 180 steps per minute taking 36-inch steps. It may be executed when halted at attention, marking time, double timing in place, or marching forward at quick time. The command is **"Double Time, MARCH."** When given while marching, the command **"MARCH"** may be given as either foot strikes the deck.

1. When Halted

- a. At the command **"Double Time,"** shift your weight to your right leg without noticeable movement.
- b. On **"MARCH,"** step off on the left foot and begin an easy run, taking 180, 36-inch steps per minute. At the same time raise your forearms until parallel with the deck and make fists of your hands.

2. When Marching at Quick Time

- a. When the command **"MARCH"** is given, take one more 30-inch step.
- b. Step off in double time.

3. To Resume Quick Time, the Command is **"Quick Time, MARCH"**

- a. On **"MARCH,"** take one more 36-inch step.
- b. Lower your arms and slow to quick time.

4. When Marching in Place

- a. Take one more step in mark time (or double time in place).
- b. Step off forward in double time.

2203. **HALT.** The purpose of halt is to stop the movement of a marching unit. It is executed in two counts when marching at quick time, and three counts when marching at double time. It may be executed when marching at quick time, half step, double time, side step, back step, mark time, and double time in place. The command of execution is **"HALT,"** which is always preceded by a preparatory command designated by the size of the unit, such as **"Squad, Platoon,"** or **"Company."** The command of execution may be given as either foot strikes the deck except for side step.

1. While Marching at Quick Time or Half Step

- a. Take one more step after **"HALT."**
- b. Bring the rear heel forward against the other.

2. While Marching at Double Time

- a. Take one more double time step after **"HALT."**
- b. Take another at quick time.
- c. Bring the rear heel forward against the other.

3. While Marching at Right (Left) Step

- a. The command **"HALT"** is given when the heels are together.
- b. Take one more side step after **"HALT."**
- c. Bring the heels together.

4. While Backward Marching

- a. Take one more back step after **"HALT."**
- b. Bring the forward heel back against the other.

5. While Marching at Mark Time

- a. Take one more step in place after the command **"HALT."**
- b. Bring the heels together.

6. While Marching at in Place Double Time

- a. Take one more in place double time step after the command **"HALT."**
- b. Take another at quick time.
- c. Bring the heels together.

2204. MARK TIME. The purpose of mark time is to march in place at quick time cadence. It may be executed when halted at attention, double timing in place, marching at half step and marching forward at quick time. While marching, the command may be given as either foot strikes the deck. The command is **"Mark Time, MARCH."**

1. When Halted

- a. On the command **"Mark Time,"** shift your weight to your right leg slightly without noticeable movement.
- b. On the command **"MARCH,"** beginning with your left foot, then alternating, raise each foot so that the ball of the foot is approximately 2 inches and the heel approximately 4 inches from the deck at a cadence of quick time. At the same time, swing your arms naturally as in marching.

2. When Marching at Quick Time

- a. On the command **"MARCH,"** take one more 30-inch step as if coming to a halt.
- b. Bring your heels together. Begin marking time without loss of cadence with the opposite foot.

3. To Resume the March at Quick Time, The Command is "Forward, MARCH"

- a. On the command **"MARCH,"** take one more step in place.
- b. Step off with a 30-inch step.

4. When Marching at Double Time in Place

- a. On the command **"MARCH,"** take one more step in place at double time.
- b. Commence marking time.

2205. DOUBLE TIME IN PLACE. The purpose of double time in place is to march in place at double time cadence. It may be executed when halted at attention, marking time, or marching forward at double time. The command is **"In Place Double Time, MARCH."**

1. When Halted

- a. On the command **"In Place Double Time,"** shift your weight to your right leg without noticeable movement.
- b. On the command **"MARCH,"** raise your arms for double time. Starting with the left foot, alternating and in place, raise your feet 6 inches above the deck at 180 steps per minute.

2. When Marching at Double Time

- a. After **"MARCH,"** take two more double time steps.
- b. Bring your feet together and begin double timing in place without loss of cadence.

3. The Command **"Double Time, MARCH"** Resumes the March at Double Time

- a. At **"MARCH,"** take two more steps in place.
- b. Step off with 180, 36-inch steps per minute.

4. When Marking Time

- a. On the command **"MARCH,"** take one more step in mark time.
- b. Commence marching at double time in place.

2206. HALF STEP. The purpose of half step is to march forward at quick time taking 15-inch steps. It may be executed when halted at attention or marching forward at quick time. While marching it may be given as either foot strikes the deck. The command is **"Half Step, MARCH."**

1. At the Halt

- a. On the command **"Half Step,"** shift your weight to your right leg without noticeable movement.
- b. On the command **"MARCH,"** step off forward in quick time cadence with 15-inch steps. The balls of your feet should strike the deck before your heels. At the same time begin swinging your arms 6 inches to the front and 3 inches to the rear.

2. Marching in Quick Time

- a. On the command **"MARCH,"** take one more 30-inch step.
 - b. Begin the 15-inch steps as explained above. (See paragraph 2206.1.)
3. To resume quick time from half step, the command is **"Forward, MARCH."** It may be given as either foot strikes the deck.
- a. On **"MARCH,"** take one more half step.
 - b. Step off at quick time.

2207. SIDE STEP. The purpose of side step is to move the unit a short distance to the right or left. There are no counts, however there is a cadence of 1-2.

1. The command **"Right (Left) Step, MARCH"** is given only when you are at a halt.
2. At the command **"MARCH,"** move your right foot 12 inches to the right, then place your left foot smartly beside your right. Repeat this movement at quick time. Keep your legs straight, but not stiff. Hold your arms at your sides as in the position of attention.

2208. BACK STEP. The purpose of back step is to march the unit backwards for a short distance.

1. The command **"Backward, MARCH"** is given only when you are at a halt.

2. At the command **"MARCH,"** step off to the rear with your left foot and take 15-inch steps at quick time. At the same time swing your arms 6 inches to the front and 3 inches to the rear.

2209. TO FACE TO THE RIGHT (LEFT) IN MARCHING

1. This is an important part of the following movements: column right (left), by the right (left) flank, close, take interval, and extend. For instructional purposes, the command is **"By The Right (Left) Flank, MARCH."**

2. From a Halt, on the Command "MARCH"

a. For right flank, turn 90 degrees to the right by pivoting on the ball of the right foot and (using a cross over step) stepping off with the left foot 30 inches in the new direction of march.

b. For left flank, turn 90 degrees to the left by pivoting on the ball of the right foot and stepping off 30 inches with the left foot in the new direction of march.

3. While marching, the command of execution is given as the foot of the desired direction of movement strikes the deck.

a. On **"MARCH,"** without losing cadence, take one more step in the original direction.

b. Pivot to the right (left) and step off in the new direction. If commanded and executed properly, the pivot will be on the foot away from the desired direction of movement, and the first step in the new direction will be with the other foot. The pivot and step are done together in one count. When marching to the flank the only other movement that can be given is a flanking movement in the opposite direction that will bring the individual or unit back to the original front.

2210. TO FACE TO THE REAR WHILE MARCHING. The purpose of this movement is to march the unit to the rear for a short distance.

1. The command is **"To the Rear, MARCH."** It may be executed when halted or while marching at either quick time or double time. When marching the command of execution **"MARCH"** is given when the right foot strikes the deck. When marching to the rear, the only movement that can be given is **"To the Rear, MARCH"** in order to bring the individual or unit back to its' original front.

2. To March to the Rear From a Halt

a. The command is **"To the Rear, MARCH."**

b. On **"MARCH,"** step forward with the left foot.

c. Turn about to the right on the balls of both feet and immediately step out to the rear with the left foot. This is done without loss of cadence. When turning, the feet should be about 15 inches apart.

3. When at Quick Time

a. On the command **"MARCH,"** take one more step.

b. Turn about to the right on the balls of both feet and immediately step off to the rear with your left foot. This is done without loss of cadence. When turning, the feet should be about 15 inches apart.

4. When at Double Time

a. On **"MARCH,"** follow the sequence of steps and actions below.

As this foot strikes the deck**Take the following action**

RIGHT	"MARCH" is given.
LEFT	36-inch step.
RIGHT	36-inch step. Then in place double time.
LEFT	Pivot 90 degrees to the right
RIGHT	Heels together.
LEFT	Pivot 90 degrees to the right.
RIGHT	Heels together.
LEFT	36-inch step in the new direction.

2211. TO MARCH TO THE FLANK. The purpose of this movement is to march the entire unit to the right (left) for a short distance. It may be executed when halted or while marching at either quick time or double time. The command is **"By the Right (Left) Flank, MARCH."** When marching the command of execution is given as the foot in the direction of the movement strikes the deck.

1. From a Halt

a. For right flank, turn 90 degrees to the right by pivoting on the ball of the right foot and (using a cross over step) stepping off with the left foot 30 inches in the new direction of march.

b. For left flank, turn 90 degrees to the left by pivoting on the ball of the right foot and stepping off 30 inches with the left foot in the new direction of march.

2. While at Quick Time

a. On **"MARCH,"** take one more step.

b. Turn to the right (left) on the ball of the left (right) foot. At the same time, step off 30 inches in the new direction with the right (left) foot.

3. While Double Timing

a. On **"MARCH,"** use the following sequence and actions.

By the Left Flank		By the Right Flank	
Step	Action	Step	Action
LEFT	"MARCH" is given.	RIGHT	"MARCH" is given.
RIGHT	36-inch step.	LEFT	36-inch step in
LEFT	in place double timing.		place double timing.
RIGHT	Pivot 90 degrees to the left.	LEFT	Pivot 90 degrees to the
LEFT	36-inch step in new direction.	RIGHT	right.
			36-inch step in new direction.

2212. TO CHANGE STEP. The purpose of this movement is to change the cadence count without changing the rhythm of the cadence.

1. The command is **"Change Step, MARCH."** It may be given while marching at quick or double time, marking time, or double timing in place. The command of execution is given as the right foot strikes the deck.

2. While Marching at Quick Time or Double Time

a. On **"MARCH,"** take one more step, 30 or 36 inches, as appropriate.

b. As your right foot comes forward to the next step, place the toe near the left heel and step out again with the left foot. This changes the cadence count, but not the rhythm.

3. While Marking Time

a. On **"MARCH,"** lift and lower the left foot twice in succession.

b. The second time it touches the deck, raise the right foot and continue marking time.

4. While Double Timing in Place

a. On **"MARCH,"** hop twice on the left foot.

b. Continue double timing in place.

2213. TO MARCH AT EASE. The purpose of this movement is to give troops a rest from marching at attention or when keeping in step becomes difficult due to rough terrain.

1. The command is **"At Ease, MARCH."** It is given as either foot strikes the deck and only while marching at quick time.

2. After **"MARCH,"** you are no longer required to march in cadence, but must keep interval and distance. Do not talk.

2214. TO MARCH AT ROUTE STEP

1. The command is **"Route Step, MARCH."** It is commanded as either foot strikes the deck and only while marching at quick time.

2. After **"MARCH,"** you are no longer required to march in cadence, but must keep interval and distance. You may talk, but in a low voice.

2215. TO RESUME MARCHING AT QUICK TIME FROM ROUTE STEP OR AT EASE

1. The command is **"Squad (Platoon, Company, Detail, etc.), ATTENTION."**

2. After commanding **"ATTENTION,"** the unit leader will count cadence until all troops are in step. Pick up the step as soon as possible and continue marching at attention.
3. Commands that involve precision in execution will not be given until the command to resume marching at quick time has been given and all members of the formation have picked up the step and cadence.

MARINE CORPS DRILL AND CEREMONIES MANUAL

PART I: DRILL

CHAPTER 3

MANUAL OF ARMS WITH THE M16 RIFLE

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MARINE CORPS DRILL AND CEREMONIES MANUAL

PART I: DRILL

CHAPTER 3

MANUAL OF ARMS WITH THE M16 RIFLE

3000. GENERAL. This Chapter covers the manual of arms movements for the M16 rifle with both the parade and loosened sling, and the M16 with the M203 grenade launcher attached. Whenever executing any manual of arms movements ensure that the weapon has been cleared and that all weapons handling procedures are followed.

MARINE CORPS DRILL AND CEREMONIES MANUAL

CHAPTER 3

MANUAL OF ARMS WITH THE M16 RIFLE

SECTION 1: MANUAL OF ARMS WITH A PARADE SLING

3100. GENERAL

1. Prior to commencing the manual of arms, the magazine is removed, and the sling is drawn tight and positioned on the left (selector switch) side of the rifle. This configuration is called a parade sling and facilitates execution of the manual of arms. Figure 3-1 identifies the drill nomenclature for the M16 rifle with sling.
2. All movements of the manual of arms are executed smartly and with snap.
3. On the command "**FALL IN**," if armed with a rifle it will be positioned at order arms.
4. Facings, alignments, and short distance marching movements are executed from order arms. Side step, back step, open and close ranks, and close and extend are short distance movements. Forward march may be given from order arms to march units forward for a short distance. When these movements are commanded while at order arms, it is necessary to come automatically to trail arms and step off simultaneously on the command of execution for the movement. The rifle is returned to order arms upon halting.
5. Before a command for any marching movement (other than the executions stated in paragraph 3100.3) is given to armed troops, they are faced in the direction of march and their weapons brought to right (left) shoulder, port, or sling arms by the appropriate command. After a marching movement has been completed and it is desired to execute a facing movement, the command to order or unsling arms is given, followed by the command for the facing movement.
6. When at a position other than sling arms, the troops must come to port arms for double time. When the troops are in formation, the commander gives the appropriate commands.
7. Generally, the M16 rifle should be carried at sling arms except for ceremonies and drill periods.

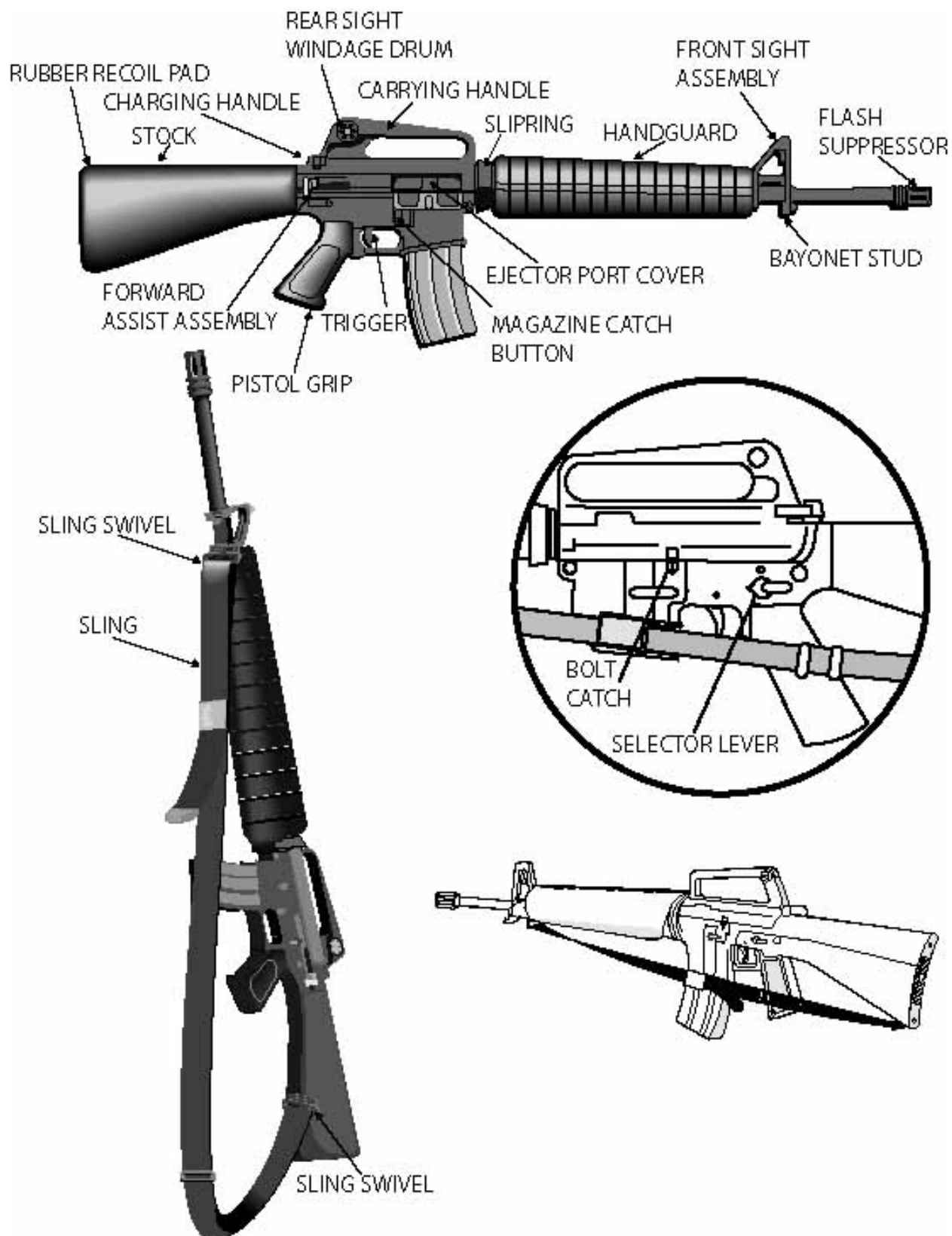


Figure 3-1.--Drill Nomenclature of the U.S. Rifle, 5.56mm, M16.

3101. ORDER ARMS

1. The basic position of the rifle manual is order arms. (See figure 3-2). It is the position assumed by an individual halted at attention with the rifle. It is assumed on the command **"ATTENTION"** from any of the rest positions except fall out. Order arms is also assumed on the command **"FALL IN"** and on the command **"Order, ARMS,"** from any position in the manual except inspection arms and sling arms.

2. Properly executed, the butt of the rifle rests on the deck, and the stock rests along the outer edge of the right shoe. The pistol grip is to the front and the barrel is in a near vertical position. The rifle is grasped by the right hand at the junction of the front sight assembly and the barrel. The barrel rests in the "V" formed by the thumb and forefinger. The fingers are extended and joined and placed on line with the barrel. The thumb is placed along the trouser seam and the entire right arm is behind the rifle. This may cause a slight bend to the right arm of shorter individuals. Persons, too tall to reach the junction of the barrel and front sight assembly, may slide their hand up the barrel so that their posture remains erect.



a. Front.



b. Right Side.

Figure 3-2.--Order Arms.

3102. REST POSITIONS

1. The purpose of rest positions with the rifle is the same as rest positions without arms. They are commanded and executed as without arms with the following exceptions and additions.
2. On the command "**Parade, REST,**" the left foot is moved 12 inches to the left. The rifle butt is kept against the right foot. The grasp of the right hand is moved up the barrel to just below the flash suppressor with the fingers joined and curled with the forefinger touching the thumb. The right arm is straightened directly to the front so that the muzzle points forward and up. (See figure 3-3a.) At the same time the left foot is moved, the left hand is placed behind the back just below the belt line with fingers and thumb extended and joined and the palm facing the rear. (See figure 3-3b.)



a. Side View.



b. Rear View.

Figure 3-3.--Parade Rest.

3. On the command "**AT EASE**" or "**REST,**" the right foot remains in place and the rifle is held as in parade rest with the right arm relaxed slightly.

3103. TRAIL ARMS

1. The purpose of trail arms is to raise the rifle off the deck when facing, aligning or moving a short distance. It is executed in one count simultaneously with the first count of the movement commanded, and upon that movement's command of execution. It may be executed only when halted at order arms. The rifle is returned to order arms quietly and without command upon completion of the movements.
2. For training purposes, trail arms may be executed on command. The command is **"Trail, ARMS."** At the command of execution **"ARMS,"** the rifle is raised vertically 3 inches off the deck. The wrist is kept straight with the thumb along the seam of the trousers. (See figure 3-4.)
3. At the command **"Order, ARMS,"** the rifle is quietly lowered to the position of order arms.

**a. Front****b. Right Side****Figure 3-4.--Trail Arms.**

3104. PORT ARMS FROM ORDER ARMS

1. The purpose of this movement is to bring the rifle to a two-handed carry position. This is a two-count movement from order arms. It is executed when halted at order arms. The command is **"Port, ARMS."**
2. At the command of execution, and for the count of one, slide the right hand up and grasp the barrel near the flash suppresser. The fingers are joined and wrapped around the barrel with the thumb wrapped around the inboard portion. Without loss of motion, raise and carry the rifle diagonally across the front of the body until the right hand is level with and slightly to the left of the face. The right wrist is on the outboard portion of the front sight assembly. The elbow is held down without strain and nearly touches the handguard. The barrel is up and bisecting the angle formed by the neck and left shoulder. The pistol grip is to the left. The butt is in front of the right hip. At the same time, smartly grasp the handguard with your left hand, just above the slingring. The sling is included in the grasp. The fingers are joined and grasping the rifle. The little finger is in line with the slingring with the thumb on the inboard side of the handguard. The left wrist and forearm are straight. The elbow is held in against the body. (See figure 3-5b.)
3. On the second count, release the grasp of the right hand and smartly re-grasp the small of the stock. The fingers are joined and wrapped around the small of the stock with the thumb wrapped around the inboard portion. The right wrist and forearm are straight and parallel to the deck. The elbow is held into the side and the upper arm is in line with the back. The rifle is about 4 inches from the body. (See figure 3-5c.)



a. Start.



b. Count One.



c. Count Two.

Figure 3-5.--Movements from Order Arms to Port Arms.

3105. MOVEMENTS FROM PORT ARMS

1. The purpose of these movements is to move the rifle from port arms to order arms, left shoulder arms, right shoulder arms and present arms.
2. Order arms is a three-count movement. It is executed only when halted at port arms. The command is **"Order, ARMS."**
 - a. At the command of execution, and for the count of one, the right hand is moved from the small of the stock and smartly re-grasps the barrel. The palm of the right hand is to the rear. The fingers are joined and wrapped around the barrel with the thumb wrapped around the inboard portion. The little finger is just above the bayonet stud. The right wrist is on the outboard portion of the front sight assembly. The elbow is held down without strain and nearly touches the handguard. (See figure 3-6b.)
 - b. On the second count, lower the rifle initially with the left hand while changing the grasp of the right hand to the junction of the barrel and the front sight assembly as in the position of order arms. Without loss of motion, release the grasp of the left hand from the handguard and, with your right hand, carry the weapon to your right side until the butt is 3 inches from the deck. The barrel is in a vertical position and the pistol grip is to the front. At the same time guide the weapon with the left hand until the right thumb is on the trouser seam. The fingers of the left hand are extended and joined and touch the rifle near the flash suppresser. The palm of the left hand is toward the rear. The left wrist and forearm are straight and the left elbow is in against the body. (See figure 3-6c.)
 - c. On the third count, return the left hand to the left side at the position of attention. At the same time, gently lower the rifle to the deck with the right hand. (See figure 3-6d.)



a. Start.



b. Count One.



c. Count Two.



d. Count Three.

Figure 3-6.--Movements from Port Arms to Order Arms.

3. Left shoulder arms from port arms is a two-count movement. It may be executed while halted at attention or while marching. The command is **"Left Shoulder, ARMS."**

a. At the command of execution, and for the count of one, release the grasp of the left hand from the handguard and, with the right hand, carry the rifle to the left side rotating it a quarter turn counterclockwise. Place it on the left shoulder. The elbow is held down without strain. At the same time, grasp the butt of the rifle with the left hand in the same manner as for right shoulder arms. (See figure 3-7b.)

b. On the second count, move your right hand back to the right side at the position of attention. The rifle is held at a 60-degree angle from the deck. (See figure 3-7c.)



a. Start.



b. Count One.



c. Count Two.

Figure 3-7.--Movements from Port Arms to Left Shoulder Arms.

4. Right shoulder arms from port arms is a three-count movement. It may be executed while halted at attention or while marching. The command is **"Right Shoulder, ARMS."**

a. On the command of execution, and for the count of one, move the right hand from the small of the stock and grasp the butt placing the heel of the butt between the first two fingers. The heel will be visible between the index and middle fingers. (See figure 3-8b.)

b. On the second count, release the grasp of the left hand from the handguard and carry the rifle to the right side. The left hand remains in contact with the rifle in order to assist in the movement. At the same time, with the right hand, rotate the rifle a quarter turn counterclockwise and place the rifle into the right shoulder. Slide the left hand to the junction of the stock and receiver just below the charging handle. Guide the rifle into the shoulder with the left hand. The thumb and fingers are extended and joined with the palm turned toward the body. The first joint of the left forefinger touches the rear of the receiver. The left wrist and forearm are straight. The left elbow is held against the body. The grasp of the right hand is unchanged. The right wrist and forearm are straight and parallel to the deck. The elbow is held into the side with the upper arm in line with the back. (See figure 3-8c.)

c. On the third count, move your left hand back to the left side at the position of attention. The rifle is held at a 60-degree angle from the deck. (See figure 3-8d.)

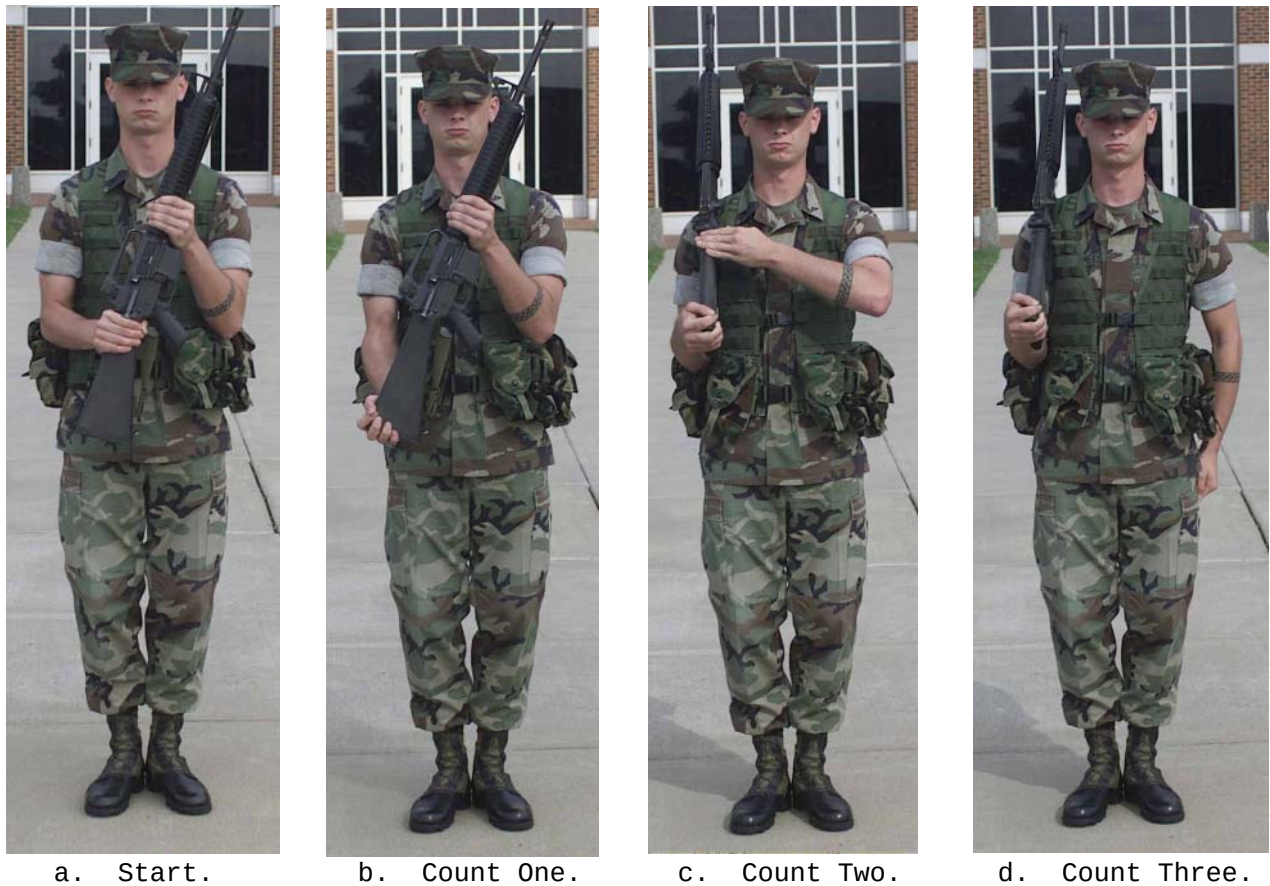


Figure 3-8.--Movements from Port Arms to Right Shoulder Arms.

5. Present arms from port arms is a one-count movement. It is only executed while halted at attention. The movement may be executed without command, for a sentry on post, or at the command of "**Present, ARMS.**" To execute the movement the rifle is rotated clockwise with the right hand, the muzzle moves to the right, and the rifle is re-grasped above the sling with the left hand. The sling is included in the grasp. (See figure 3-9.)



a. Start.



b. Present Arms.

Figure 3-9.--Movements from Port Arms to Present Arms.

3106. RIGHT SHOULDER ARMS FROM ORDER ARMS

1. The purpose of this movement is to bring the rifle to a position on the right shoulder. This is a four-count movement from order arms. It is executed when halted at order arms. The command is **"Right Shoulder, ARMS."**
2. On the command of execution, and for the count of one, grasp the barrel of the weapon with the right hand. Without loss of motion, raise and carry the rifle diagonally across the front of the body until the right hand is level with and slightly to the left of the face. The right wrist and forearm are straight. The right elbow is held down without strain. The barrel is up and bisecting the angle formed by the neck and left shoulder. At the same time, grasp the handguard with the left hand (as in count one for port arms). (See figure 3-10b.)

3. On the second count, release the barrel with the right hand and grasp the butt placing the heel of the butt between the first two fingers. The heel will be visible between the index and middle fingers. (See figure 3-10c.)
4. On the third count, release the grasp of the left hand from the handguard and carry the rifle to the right side. The left hand remains in contact with the rifle in order to assist in the movement. At the same time, with the right hand, rotate the rifle a quarter turn counterclockwise and place the rifle into the right shoulder. Slide the left hand to the junction of the stock and receiver just below the charging handle. Guide the rifle into the shoulder with the left hand. The thumb and fingers are extended and joined with the palm turned toward the body. The first joint of the left forefinger touches the rear of the receiver. The left wrist and forearm are straight. The left elbow is held against the body. The grasp of the right hand is unchanged. The right wrist and forearm are straight and parallel to the deck. The elbow is held into the side with the upper arm in line with the back. (See figure 3-10d.)
5. On the fourth count, move your left hand back to the left side at the position of attention. The rifle is held at a 60-degree angle from the deck. (See figure 3-10e.)



a. Start.



b. Count One.

Figure 3-10.--Movements from Order Arms to Right Shoulder Arms.



c. Count Two.



d. Count Three.



e. Count Four.

Figure 3-10.--Movements from Order Arms to Right Shoulder Arms--Continued.

3107. MOVEMENTS FROM RIGHT SHOULDER ARMS

1. The purpose of these movements is to move the rifle from right shoulder arms to port arms, order arms, left shoulder arms or present arms.

2. Port arms from right shoulder arms is a two-count movement. It may be executed while halted at attention or when marching. The command is **"Port, ARMS."**

a. At the command of execution, and for the count of one, pull the rifle butt back quickly with the right hand so the rifle comes off the right shoulder. At the same time, with the right hand rotate the rifle a quarter turn clockwise so that the pistol grip is to the left. Allow the rifle to fall diagonally across the front of the body. Bring the left hand up and smartly grasp the handguard with the sling included in the grasp. The fingers are joined grasping the handguard. The little finger is in line with the sling but not touching it. The thumb is on the inboard side. The left wrist and forearm are straight. The elbow is held in against the body. The barrel is up; bisecting the angle formed by your neck and left shoulder. The butt is in front of the right hip. The grasp of the right hand has not changed. The right arm is nearly extended with the elbow held against the body. (See figure 3-11b.)

b. On the second count, release the grasp of the right hand from the butt and smartly re-grasp the small of the stock. The fingers are joined and wrapped around the small of the stock with the thumb wrapped around the inboard portion. The right wrist and forearm are straight and parallel to the deck. The elbow is held into the side and the upper arm is in line with the back. The rifle is about 4 inches from the body and now in the position of port arms. (See figure 3-11c.)



a. Start.



b. Count One.



c. Count Two.

Figure 3-11.--Movements from Right Shoulder Arms to Port Arms.

3. Order arms from right shoulder arms is a four-count movement. Order arms may be executed only when halted at attention. The command is **"Order, ARMS."**

a. At the command of execution, and for the count of one, pull the rifle butt back quickly with the right hand so the rifle comes off the right shoulder. At the same time, with the right hand rotate the rifle a quarter turn clockwise so that the pistol grip is to the left. Allow the rifle to fall diagonally across the front of the body. Bring the left hand up and smartly grasp the handguard with the sling included in the grasp. The fingers are joined grasping the handguard. The little finger is in line with the sling but not touching it. The thumb is on the inboard side. The left wrist and forearm are straight. The elbow is held in against the body. The barrel is up bisecting the angle formed by your neck and left shoulder. The butt is in front of the right hip. The grasp of the right hand has not changed. The right arm is nearly extended with the elbow held against the body. (See figure 3-12b.)

b. On the second count, release the grasp of the right hand from the butt and smartly re-grasp the barrel. The palm of the right hand is to the rear. The fingers are joined and wrapped around the barrel with the thumb wrapped around the inboard portion. The little finger is just above the bayonet stud and the right wrist is on the outboard portion of the front sight assembly. (See figure 3-12c.)

c. On the third count, lower the rifle initially with the left hand while changing the grasp of the right hand to the junction of the barrel and the front sight assembly as in the position of order arms. Without loss of motion, release the grasp of the left hand from the handguard and with your right hand, carry the weapon to your right side until the butt is 3 inches from the deck. At the same time, guide the weapon with the left hand until the right thumb is on the trouser seam. The fingers of the left hand are extended and joined and touching the

rifle, near the flash suppresser. The palm of the left hand is toward the rear. The wrist and forearm are straight and the left elbow is in against the body. (See figure 3-12d.)

d. On the fourth count, return the left hand to the left side at the position of attention. At the same time, gently lower the rifle to the deck with the right hand. (See figure 3-12e.)



a. Start.



b. Count One.



c. Count Two.



d. Count Three.



e. Count Four.

Figure 3-12.--Right Shoulder Arms to Order Arms.

4. Left shoulder arms from right shoulder arms is a four-count movement. It may be executed while halted at attention or while marching. The command is **"Left Shoulder, ARMS."** The first two counts move the rifle to port arms as described in paragraph 3107.2. The second two counts carry the rifle into the left shoulder as described in paragraph 3105.3.

5. Present arms from right shoulder arms is a three-count movement. The first two counts move the weapon to port arms as described in paragraph 3107.2. For the third count rotate the weapon to present arms as described in paragraph 3105.5.

3108. LEFT SHOULDER ARMS FROM ORDER ARMS

1. The purpose of this movement is to bring the rifle to a position on the left shoulder. This is a four-count movement from order arms. It is executed when halted at order arms. The command is **"Left Shoulder, ARMS."**

2. At the command **"ARMS,"** the rifle is brought to port arms on the first two counts. (See figures 3-13b and c.)

3. On the third count, release the grasp of the left hand from the handguard and, with the right hand, carry the rifle to the left side rotating it a quarter turn counterclockwise. Place it on the left shoulder. The elbow is held down without strain. At the same time, grasp the butt of the rifle with the left hand in the same manner as for right shoulder arms. (See figure 3-13d.)

4. On the fourth count, move your right hand back to the right side at the position of attention. The rifle is held at a 60-degree angle from the deck. (See figure 3-13e.)



a. Start.



b. Count One.

Figure 3-13.--Movements from Order Arms to Left Shoulder Arms.



c. Count Two.

d. Count Three.

e. Count Four.

Figure 3-13.--Movements from Order Arms to Left Shoulder Arms--Continued.

3109. MOVEMENTS FROM LEFT SHOULDER ARMS

1. The purpose of these movements is to move the rifle from left shoulder arms to port arms, order arms, right shoulder arms or present arms.

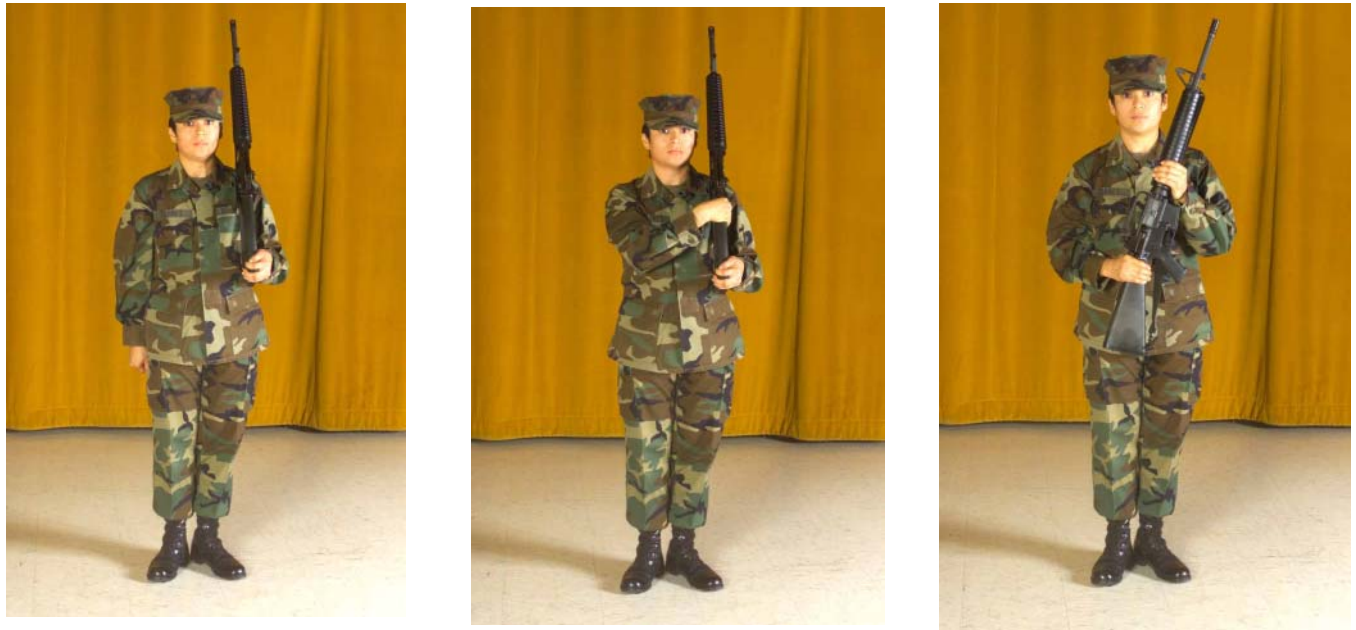
2. Port arms is a two-count movement. It is executed when halted or marching at left shoulder arms. The command is **"Port, ARMS."**

a. On the command of execution, and for the count of one, the right hand is moved up across the body and grasps the rifle at the stock below the charging handle. (See figure 3-14b.)

b. On the second count, the grasp of the left hand is released, and the rifle is brought from the shoulder diagonally across the body with the right hand and re-grasped at the handguard just above the sling with the left hand as in the position of port arms. (See figure 3-14c.)

3. Order arms from left shoulder arms is a five-count movement. Order arms may be executed only when halted at attention. The command is **"Order, ARMS."** For the first two counts, move the rifle to port arms as described in figures 13d and e. For the last three counts, the rifle is brought to order arms as described in figures 3-12c, d, and e.

4. Right shoulder arms from left shoulder arms is a five-count movement. The movement may be executed while halted at attention or while marching; the command is **"Right Shoulder, ARMS."** For the first two counts of the movement the rifle is moved to port arms. (See figure 3-14.) The next three counts move the rifle to right shoulder arms as described in paragraph 3105.4.



a. Start.

b. Count One.

c. Count Two.

Figure 3-14.--Movements from Left Shoulder Arms to Port Arms.

5. Present arms from left shoulder arms is a three-count movement. The movement may be executed only while halted at attention. The movement may be executed without command by a sentry on post or on the command **"Present, ARMS."** The first two counts bring the rifle to port arms described in paragraph 3109.2. For the third count rotate the weapon to present arms as described in paragraph 3105.5.

3110. PRESENT ARMS FROM ORDER ARMS

1. The purpose of this movement is to render a salute to persons or colors when in formation or when posted as a sentry. Order arms to present arms is a two-count movement and is executed when halted at order or port arms. The command is **"Present, ARMS."**

a. At the command of execution, and for the count of one, slide the right hand up and grasp the barrel near the flash suppresser. The fingers are joined and wrapped around the barrel. Without loss of motion, raise and carry the rifle to a vertical position centered on the body. The pistol grip is to the front. The wrist is on the right side of the front sight assembly. The elbow is held down without strain. At the same time, smartly grasp the rifle at the handguard with the left hand just above the sling. The sling is included in the grasp. The fingers are joined and wrapped around the handguard. The little finger is on line with the sling with the thumb on the inboard side of the handguard. The left wrist and forearm are straight and parallel to the deck. The elbow is held into the side with the upper arm on line with the back. (See figure 3-15b.)

b. On the second count, release the grasp of the right hand and re-grasp the small of the stock. The charging handle rests on the thumb of the right hand. The fingers are extended and joined diagonally across the small of the stock. The right wrist and forearm remain straight. The elbow is slightly bent and held against the body. The left thumb is 4 inches from the body. (see figure 3-15c.)

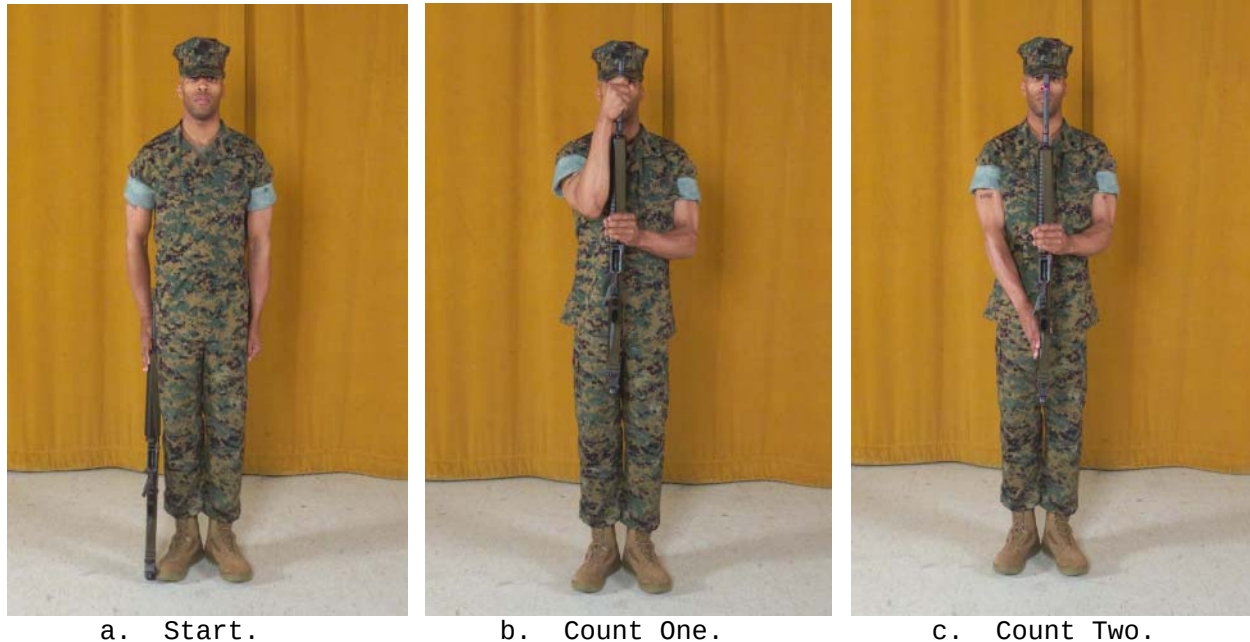


Figure 3-15.--Movements from Order Arms to Present Arms.

3111. MOVEMENTS FROM PRESENT ARMS

1. The purpose of these movements is to terminate present arms and to move the rifle from present arms to order arms, port arms, and left or right shoulder arms. These movements are only executed when halted at present arms.

2. Order arms from present arms is a three-count movement. The command is **"Order, ARMS."**

a. At the command of execution, and for the count of one, release the grasp of the right hand from the small of the stock and re-grasp the barrel. The palm of the right hand is to the left. The fingers are joined and wrapped around the barrel. The little finger is just above the bayonet stud. The wrist is on the right side of the front sight assembly. The elbow is held down without strain. (See figure 3-16b.)

b. On the second count, lower the rifle initially with the left hand while changing the grasp of the right hand to the junction of the barrel and the front sight assembly as in the position of order arms. Without loss of motion, release the grasp of the left hand from the handguard and, with the right hand, carry the weapon to the right side until the butt is 3 inches from the deck. The barrel is in a vertical position and the pistol grip is to the front. At the same time, guide the weapon into the right side with the left hand. The fingers of the left hand are extended and joined with the thumb along the hand. The tips of the forefinger and middle finger are touching metal at a point near the flash suppressor. The palm is towards the rear. The left wrist and forearm are straight. Guide the weapon into the right side so that the thumb of the right hand will be on the trouser seam and push back on the barrel until the toe of the stock is on line with the toe of the right shoe. The entire right arm is behind the rifle. (See figure 3-16c.)

c. On the third count, quietly lower the rifle to the deck with the right hand so that the toe of the rifle is on line with the toe of the right shoe, and the barrel is in a near vertical position; at the same time smartly and in the most direct manner return the left hand to the side as in the position of attention. The thumb of the right hand remains along the trouser seam and the right arm remains behind the rifle. (See figure 3-16d.)



a. Start.



b. Count One.



c. Count Two.



d. Count Three.

Figure 3-16.--Movements from Present Arms to Order Arms.

3. When a member of a color guard or when posted as a sentry, port arms, left or right shoulder arms may be executed from present arms.

a. Port arms is executed either without command or on the command of **"Port, ARMS."** It is executed in one count by rotating the rifle counterclockwise with the right hand as the grasp of the left hand is adjusted on the handguard to that of port arms.

b. Left shoulder arms from present arms is a three-count movement. The movement is executed without command or on the command(s) of **"Left Shoulder, ARMS;" "Carry, COLORS;"** or **"Shoulder, ARMS."** The first count is to rotate the rifle to port arms as described in paragraph 3111.3a. The next two counts are to move the rifle from port arms to the left shoulder as described in paragraph 3105.3.

c. Right shoulder arms from present arms is a four-count movement. The movement is executed without command or on the command(s) of **"Right Shoulder, ARMS;" "Carry, COLORS;"** or **"Shoulder, ARMS."** The first count is to rotate the rifle to port arms as described in paragraph 3111.3a. The next three counts are to move the rifle from port arms to the right shoulder as described in paragraph 3105.4.

3112. RIFLE SALUTE

1. The purpose of this movement is to render a salute to persons or colors when not in formation nor posted as a sentry. It is a one-count movement executed when halted at order arms, trail arms, or when halted or marching at right or left shoulder arms. The command is **"Rifle, SALUTE"** and to terminate the salute the command is **"Ready, TWO."**

2. When at order arms, the left arm moves smartly across the body with the forearm and wrist straight, fingers extended and joined and palm down. The first joint of the forefinger touches the flash suppresser. When not in ranks, the head turns toward the person or colors saluted. (See figure 3-17a.) On **"Ready, TWO"** resume the position of attention.

3. When at trail arms, the movements are identical with those for saluting at order arms, except that the rifle is held in the trail arms position. (See figure 3-17b.)

4. At right (left) shoulder arms, the left (right) arm moves across the body, fingers extended and joined, and palm down. The first joint of the forefinger touches the rear of the receiver just below the charging handle, and the forearm is held parallel to the deck. (See figures 3-17c and d.) When not in ranks, the head and eyes turn toward the person or colors saluted. On **"Ready, TWO"** the position of attention is resumed.



a. Rifle Salute from Order Arms.



b. Rifle Salute from Trail Arms.



c. Rifle Salute from Right Shoulder Arms.



d. Rifle Salute from Left Shoulder Arms.

Figure 3-17.--Rifle Salutes.

3113. INSPECTION ARMS (WITH AND WITHOUT MAGAZINE)

1. The purpose of this movement is to inspect the rifle when in formation. Order arms to inspection arms is a seven-count movement and is executed when halted at order arms. The command is **"Inspection, ARMS."**

a. The first two counts are the same as the two-count movement from order arms to port arms. (See figures 3-18b and c.)

b. On the third count, release the grasp of the left hand from the handguard and re-grasp the pistol grip. The fingers are joined and grasping the pistol grip. At the same time, lace the thumb of the left hand over the lower portion of the bolt catch. (See figure 3-18d.)

c. On the fourth count, release the grasp of the right hand from the small of the stock and unlock the charging handle with the thumb and forefinger. The remaining three fingers are joined and placed on line with the forefinger just behind the charging handle. Sharply pull the charging handle to the rearmost position. At the same time, apply pressure to the bolt catch with the thumb of the left hand and lock the bolt to the rear. (See figure 3-18e.)

d. On the fifth count, push the charging handle forward until it is locked in its foremost position and grasp the small of the stock with the right hand. (See figure 3-18f.)

e. On the sixth count, elevate the rifle up and to the left rotating the rifle counterclockwise so that the chamber is visible. The ejection port will be at eye level. The right forearm will touch the stock and the weapon will be at approximately a 45-degree angle. At the same time, turn the head to the left and inspect the chamber to see that it is clean. (See figure 3-18g.)

f. On the seventh count, and after finding the chamber clear or clearing it, lower the rifle rotating it clockwise while turning the hand back to the front. Without loss of motion, release the grasp of the left hand from the pistol grip and re-grasp the handguard resuming the position of port arms. (See figure 3-18h.)

2. To execute inspection arms with the magazine in the weapon, remove the magazine with the left hand and place it between the clothing and the belt (left front) prior to count three.

3. Inspection arms may also be executed from right or left shoulder arms. For the first two counts the rifle is moved from the right (left) shoulder to port arms. The third through seventh counts then executed as described in paragraph 3113.1b through 3113.1f.



a. Start.



Count One.



Count Two.



b. Count Three.



c. Count Four.



d. Count Five.

Figure 3-18.--Inspection Arms from Order Arms.



e. Count Six.



f. Count Seven.

Figure 3-18.--Inspection Arms from Order Arms--Continued.

3114. PORT ARMS FROM INSPECTION ARMS (WITH AND WITHOUT MAGAZINE)

1. The purpose of this movement is to terminate inspection arms (rifle bolt locked to the rear). This is a one-count movement, however there are four steps to be accomplished following the preparatory command. It is executed when halted at inspection arms. The command is **"Port, ARMS."** It is the only command that may be given from inspection arms.

a. On the preparatory command of **"Port,"** release the grasp of the left hand from the handguard and re-grasp the weapon with the thumb and fingers, forming a "U" at the magazine well and trigger guard. Press the bolt catch and allow the bolt to go forward. With the fingertips, push upward and close the dust cover. Slide the left hand down and grasp the pistol grip. The fingers are joined and grasping the pistol grip. At the same time, place the thumb on the trigger so the tip of the thumb is outboard.

b. On the command of execution **"ARMS,"** pull the trigger with the thumb of the left hand. Then release the grasp of the left hand from the pistol grip and re-grasp the lower portion of the handguard resuming the position of port arms.

2. If inspection arms is executed with the magazine, it is returned to the weapon immediately after pulling the trigger and before resuming port arms.

3115. FIX AND UNFIX BAYONETS

1. The purpose of these movements is to attach and remove the bayonet while in formation. They are not precision movements, therefore, there are no counts. They are executed when halted at order arms.

2. To attach the bayonet to the rifle the command is **"Fix, BAYONETS."**

a. On the command of execution, move the muzzle of the rifle to the left front and grasp the barrel with the left hand while keeping the pistol grip and magazine well pointed forward. With the right hand, unsnap the securing strap and withdraw the bayonet. Turn the point skyward and attach the bayonet to the weapon. While engaging the bayonet stud, with the base of the bayonet, grasp the handle and apply downward pressure until a click is heard. Apply limited upward pressure to ensure that the bayonet is seated securely.

b. Snap the scabbard, securing strap, and then resume the position of order arms.

3. To remove the bayonet from the rifle the command is **"Unfix, BAYONETS."**

a. On the command of execution, move the muzzle to the left and grasp it with the left hand while keeping the pistol grip and magazine well pointed forward. With the right hand unsnap the securing strap. Release the bayonet from the bayonet stud and remove the bayonet from the muzzle. Keeping your eyes on the bayonet point, return it to the scabbard and insert it with the ring facing to the front.

b. Snap the scabbard securing strap and then resume order arms.

3116. AUTHORIZED MANUAL OF ARMS WITH THE M16 RIFLE

1. All of the following movements may be executed while halted. Those marked by an asterisk (*) may be executed while halted or marching forward at quick time.

2. From Order Arms to

- a. Port Arms
- b. Right Shoulder Arms
- c. Left Shoulder Arms
- d. Present Arms
- e. Inspection Arms
- f. Trail Arms
- g. Rifle Salute
- h. Rest Positions
- i. Fix Bayonets
- j. Sling Arms

3. From Port Arms to
 - a. Right Shoulder Arms *
 - b. Left Shoulder Arms *
 - c. Order Arms
 - d. Present Arms
4. From Right Shoulder Arms to
 - a. Left Shoulder Arms *
 - b. Port Arms *
 - c. Order Arms
 - d. Present Arms
 - e. Inspection Arms
5. From Left Shoulder Arms to
 - a. Right Shoulder Arms *
 - b. Port Arms *
 - c. Order Arms
 - d. Present Arms
 - e. Inspection Arms
6. From Present Arms to
 - a. Order Arms
 - b. Port, Left or Right Shoulder Arms (When a member of a color guard, or when posted as a sentry)
7. From Inspection Arms to Port Arms only.

MARINE CORPS DRILL AND CEREMONIES MANUAL

PART I: DRILL

CHAPTER 6

GUIDON MANUAL

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PART I: DRILL

CHAPTER 6

GUIDON MANUAL

6000. GENERAL

1. The guidon is a company or battery identification flag. It is carried on an 8-foot staff at ceremonies and at other times prescribed by the commander. (See figure 6-1.) MCO P10520.3 provides detailed specifications for unit guidons.

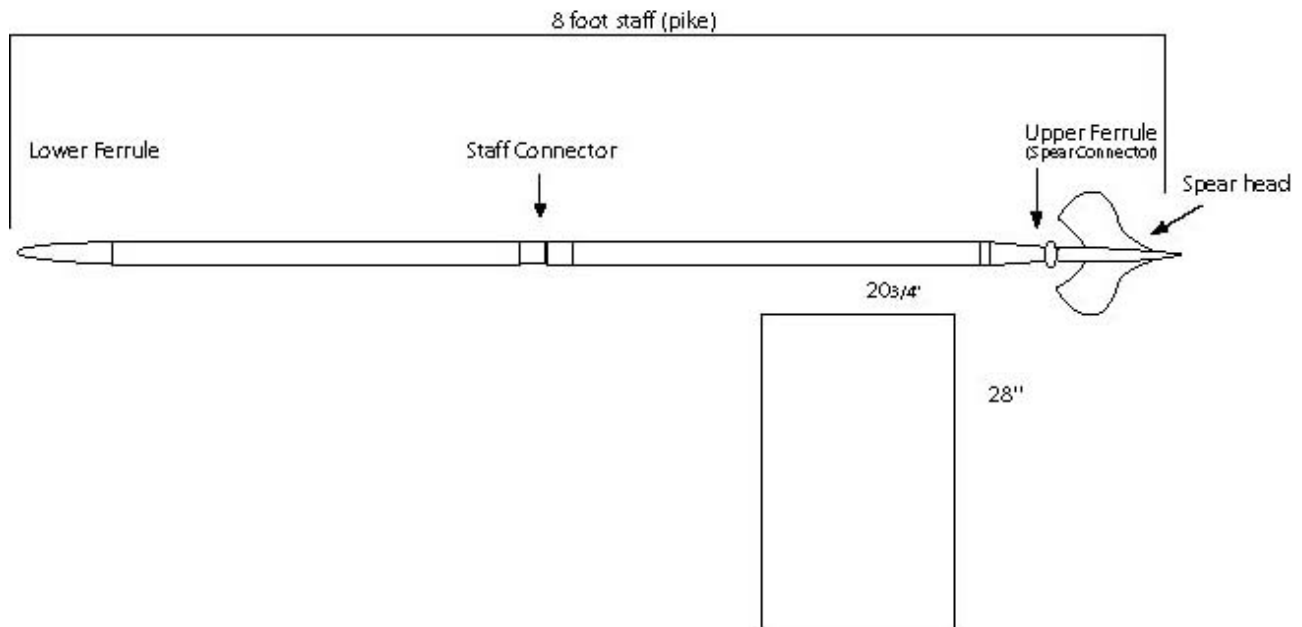


Figure 6-1.--Guidon and Staff.

2. In garrison, the guidon may be displayed at company headquarters between morning and evening colors, except during inclement weather and when carried in formation.
3. In selecting a guidon bearer, the company commander should choose an individual who is outstanding in bearing, appearance, and ability.
4. When acting as guidon bearer, the individual is considered under arms and does not have to carry a weapon. If a weapon is carried, it will be slung or holstered.
5. The guidon is brought to present guidon, parade rest, and order guidon with the company.
6. When at route step or at ease march, the guidon may be carried in either hand. When at order guidon, bring the guidon to carry on the preparatory command for marching in quick time.

7. When at order guidon, the guidon is brought to carry on the preparatory command for any facing or marching movement.

8. The guidon staff should be marked with two thumbtacks. The first tack marks the position of the guidon bearer's right thumb position at order guidon. The second thumbtack is placed 6 inches above the first tack to mark the guidon bearer's right thumb position at carry guidon.

9. The two grasps of the guidon are identified as the "V" grip and the strong grip. The staff is placed in the "V" formed by the thumb and fingers of the right hand. Thumb along the trouser seam with the fingers extended and joined. The strong grip is when the thumb is wrapped around the front of the staff with the fingers wrapped to the rear. (See figure 1-4.)

a. The "V" grip is used at the order and when executing "Present Guidon" and during "Eyes Right/Left" and "Officers Center."

b. The strong grip is used while on the march and facing movements.

6001. ORDER GUIDON. At order guidon, the ferrule rests on the deck touching the outside edge of the right shoe close to the little toe. The staff is grasped in the "V" grip with the right elbow close to the side so that the forearm helps to support the staff. The upper staff rests in the hollow of the right shoulder. The staff is vertical with the flat side of the spearhead facing front. The rest of the body is at attention. (See figure 6-2.)



Figure 6-2.--Order Guidon.

6002. CARRY GUIDON. This is the normal position of the guidon while marching at quick time. It is carried using the strong grip with the ferrule 6 inches above the deck and the flat side of the spearhead facing front. (See figure 6-3.)



Figure 6-3.--Carry Guidon.

6003. DOUBLE TIME WITH THE GUIDON. For marching at double time, on the preparatory command, bring the staff across the body with the spearhead to the left. The right hand grasps the same spot as at carry. The right forearm is level with the deck and the elbow against the body. Grip the staff with the left hand in front of the point where the neck and left shoulder join. The flat side of the spearhead should face front. (See figure 6-4.)



Figure 6-4.--Guidon Carry at the Double Time

6004. CARRY GUIDON FROM ORDER GUIDON. This movement is executed on the preparatory command for any movement that will require the guidon bearer's feet to be moved. Execution is begun on a preparatory command such as **"Forward," "About,"** etc.

1. On the preparatory command, reach across the body and grasp the staff with the left hand 2 inches above the right.
2. Change the grasp to the strong grip, while raising the staff with the left hand until the ferrule is 6 inches above the deck. Hold the staff vertical with the right hand.
3. Move the left hand smartly back to the side.

6005. ORDER GUIDON FROM CARRY GUIDON. This movement is executed without command at the completion of any movement that required the guidon bearer to come to carry guidon. If there are a series of movements, executed immediately one after the other, order guidon will not be executed until after the final one. Order guidon is executed in one count by allowing the staff to slip through the right hand until the lower ferrule rests on the deck, and change the grasp to the "V" grip.

6006. PRESENT GUIDON FROM ORDER OR CARRY GUIDON. From order or carry guidon, this movement is executed on command. During officers center, the movement is executed after halting, from the carry and without command. Since the right hand is 6 inches lower on the staff at carry than at order, the ferrule will extend farther to the rear when at present guidon from order than it will at present guidon from the carry.

1. From order guidon, the command is **"Present, ARMS."** It is executed in one count.
2. On **"ARMS,"** lower the guidon straight to the front. The right arm is extended until the lower portion of the staff rests in the pit of the right arm and the entire staff is horizontal to the deck. As the staff is lowered rotate the staff to the right so that the sharp edge of the spearhead faces down. Hold the right elbow firmly against the body. (See figure 6-5.)



Figure 6-5.--Present Guidon.

3. From carry guidon the command is **"Eyes, RIGHT (LEFT)."** It is executed in the same manner as from order guidon except that the head and eyes are turned right (left) 45 degrees as the guidon is lowered. (See figure 6-6.)



Figure 6-6.--Eyes Right with the Guidon.

6007. ORDER GUIDON AND CARRY GUIDON FROM PRESENT GUIDON

1. To return to order guidon, the command is **"Order, ARMS."**
2. On the preparatory command **"Order,"** grasp the staff smartly and audibly with the left hand, palm up, at a point just forward of the right hand. (See figure 6-7.) On **"ARMS,"** with the left hand, pull the guidon staff up and back to the vertical position of carry guidon, pivoting it on the right hand as it is lowered back to the right side. Then let the staff slide straight downward through the right hand until the lower ferrule rests on the deck, the left hand steadies the staff as it slides downward. Cut the left hand smartly back to its normal position at the left side. The flat side of the spearhead is back facing to the front.



Figure 6-7.--Movements to Carry Guidon from Present Guidon.

3. To return to carry guidon the command is **"Ready, FRONT."**
4. On the preparatory command **"Ready,"** grasp the staff smartly and audibly with the left hand, palm up, at a point just forward of the right hand. On **"FRONT,"** with the left hand, pull the guidon staff up and back to the vertical position of carry guidon, pivoting it on the right hand as it is lowered back to the right side. The flat side of the spearhead facing to the front. Cut the left hand back to the left side and turn the head and eyes smartly to the front.

6008. PRESENT GUIDON FROM CARRY GUIDON AT OFFICERS CENTER. This movement is executed without command, upon halting at officers center during a parade. It is executed in one count as explained in paragraph 6006.2. The movement will be executed on the fourth count after the command **"Officers, HALT."** For details on executing officers halt refer to paragraphs 17006.9 through 17006.14.

6009. CARRY GUIDON FROM PRESENT GUIDON AT OFFICERS CENTER

1. The command is **"Carry, SWORD."** **"Ready, TWO"** if the officers are not armed with swords.

2. On the preparatory command **"Carry (Ready),"** grasp the staff with the left hand and on the command of execution **"SWORDS (TWO)"** bring the staff back to the carry guidon position as described in paragraph 6002.

6010. READY GUIDON FROM ORDER OR CARRY GUIDON. This movement is used as a signal for aiding troops in the execution of commands where hearing verbal commands is difficult. When directed by the unit commander, the guidon is brought to ready guidon on specified preparatory commands. Ready guidon may be used as a signal for the execution of any command except present arms and eyes right (left), at which times the guidon must render honors.

1. On the specified preparatory command, bring the left hand across the body to grasp the staff above right hand. Change the grasp of the right hand so that the staff is gripped from the rear. Then raise the right hand to shoulder height, causing the guidon to be raised approximately 3 feet. At the same time, change the grasp of the left hand from above the right hand to just above the lower ferrule. This is the position of ready guidon. (See figure 6-8.)

2. On the command of execution, smartly lower the right hand and staff to the position of carry guidon. At the same time, return the left hand to a position above the right hand and steady the staff as the grasp of the right hand is changed. Return the left hand to the position of attention.

3. Ready guidon may also be executed without command during formation of a unit prior to march on for a review of parade. The guide executes it after the unit has been brought to attention (right shoulder arms if so armed) after the adjutant has commanded, **"Sound, ATTENTION."** Ready guidon is used to signal the adjutant that the unit is ready for his next command.



Figure 6-8.--Ready Guidon.

6011. GUIDON SALUTE FROM CARRY OR ORDER GUIDON

1. The command is **"Guidon (Rifle), SALUTE."** This movement may be executed on command, when in formation, or individually if the guidon bearer is in route to or from a formation. It is executed in two counts
2. On **"SALUTE,"** move the left hand, palm down, smartly to a position approximately 18 inches above the right hand with the left arm parallel to the deck. Keep the thumb and fingers straight and together. Touch the staff with the first joint of the forefinger. Turn the head and eyes toward the person being saluted. (See figure 6-9.)



Figure 6-9.--Guidon Salute from Carry or Order Guidon.

3. After the salute is returned, or the command **"Order (Ready), ARMS (TWO)"** is given move the left hand smartly back to the left side and look to the front.

6012. RESTS WITH THE GUIDON**1. Parade Rest from Order Guidon**

- a. The command is **"Parade, REST."** It is executed in one count. It may be given only when halted at attention.

b. On the command of execution **"REST,"** slide the right hand up the staff to shoulder height. The staff remains in place and vertical. Without loss of motion, straighten the right arm so the staff of the guidon tilts forward at 30 degrees. The fingers and thumb of the right hand are wrapped around the staff. The ferrule remains in the same position as at order guidon. The flat side of the spearhead remains facing front. Place the left hand behind the back, just below the belt. Keep the fingers straight and touching. The palm is flat and facing the rear. At the same time, move the left foot smartly 12 inches to the left of the right foot. (See figure 6- 10b.)



a. Front.



b. Side.

Figure 6-10.--Parade Rest with the Guidon.

2. At Ease from Any Position of the Guidon

a. The command is **"AT EASE."** It is executed in two counts. It may be given only when halted at attention.

b. On the command, and for count one, execute parade rest as described in paragraph 6012.1b.

c. On the second count, you may relax and, except for your right foot and ferrule, move about. Do not talk.

3. Rest from Any Position of the Guidon. The command is **"REST."** It is executed in the same manner as at ease the only exceptions being that you may talk and hold the staff in either hand.

4. Fall Out from Order Guidon. The command is **"FALL OUT."** It may be given only from order guidon. Upon the command, leave your position in ranks but remain nearby.

5. Order Guidon from Rest Positions

a. From parade rest, at ease, and rest, the command is **"Platoon (Company or Battalion), ATTENTION."** On the preparatory command, go to parade rest, if not already in that position. At the command **"ATTENTION,"** go smartly to order guidon.

b. From fall out, the command is **"FALL IN."** Upon the command, go back to your position in formation and stand at attention at order guidon.

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PART I: DRILL

CHAPTER 7

NATIONAL AND ORGANIZATIONAL FLAGS

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SECTION I: DRILL

CHAPTER 7

NATIONAL AND ORGANIZATIONAL FLAGS

7000. GENERAL

1. When flown from ships or crafts of the Navy or from a flagstaff at commands ashore, the national flag will be displayed per the provisions of *U.S. Navy Regulations*. The national flag is also called the "national ensign" or "ensign."
2. Marine organizations are equipped with a national flag and an organizational flag. The organizational flag is an official flag that is authorized to be displayed by an organization of the U.S. Marine Corps.
3. When mounted on a staff (pike) and carried by an individual on foot, or displayed or cased in a fixed location, the national flag is called the "national colors" and the organizational flag is called the "organizational colors." The term "colors" means either or both the national colors and the organizational colors.
 - a. The use of the plural form of the word color (colors) to designate a single flag, ensign, standard, or pennant comes from the ancient tradition of referring to the multiple colors found on these types of standards. This tradition is carried on today when we refer to the national colors; red, white, and blue and the Marine Corps colors; scarlet and gold. The plural form is also used when referring to the types of movements, ceremonies or musical accompaniment involving the colors, i.e., carry colors, morning colors, "To the Colors" etc.
 - b. When designating personnel or units as part of color details then the appropriate singular or plural form of the word will be used, i.e., color guard, color company, etc.
4. When mounted on a vehicle, the national flag is called the "national standard" and the organizational flag is called the "organizational standard." The term "standard" means the national standard only. The term "standards" means both the national standard and the organizational standard.
5. In garrison or on board ship, the colors of an organization, when not in use, are kept by the commanding officer. Whenever practicable, colors should be kept uncased and displayed in the office of the commanding officer, or other appropriate place. They may be cased, however, by placing them within a protective covering. Colors that are kept cased and not used often should be unfurled and aired frequently.
6. The colors (standards) may be carried in any formation in which two or more companies participate, and in escorts and honor guards when ordered. Separate companies and detachments, who are authorized organizational colors, may carry colors when two or more platoons participate. Unless otherwise directed for special ceremonies, the national colors will always be carried when the organizational colors are carried, but the national colors may be carried alone.

7. In battalion formations, the colors (standards) will be posted with a designated color company and in regimental formations with a designated color battalion. The color company (battalion) is posted in the formation so that the color guard is in the approximate center of the formation (right or forward of center if this is impossible).
8. In most regimental formations, only the colors (standards) of the regiment will be carried. When two or more separate battalions are formed as a regiment, only the colors (standards) of one battalion will be carried for the regiment. When authorized by the commander, however, the organizational colors of subordinate organizations may be carried in ranks (massed color guard) arranged behind the parent organization's color guard.
9. When the organizational colors are draped in mourning, the mourning streamer shall consist of a black crepe streamer 7 feet long and about 12 inches wide. A bowknot, the loops of which are 6 inches long, is tied in the center. This knot attaches the streamer to the upper ferrule, just below the spearhead. If a streamer attachment set is used, the bowknot will be tied on the upper ferrule below the streamer attachment set in a manner so as not to disturb the natural hang of the unit's battle streamers.
10. Uncased colors will be treated with dignity and formality. When moved while outdoors, they will be marched by a color guard. Whenever possible, they will be escorted by a color company (battalion) from the organizational headquarters to the place of the ceremony. If it becomes necessary to case or uncase the colors outdoors, it will be accomplished with proper ceremony as described in paragraph 7305.
11. Whenever the colors are brought forward of the line of troops (e.g., trooping the colors, for retirements, awards, etc.) the command must present arms. If a band is present, then the appropriate music, e.g., "*National Anthem*," "*To the Colors*," or "*Retreat*" is played.
12. During training and rehearsals (except full dress rehearsals), colors will be cased.
13. Colors (standards) are never allowed to touch the deck.
14. Color guards do not fix bayonets.
15. The standard weapon used for the color guard is the M16A2 service rifle.
16. Those units, whose T/O ceremonial weapons are the M1 or M14 rifle, should refer to appendixes A and B for the manual of arms.
17. The use of gold fringe on the U.S. Flag is expressly forbidden for Marine Corps organizations.
18. The U.S. Flag, when displayed or carried on a staff (pike) is adorned with a red, white, and blue rope and tassel. The organizational color is adorned with a scarlet and gold rope and tassel. However, once a unit has been awarded a streamer the rope and tassel is removed from the organizational color and a streamer attachment set added between the upper ferrule and the spearhead. Ropes and tassels are affixed to the top of the staff between the two ribs of the upper ferrule using a girth hitch knot. (See figure 7-5.)

19. The national and organizational colors are only destroyed when; they have become soiled beyond cleaning, torn beyond repair and to keep them from falling into enemy hands.
20. Flags that may have a historical significance are disposed of per the instructions contained in MCO P10520.3.
21. National and organizational colors will only be carried on wooden 9 1/2-foot flagstaffs. The use of metal flagstaffs is only authorized for Marine Barracks Washington, DC.
22. For further information concerning flags, streamers and guidons refer to MCO P10520.3.

7001. COLOR SALUTES

1. **By the National Colors (Standard).** The national colors (standard) renders no salute, except as specified in *U.S. Navy Regulations*, paragraph 1263.1.
2. **By the Organizational Colors.** In military ceremonies, the organizational colors salutes while the "*National Anthem*," "*To the Colors*," "*Retreat*," or "*Hail to the Chief*" is being played, and when rendering honors to the organizational commander, individual of higher rank, or the dead, but in no other case. (See par. 7104.)
3. **By the Organizational Standard.** The organizational standard renders no salutes as it is mounted on a vehicle.

7002. HOISTING, LOWERING, AND FOLDING THE NATIONAL ENSIGN

1. General

- a. The ceremonial hoisting and lowering of the national ensign at 0800 and sunset, respectively, shall be accomplished ashore per the provisions of *U.S. Navy Regulations* and this paragraph.
 - b. A detail consisting of a noncommissioned officer and two enlisted members of the guard will hoist and lower the ensign. This detail will be armed with sidearms, if the special equipment of the guard includes sidearms; otherwise, the pistol belt only will be worn.
 - c. The commander of the guard ashore will see that the proper ensign is flown at the appropriate time and under all weather conditions. For different types of ensigns. (See figure 7-1.) Any member of the guard who observes any hazard to the ensign, such as loosened halyards, fouling, etc., will immediately report them to the commander of the guard.
2. **Positions of the Ensign.** The ensign is flown from the peak or truck of the mast, except when directed to be flown at half-mast. The ensign at half-mast is flown, when possible, with the middle point of its hoist opposite the middle point of the mast. The middle point of a guyed mast is midway between the peak of the mast and the point of attachment of the guys. The middle point of a mast with a yardarm is midway between the peak of the mast and the yardarm. Technically, an ensign at any position other than at the peak of the mast is half-mast. Local conditions may require other positions. To half-mast the ensign, it is first hoisted to the peak and then lowered to the half-mast position.

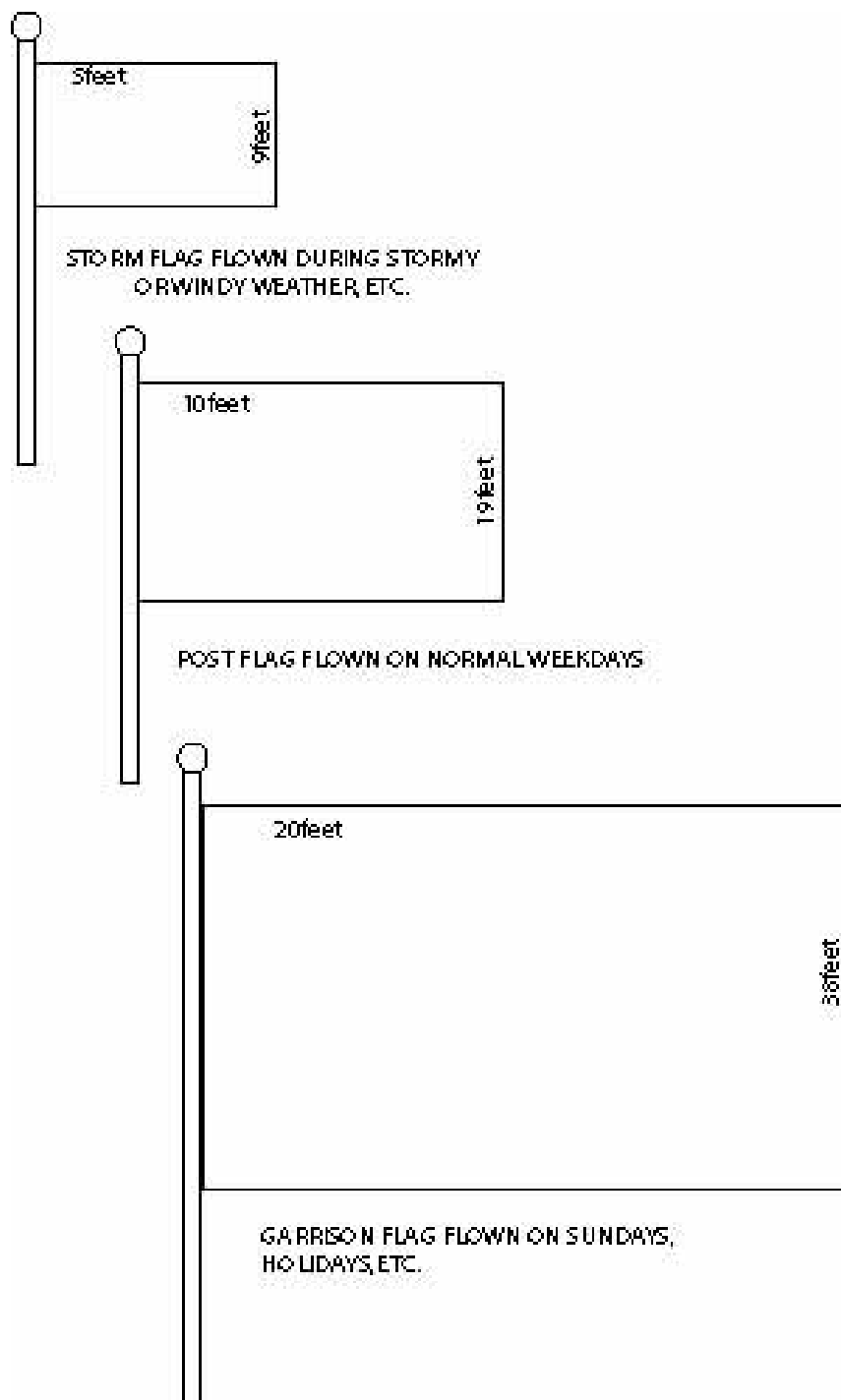


Figure 7-1.--Different Types and Nomenclature of Ensigns.

3. Hoisting the Ensign. The detail assigned to hoist the ensign is formed in line at the guardhouse with the noncommissioned officer carrying the folded ensign in the center. The detail is then marched to the flagstaff, halted, and the ensign attached to the halyards. The halyards are manned by the two enlisted members, who take positions on opposite sides of the staff, facing it, so they will be able to hoist the ensign without fouling it. The flag should be clearly marked so that the blue field is raised first. Additionally, the ensign should be pulled sufficiently, prior to the beginning of colors, to insure the blue field is hoisted first. This action precludes the embarrassment of hoisting the ensign upside down. The noncommissioned officer continues to hold the ensign until it is hoisted clear of his grasp to prevent it from touching the deck. When the ensign is clear, the noncommissioned officer executes a hand salute. After the ensign is hoisted, the other members of the detail grasp the halyard in their left hand and execute a hand salute. On the last note of the "*National Anthem*" or "*To the Colors*," all members of the detail terminate their hand salutes. If the ensign is to be flown at half-mast, it is then lowered slowly to that position. (See figure 7-2.) The halyards are then secured to the cleat of the mast. The detail is again formed, marched to the guardhouse, and dismissed.

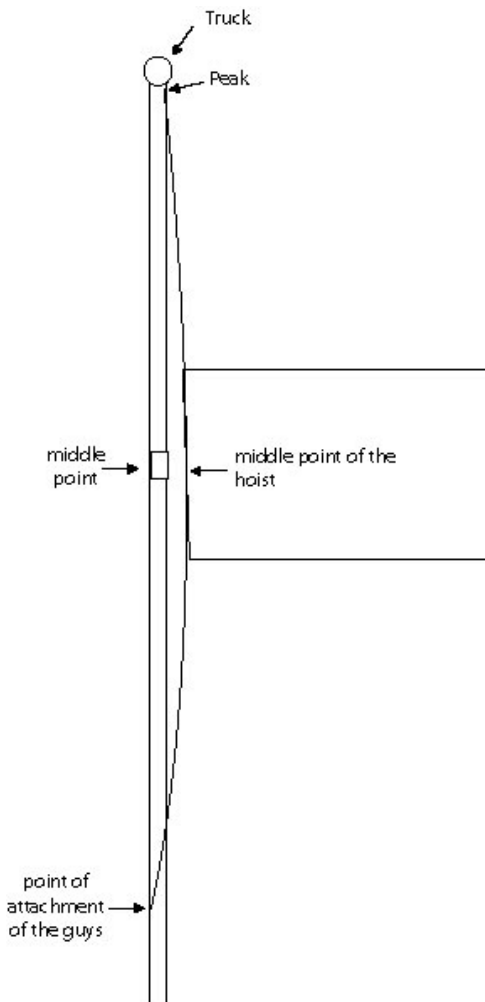


Figure 7-2.--Position of National Ensign at Half-Mast.

4. Lowering the Ensign. The detail is formed at the guardhouse, marched to the flagstaff, and the halyards manned in the same manner as for hoisting the ensign. On the first note of the "*National Anthem*" or "*Retreat*," the ensign is slowly lowered. If at half-mast, it is first hoisted smartly to the peak on the first note of the music, and then slowly lowered. The noncommissioned officer catches it at the last note of the music. The ensign is detached from the halyards and folded as prescribed below. The halyards are secured to the mast; the detail is formed and marched to the guardhouse, where the ensign is turned over to the commander of the guard.

5. Replacing an Ensign Already Hoisted. There may be times when it is necessary to replace the ensign after morning colors but prior to evening colors. Some examples are, changing to a storm flag due to inclement weather; the ensign becomes fouled in the halyards; the ensign is raised upside down; etc.

a. If the flagstaff is double rigged, i.e., has two sets of halyards, the new ensign is hoisted to the peak or truck and then the ensign being replaced is slowly lowered, folded and returned to the guardhouse.

b. If the flagstaff has only one halyard, two color details are used to replace the ensign. The first color detail slowly lowers the ensign, and then quickly moves from the flagstaff to fold the old ensign. The second color detail, with the replacement ensign, then moves to the flagstaff and hoists the new ensign to the peak or truck. Both details salute as the replacement ensign is hoisted. Both color details then return to the guardhouse.

6. Folding the Ensign. The ensign is folded in half the long way so the crease parallels the red and white stripes. It is folded in half again so the new crease also parallels the red and white stripes with the blue field on the outside of the fold. The lower corner of the fly end (away from the blue field) is folded up to the top so the single (folded) edge lays perpendicular across the stripes. By repeatedly folding along the inboard edge of the triangle, the ensign is folded into the shape of a cocked hat. (See figure 7-3.)

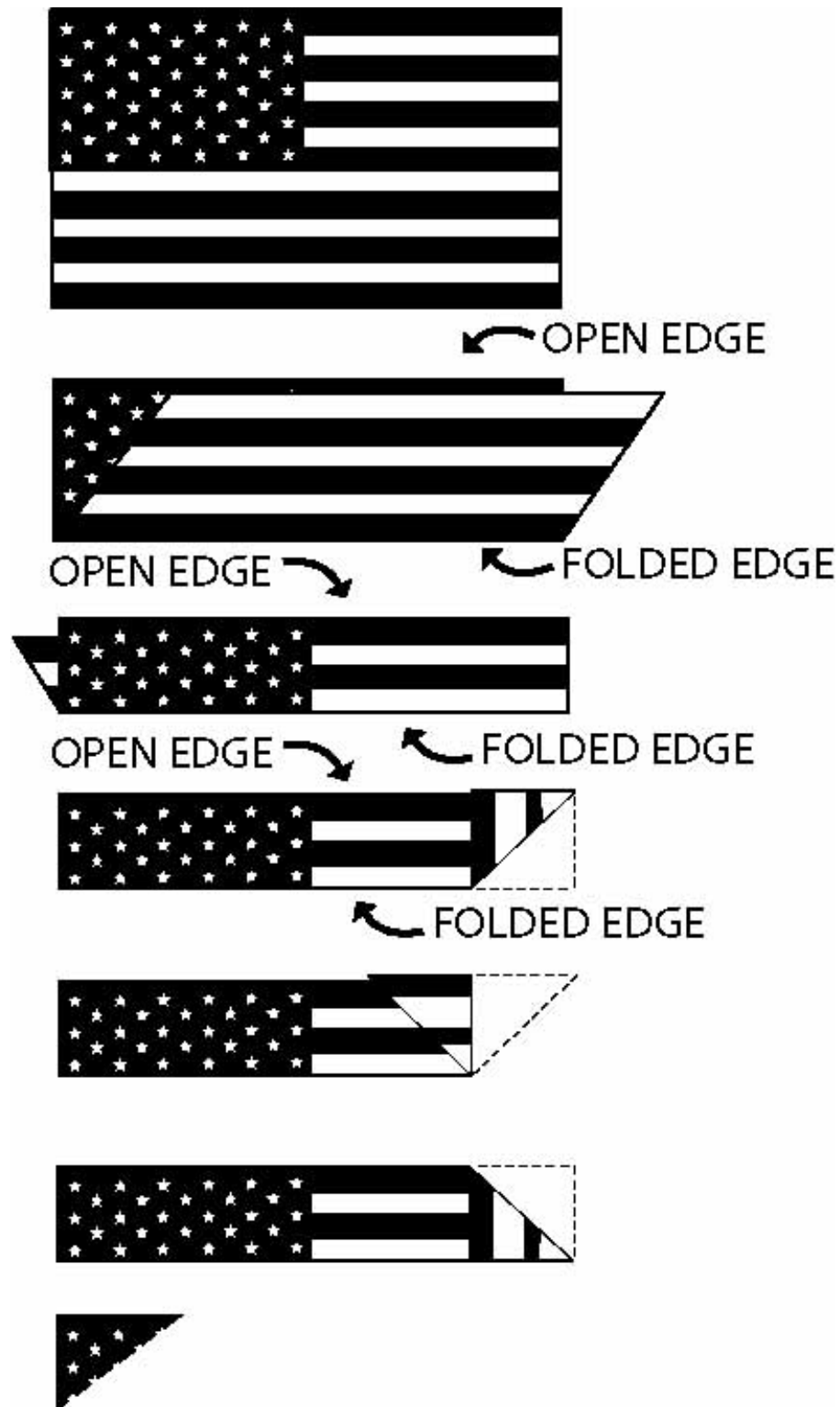


Figure 7-3.--Folding the Ensign.

7003. SALUTES AND HONORS TO THE NATIONAL FLAG

1. General. Salutes to the national flag are rendered per *U.S. Navy Regulations*. (See chapter 12, section 2.)

2. By Individuals. Individuals in the Navy, when in uniform and covered will render the appropriate salute (hand, rifle, etc.) as indicated below. Persons not in uniform will stand at attention, face the flag and place the right hand over the heart. Gentlemen, if covered, remove their headdress with the right hand and hold it at the left shoulder, so that the right hand is over the heart.

a. During morning colors and evening colors individuals stop and face the flagstaff, or in the direction of the music, when "*Attention*" is sounded. Salutes are rendered by individuals on the first note of the "*National Anthem*," "*To The Colors*," or "*Retreat*," and terminated on the last note. Individuals would remain at attention facing the flagstaff/music until "*Carry On*" is sounded, and then continue about their duties.

b. When being passed by or passing the national colors (standard) uncased.

c. Small flags carried by individuals and flags flying from flagstaffs, either stands alone or affixed to a building, (except during morning and evening colors) are not saluted.

d. A folded flag being carried to morning colors, or from evening colors, by a color detail is considered cased and not saluted.

3. By Persons in Formation

a. During morning colors and evening colors the formation commander stops the formation and causes it to face the flagstaff, or in the direction of the music, when "*Attention*" is sounded. The formation commander salutes for the formation on the first note of the "*National Anthem*," "*To The Colors*," or "*Retreat*," and terminate the salute on the last note. The formation is kept at attention facing the flagstaff/music until "*Carry On*" is sounded at which time the formation commander would move the formation to its destination or dismiss the formation.

b. When being passed by or passing the national colors (standard) uncased, persons in formation are brought to attention and order arms if halted, or attention if marching. The formation commander shall render the salute for his unit, facing the colors if the formation is halted. Persons in formation participating in a ceremony shall, on command, follow the procedure prescribed for the ceremony.

c. Small flags carried by individuals and flags flying from flagstaffs, either stands alone or affixed to a building, (except during morning and evening colors) are not saluted.

d. A folded flag being carried to morning colors, or from evening colors, by a color detail is considered cased and not saluted.

4. By Occupants of Vehicles. During morning colors or evening colors or when being passed by or passing an uncased national colors, all vehicles in motion will be brought to a halt. Persons riding in such vehicles shall remain seated at attention until colors are over or the color has passed.

7004. COMPOSITION OF THE COLOR GUARD

1. The standard Marine Corps color guard consists of four individuals of approximately equal height. Two noncommissioned officers are the color bearers and two other members, junior to the color bearers, are the color guards. The senior color bearer carries the national colors and commands the color guard. The junior color bearer carries the organizational colors, which is always on the left of the national colors. (See figure 7-4a.) If a female is part of the color guard she wears trousers, and not a skirt, for uniformity. The color bearers should not wear medals or ribbons and badges because the slings will destroy them. Slings are adjusted so that the colors are the same height when at the carry or, if this isn't possible, the national colors are slightly higher than the organizational colors. If necessary, have the senior color bearer slightly taller than the organizational color bearer. All members of the color guard wear the pistol belt (white belt if in blues); the color bearers wear the pistol belt over the sling to keep the sling firmly in place. If the color guard is wearing the service cover, then they use two chin-straps. One is worn normally and the second one is worn under the chin. When only the national colors is carried, the color guard will include only one color bearer.

2. Color guards carrying the Navy and Marine Corps service colors will consist of five members, three Marines and two Navy members. The national color bearer and commander of the color guard will be a Marine. (See figure 7-4b.)

3. A Joint Armed Forces Color Guard will consist of eight members; three Army, two Marine, one Navy, one Air Force, and one Coast Guard. The national color bearer and commander of a joint color guard will be a soldier. The respective service colors are aligned to the left of the national colors per DoD directives. (See figure 7-4c.) For color guards involving service academies, reserve or National Guard colors, refer to chapter 14, for the proper precedence.

4. Massed colors is when a regimental or larger unit commander desires to have all of that command's subordinate colors in the color guard. The first rank of massed colors consists of the two riflemen, the national colors and the colors of the senior unit present. This is the senior color guard. The remainder of the organizational colors form ranks of four behind the first rank, by seniority, from the color guards right to left. (See figure 7-4e.) Odd numbered colors are placed by seniority, and are filled in from right to left. (See figure 7-4d.) During parades and ceremonies when the colors are brought forward, only the first rank, senior color guard, marches forward. If colors are to be trooped, the senior color guard only is trooped. The remainder of the massed colors marches on with the unit to their position in the line of troops, leaving space for the senior color guard.

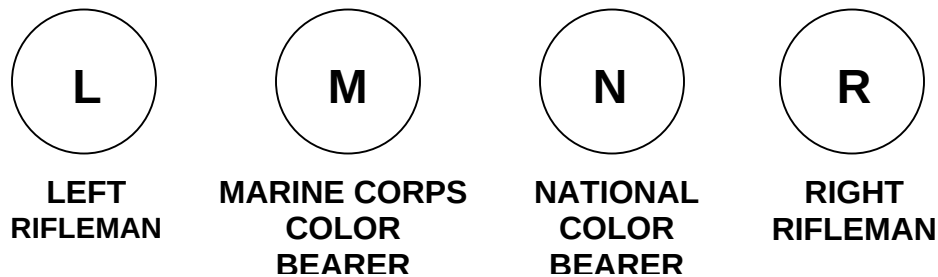
5. The national colors of foreign countries will not be carried by the same color guard carrying the United States colors. When necessary, a separate color guard, consisting of one noncommissioned officer and two enlisted, will be formed to carry foreign colors.

6. The flags or banners of non-U.S. military organizations (e.g., Boy Scouts, Kawanas Club, etc.) are not carried in the color guard.

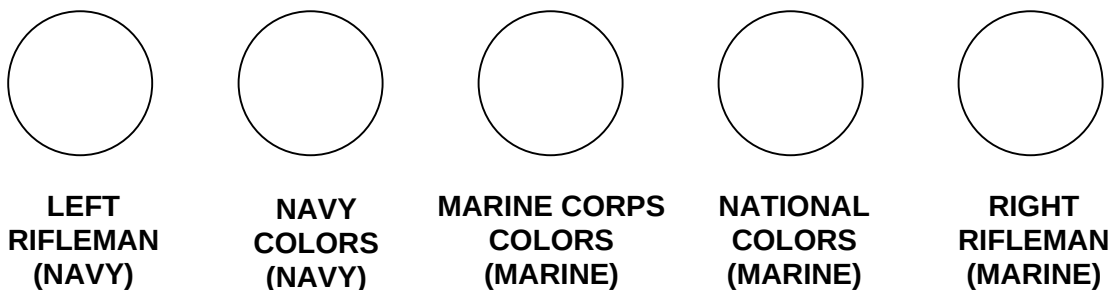
7. Color guards armed with rifles will be trained to execute a modified rifle manual. This involves pauses on the part of one or the other riflemen so that the rifles move to and from the right and left shoulders at the same time, as described in paragraph 7005.

8. The color guard is formed and marches in one rank at close interval with the color bearers in the center. While marching, members of the color guard do not swing their free arms. The color guard does not execute to the rear march, about face, flanking movements or fix bayonets. When the unit to which the color guard is attached executes any such commands, the senior color bearer orders a movement appropriate for the color guard.

9. The color bearers are unarmed, but the color guards carry either pistols or rifles (except when inside a chapel). Only color guards mounted on horseback carry the noncommissioned officer's sword vice a rifle or pistol. When participating in a ceremony inside a chapel, the color guard will be unarmed and uncovered.

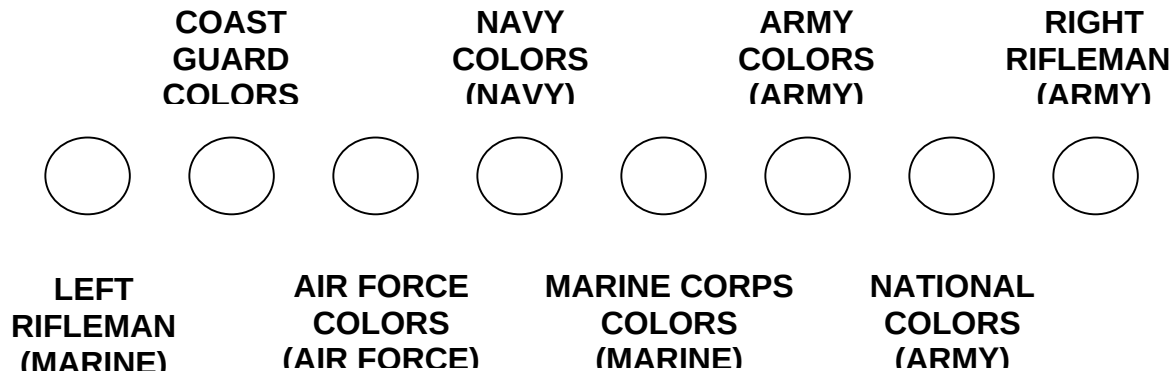


a. Marine Corps Color Guard.



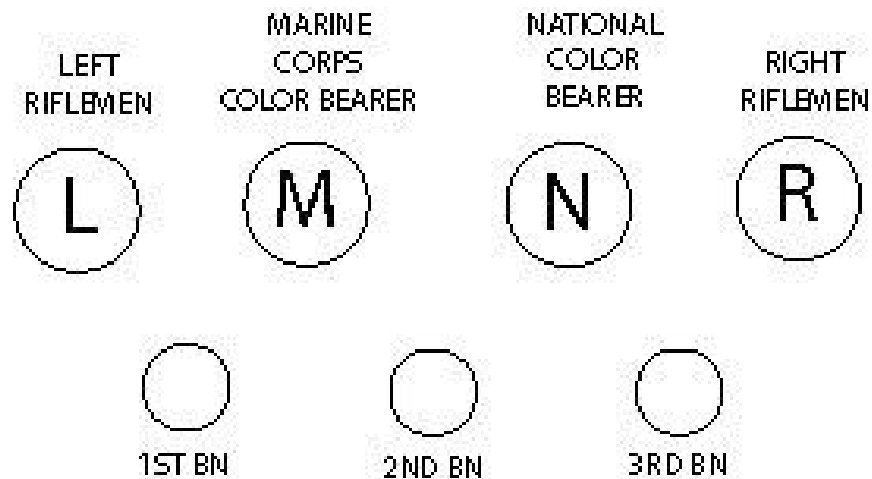
b. Navy and Marine Corps Color Guard.

Figure 7-4.--Color Guard Composition.



c. Joint Armed Services Color Guard.

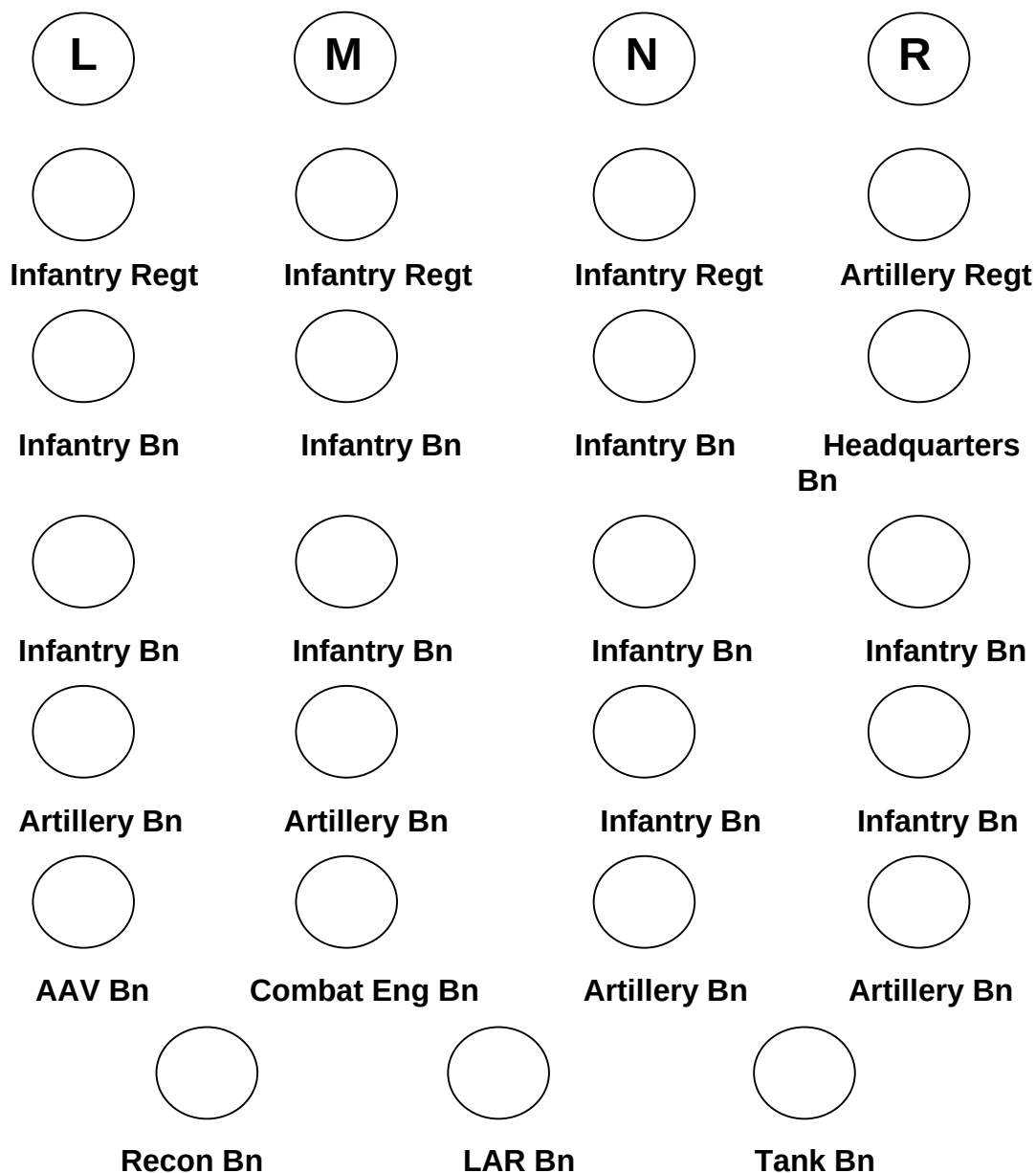
INF REGT



d. Placement of Odd Numbered Colors in a Massed Color Guard.
(Using a Marine Regiment as an example)

Figure 7-4.--Color Guard Composition--Continued.

Division Color Guard



e. Massed Colors.
(Using a Marine Division as an example)

Figure 7-4.--Color Guard Composition--Continued.

10. All colors carried by the color guard are attached to staffs of equal height. The standard color staff consists of a 9 1/2-foot, hardwood pole capped at each end by metal ferrules. The use of the all-metal staff is only authorized for Marine Barracks, Washington, DC. A metal spearhead screws into the top of the staff and a streamer attachment device may also be affixed to display an organization's award streamers. (See figure 7-5.) Streamers are placed with the senior streamer at the front of the staff. Subsequent streamers are then placed clockwise, around the staff, as symmetrically as possible.

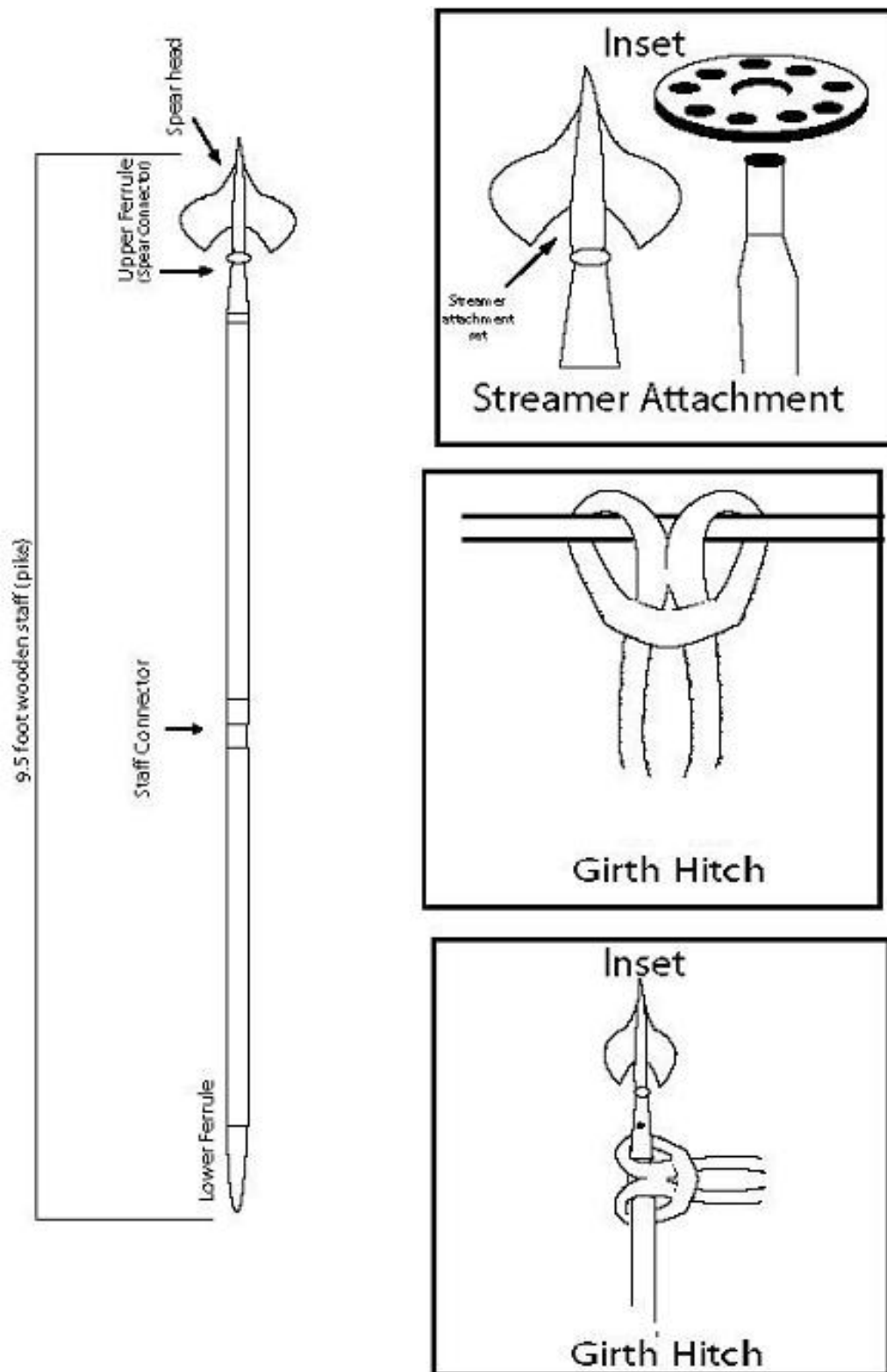


Figure 7-5.--The Color Staff.

7005. SYNCHRONIZING THE MANUAL OF ARMS FOR THE COLOR GUARDS ARMED WITH RIFLES

1. The manual of arms for color guards armed with rifles must be synchronized so that the rifles move (e.g., off of or to the shoulder) at the same time. Since the left rifleman is at left shoulder arms and the right rifleman is at right shoulder arms, moving to and from the right/left shoulder to the order, present or back the shoulder often involves different "counts" in the movement for each rifleman. To get the rifles moving together one or the other of the riflemen will have to do an occasional pause in the manual of arms so the other rifleman may catch up. When executing the rifle manual, both riflemen will wait for the senior color bearer's command of **"Ready, CUT"** before executing the final count of the movement.

a. Order Colors to Carry Colors. The command is **"Carry, COLORS."** This is a four-count movement for both riflemen. The right rifleman goes to right shoulder arms and the left rifleman goes to the left shoulder arms.

b. Carry Colors to Order Colors. The command is **"Order, COLORS."** This is a four-count movement for the right rifleman and a five-count movement for the left rifleman. In order to have the rifles move to the order together, the "counts" are modified as follows: (See figure 7-6.)



a. Start.



b. Count One.
Right Rifle Left Rifle, Re-grasps
Stands Fast. the Small of the Stock.

Figure 7-6.--Carry Colors to Order Colors.



c. Count Two.
Both Rifles Moved from the Shoulder.



d. Count Three.
Both Riflemen Re-grasp the Barrel.



e. Count Four.
Both Rifles Moved to the Right Side.



f. Count Five.
Ready Cut.

Figure 7-6.--Carry Colors to Order Colors--Continued.

c. Order Colors to Present Colors. The command is **"Present, COLORS."** This is a two-count movement for both riflemen, with both executing present arms with the rifle.

d. Present Colors to Order Colors. The command is **"Order, COLORS."** This is a three-count movement for both riflemen, with both executing order arms with the rifle.

e. Carry Colors to Present Colors. The command is **"Present, COLORS."** This is a three-count movement for both riflemen; however, it becomes a four-count movement to synchronize the rifles being brought from the left and right shoulder to present arms. (See figure 7-7.)



a. Start.



b. Count One.
 Right Rifle Left Rifle, Re-grasps
 Stands Fast. the Small of the Stock.

Figure 7-7.--Carry Colors to Present Color.



c. Count Two.
Both Rifles Moved from the Shoulder.



d. Count Three.
Right Rifle Re-grasps the Small of the Stock. Left Rifle, Stands Fast.



e. Count Four.
Both Rifles Rotated to Present Arms.

Figure 7-7.--Carry Colors to Present Color--Continued.

f. Present Colors to Carry Colors. The command may be **“Carry, COLORS”** or **“Shoulder, ARMS.”** This is a three-count movement for the left rifleman and a four-count movement for the right rifleman to return the weapons to the left and right shoulder from present arms. (See figure 7-8.)



a. Start.



b. Count One
Both Rifles Rotated to Port Arms.



c. Count Two.
Right Rifle, Grasps Left Rifle,
the Butt of the Rifle. Stands Fast.



d. Count Three.
Both Rifles Moved to the Shoulder.

Figure 7-8.--Present Colors to Carry Colors.



e. Count Four.
Ready Cut.

Figure 7-8.--Present Colors to Carry Colors--Continued.

MARINE CORPS DRILL AND CEREMONIES MANUAL

CHAPTER 7

NATIONAL AND ORGANIZATIONAL FLAGS

SECTION 1: MANUAL OF THE COLORS

7100. ORDER COLORS

1. At order colors, the lower ferrule rests on the deck touching the outside edge of the right shoe. The staff is gripped in a strong grip with the thumb wrapped around the front of the staff with the fingers wrapped to the rear. The right elbow is held close to the side so the forearm will help support the staff. The upper staff rests in the hollow of the right shoulder. The staff is vertical with the flat side of the spearhead facing front. The color bearer is at attention. (See figure 7-9.)

2. Color guards armed with rifles are at order arms when the colors are at the order.



Figure 7-9.--Order Colors.

7101. CARRY COLORS FROM ORDER COLORS

1. When changing from order colors to carry colors, the command is **"Carry, COLORS."**
 2. At the Command **"Carry,"** change the grip on the staff to the "V" grip so as to grip it from the rear between the thumb and fingers of the right hand with the fingers around the staff.
 3. At the command **"COLORS,"** raise the staff smartly with the right hand to a point where the lower ferrule is just above the sling socket. While raising it, keep the staff vertical. Grasp the staff at the lower ferrule with the left hand to steady it and align it with the sling socket. Do not look down.
- NOTE: All organizational colors will be raised to the carry with the national colors.
4. Seat the lower ferrule in the sling socket. As the ferrule is seated, permit the right hand to slide down the staff to a position directly in front of the color bearer's chin. (See figure 7-10a.)
 5. Color guards armed with rifles execute right and left shoulder arms at the command **"COLORS"** so that the rifles are on the outboard shoulders as described in paragraph 7005.
 6. All members of the color guard will halt their movements before executing the last count. (See figure 7-10b.) On the senior color bearer's command **"Ready, CUT,"** all members will move their free hands smartly to their sides. (See figure 7-10c.) If the color staffs need additional support due to high winds, the color bearers will grip the staff with their left hands just below their right.



a. Raising Staff Seating the Ferrule.

Figure 7-10.--Carry Colors from Order Colors.



b. Last Count.



c. Carry Colors.

Figure 7-10.--Carry Colors from Order Colors--Continued.

7102. ORDER COLORS FROM CARRY COLORS

1. When changing from carry colors to order colors, the command is **"Order, COLORS (ARMS)."** Execution is begun on the preparatory command.
2. At the command **"Order,"** grip the staff with the left hand above the ferrule and remove the staff from the sling socket. The staff moves to the right side of the body with the ferrule just forward of the sling socket. (See figure 7-11a.)
3. At the command **"COLORS,"** lower the staff to a point approximately 2 inches above the deck along the outside edge of the right shoe; release the staff with the left hand and re-grip it above the right hand. (See figure 7-11b.)
4. Relax both hands so the staff will slide down until the ferrule rests on the deck. Then trim or strip the colors by maintaining a grip on the staff with the left hand and raising the right hand to lightly grasp the fabric of the colors. Pull it down along the staff (do not attempt to throw or tuck it) and re-grip the staff with the right hand, with the fabric under the right arm. (See figures 7-11c and d.) Then change the position of the right hand to that described for order colors.
5. Color guards armed with rifles will execute order arms from right and left shoulder as described in paragraph 7005.1a. All members of the color guard will halt their movements before executing the last count. The senior color bearer will then command **"Ready, CUT,"** at which time all members of the color guard will return their left hands smartly to their sides and color guards will assume order arms. (See figure 7-11e.)



a. Removing the Ferrule.

Figure 7-11.--Order Colors from Carry Colors.



b. Lowering the Staff.



c. Trimming the Colors.

Figure 7-11.--Order Colors from Carry Colors--Continued.



d. All Movement Halted.



e. Movement Complete.

Figure 7-11.--Order Colors from Carry Colors--Continued.

7103. PRESENT COLORS FROM ORDER COLORS

1. To change from order colors to present colors the command is **"Present, COLORS (ARMS)."** Execution is begun on the preparatory command.
2. At the command **"Present,"** change the grip on the staff in the same manner as for carry colors. **The national color bearer executes the movement to carry colors.**
3. At the command **"COLORS,"** organizational color bearer executes the movement to carry colors. The color guards execute present arms. (See figure 7-12.)
4. On the senior color bearer's command **"Ready, CUT,"** only the color bearers will move their left hands smartly to their sides.



Figure 7-12.--Present Colors from Order Colors.

7104. SALUTES BY THE ORGANIZATIONAL COLORS

1. Once the color guard is at present colors, and when appropriate, the organizational color bearer will render a salute with the organizational colors by straightening the right arm and lowering the staff naturally to the front. The staff will rotate naturally as it goes forward causing the sharp edge of the spearhead to face down. (See figure 7-13.)
2. Salutes by the organizational colors are not automatic when presenting colors. They will be rendered only during honors to national colors, to the commander of the organization represented by the colors or to an individual senior in rank to the organizational commander. (e.g., during a parade or review when the adjutant presents the command to the commander of troops, the organizational colors does not salute, unless the commander of troops is the organizational commander or of higher rank.)
3. When musical honors are played, the organizational colors will salute on the first note of music. The colors will be returned to the vertical position following the last note of music or the last volley of a gun salute. If no music is to be played and a color salute is appropriate, the organizational colors will salute immediately after the color guard has gone to present colors.
4. When marching, the salute is rendered when 6 paces from the reviewing stand or person to be saluted. Carry colors is resumed when 6 paces beyond the reviewing stand or person to be saluted.



Figure 7-13.--Salutes by the Organizational Colors.

7105. ORDER COLORS FROM PRESENT COLORS

1. When changing from present colors to order colors, the command is **"Order, COLORS (ARMS)."**
2. At the command **"Order,"** if the organizational colors are still saluting, it will be brought back to the vertical position with the flat side of the spearhead facing the front. The color bearers then grip the staff with the left hand above the ferrule and remove the staff from the sling socket. The staff remains centered on the body with the ferrule just forward of the sling socket. (See figure 7-11a.)
3. At the command **"COLORS,"** all colors are brought to the position of order colors. Color guards execute order arms from the shoulder as described in paragraph 7005.1a. Colors are trimmed, if necessary, and the command **"Ready, CUT"** is given in the same manner as for order colors from carry colors.

7106. PRESENT COLORS FROM CARRY COLORS

1. To change from carry colors to present colors, the command is **"Present, COLORS (ARMS)."**
2. At the command of execution **"COLORS,"** the color guards execute present from the shoulder as described in paragraph 7005.1d.
3. The national color bearer remains at carry colors.
4. The organizational color will salute if appropriate.

7107. CARRY COLORS FROM PRESENT COLORS

1. To change from present colors to carry colors, the command is **"Carry, COLORS."**
2. At the command **"Carry,"** if the organizational colors are saluting, it will be brought back to the vertical position with the flat side of the spearhead facing the front.
3. At the command **"COLORS,"** color guards return to the shoulder as described in paragraph 7005.1f. Before executing the last count, the color guards will await the senior color bearers command **"Ready, CUT."**

7108. RESTS WITH THE COLORS

1. The color guard assumes the parade rest position in lieu of at ease or rest. At ease or rest are not used by the color guard when carrying uncased colors. Only the senior color bearer or person in charge of a formation with which colors are posted gives the command from the position of order color. It is executed in one count.
2. At the command **"Parade, REST;" "AT EASE;"** or **"REST,"** all members of the color guard execute parade rest. The color staff will remain along the color bearer's side and will not be thrust forward as with a guidon staff. (See figure 7-14.) The national and organizational colors bearers will grasp the sling socket with their left hand.



a. Front View.



b. Rear View.

Figure 7-14.--Color Guard at Parade Rest.

7109. EYES RIGHT (LEFT) FROM CARRY OR ORDER COLORS

1. The command is **"Eyes, RIGHT (LEFT)."** It will be given only when marching at carry colors or while halted at order colors.
2. When marching at carry color, at the command **"RIGHT,"** all members of the color guard except the national color bearer and the individual on the right turn their head and look 45 degrees to the right. When the reviewing officer of a parade is entitled to a salute by the organizational colors, the salute is executed at the command **"RIGHT."** (See figure 7-15b.)
3. When marching at carry color, at the command **"LEFT,"** all members of the color guard except the national color bearer and the individual on the extreme left turn their head and look 45 degrees to the left. When the reviewing officer of a parade is entitled to a salute by the organizational colors, the salute is executed at the command **"LEFT."**
4. When halted at order color, at the command **"RIGHT,"** all members of the color guard except the national color bearer turn their head and look 45 degrees to the right. (See figure 7-15a.) The organizational color cannot salute from order color.
5. When halted at order color, at the command **"LEFT,"** all members of the color guard except the national color bearer turn their head and look 45 degrees to the left. The organizational color cannot salute from order color.



Figure 7-15a.--Eyes Right, Halted.



Figure 7-15b.--Eyes Right, Marching.

7110. CARRY OR ORDER COLORS FROM EYES RIGHT (LEFT)

1. The command is **"Ready, FRONT."**
2. When marching at carry colors, at the senior color bearer's command **"Ready,"** if the organizational colors saluted, it resumes to the carry. At the command **"FRONT,"** all members of the color guard who executed eyes right (left) will return their head and eyes smartly to the front.
3. When at order colors during a review when the reviewing officer troops the line, ready front will not be given after eyes right. During such a ceremony, members of the color guard who executed eyes right, will follow the reviewing officer with their eyes, turning their heads back toward the front as he passes by. Once the reviewing officer is directly in front of them, all movement of the head and eyes is halted.

7111. TRAIL ARMS WITH THE COLORS

1. When performing indoor ceremonies in a location that the doors, ceilings, etc. are not high enough to carry colors in the normal manner, the colors would be carried at the trail.
 2. Trail arms is assumed without command on any command that will cause the color guard to move. (e.g., **"Forward, MARCH;"** **"Right Turn, MARCH;"** etc.)
 3. Color bearers, on the preparatory command, raise the staff 6 inches off the deck. Color guards assume trail arms. (See figure 7-16.)
 4. On the command of execution, step off and move a short distance until given the command to halt.
- NOTE: If necessary to lower the colors to clear a doorway reach across the body with the left hand and grasp the colors. Left forearm is straight and parallel to the deck, with the palm to the rear. All colors are tilted forward sufficiently to clear the door or ceiling spearhead flat to the front.
5. When the command to halt is given the color bearers return the colors to the order and move the left arm back to the left side. Color guards armed with rifles return to the order.



Figure 7-16.--Marching at Trail Colors.

CHAPTER 7

NATIONAL AND ORGANIZATIONAL FLAGS

SECTION 2: MOVEMENTS OF THE COLOR GUARD.

7200. FACE THE COLOR GUARD TO THE RIGHT (LEFT)

1. The command is **"Right (Left) Turn, MARCH."** It may be executed while halted, marking time, or marching.
2. On the command **"MARCH,"** with the right (left) flank color guard acting as a stationary pivot, the color guard turns to the right (left) while half stepping until they face the new direction. When making the turn, all members of the color guard face the same direction maintaining their alignment. (See figure 7-17.) Upon completion of the turn, the color guard will be marking time. The senior color bearer must immediately give the next appropriate command, such as **"Forward, MARCH"** or **"Colors, HALT."**

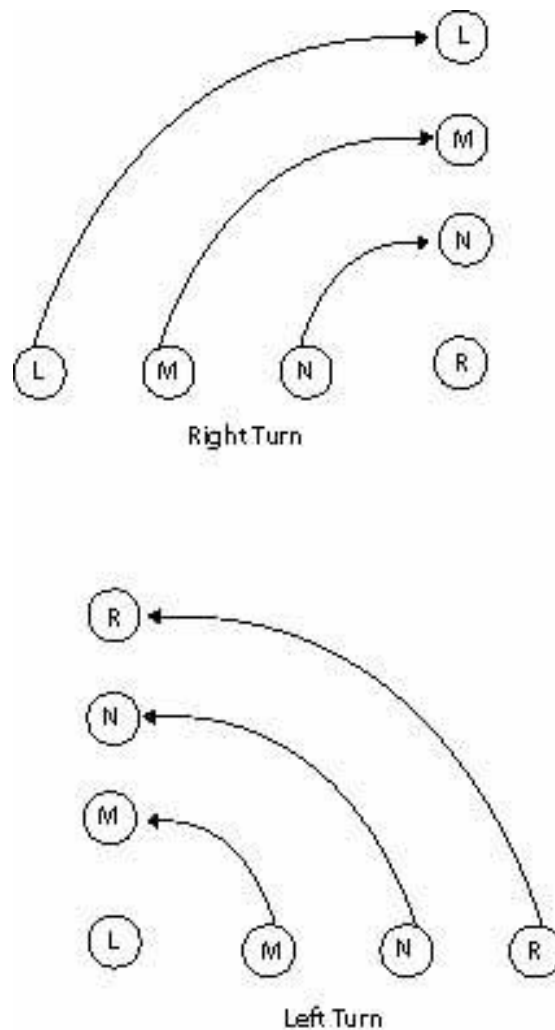


Figure 7-17.--Right (Left) Turn.

7201. FACE THE COLOR GUARD TO THE REAR

1. The command is **"Countermarch, MARCH."** It may be executed while halted, marking time, or marching. When marking time or marching, the command of execution **"MARCH"** is given as the left foot strikes the deck. On the command of execution, the entire color guard takes one step forward with the right foot and executes the movement. (See figure 7-18.)
2. The national color bearer pivots to the left, moving into the position formerly occupied by the organizational color bearer, facing the new direction of march and begins marking time.
3. The organizational color bearer takes one half step forward, pivots to the right outside the national color bearer, moving into the position formerly occupied by the national color bearer, facing the new direction of march and begins marking time.
4. The right color guard takes two half-steps forward, pivots to the left, outside the organizational color bearer, moving into the position formerly occupied by the left color guard, facing the new direction of march and begins marking time.
5. The left color guard takes three half-steps forward, pivots to the right outside the right color guard, moving into the position formerly occupied by the right color guard, facing the new direction of march and begins marking time.
6. Upon completion of this movement, the entire color guard marks time until it is halted or until it receives the command **"Forward, MARCH"** or **"Colors, HALT."**

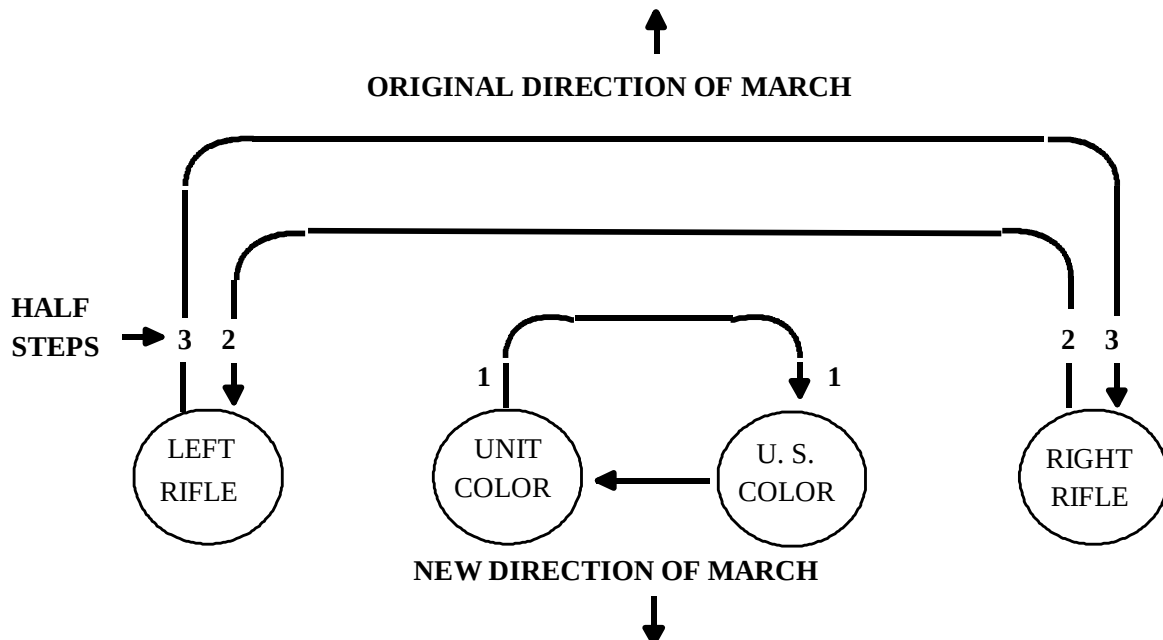


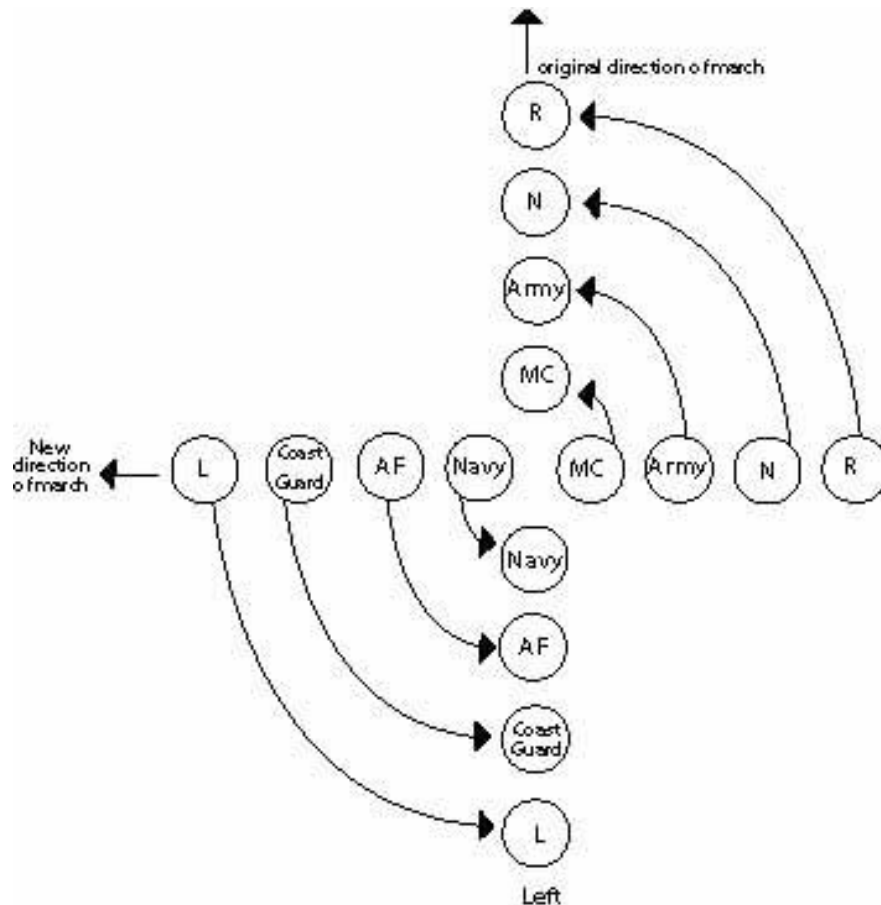
Figure 7-18.--Countermarch.

7202. MOVEMENTS UTILIZED BY JOINT COLOR GUARDS (JCG). JCGs use two basic movements to turn the color guard 90 or 180 degrees. These are the **"Right (Left) Wheel, MARCH"** and the **"Left About, MARCH."**

7203. RIGHT (LEFT) WHEEL. This movement is used to turn the JCG 90 degrees right or left and may be executed either from the halt, mark time, or quick time. In JCGs with an even number of members, the pivot point will be between the two, center color bearers. In JCGs with an odd number of members, the pivot point will be the spot occupied by the center color bearer.

1. On the command of execution **"MARCH,"** the JCG will start marking time. At the same time, they will begin to turn slowly to the right/left while maintaining their alignment. For **"Right Wheel,"** those to right of the pivot back step and those to the left half step until facing the new direction. This procedure is reversed for **"Left Wheel."**

2. Once facing the new direction of march (90 degrees), the JCG will either halt or step off in the new direction, depending on commands by the senior color bearer.



a. Pivot with Even Number.

Figure 7-19.--Right (Left) Wheel About.

MARINE CORPS DRILL AND CEREMONIES MANUAL

CHAPTER 7

NATIONAL AND ORGANIZATIONAL FLAGS

SECTION 3: COLOR GUARD PROTOCOL

7300. GENERAL. The primary mission of the color guard is to ensure that the national colors is handled and displayed with the utmost care and respect. Upon receiving or uncasing the national colors, the color guard assumes a ceremonial posture; meaning that all movement will be by marching at attention and the most relaxed halted position will be parade rest.

7301. RECEIVING THE COLORS BY THE COLOR GUARD. The color guard will use the following procedure in receiving the colors: (See figure 7-21.)

1. The color guard forms and marches to the place designated for receiving the colors.
2. The color guard is halted 3 paces from the adjutant and sergeant major that have taken appropriate positions for the delivery of the colors to the guard.
3. The senior color bearer commands the color guard to **"Order, ARMS."**
4. When the adjutant is ready to deliver the colors, the senior color bearer orders **"Present, ARMS."** At this command, the color bearers execute a hand salute, the color guards present arms.
5. The adjutant steps to the left oblique and transfers the national colors to the senior color bearer, who terminates salute in time to receive it at the position of carry colors. The adjutant then steps back and salutes.
6. Upon the adjutant's salute, the sergeant major, steps to the right oblique and transfers the organizational colors to the junior color bearer, who terminates salute in time to receive it at the position of carry colors. The senior enlisted then steps back and salutes.
7. When the senior enlisted salutes, the senior color bearer commands **"Order, ARMS."** The adjutant and senior enlisted terminate their salutes and the command of **"ARMS"** and march off.
8. The senior color bearer then marches the color guard to the color company (battalion).

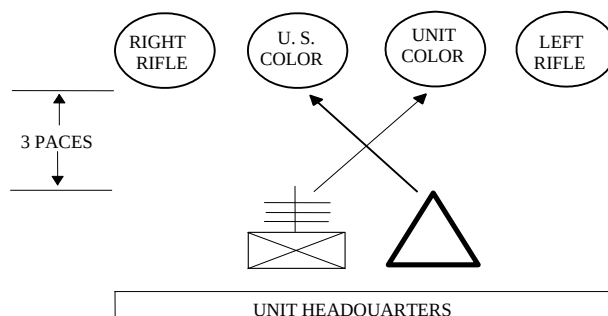


Figure 7-21.--Receiving/Returning the Colors by the Color Guard.

7302. RECEIVING THE COLORS BY THE COLOR COMPANY (BATTALION). Prior to forming for a ceremony in which the colors are to participate, the colors are to participate, the colors are received by the color company (battalion) by means of the following ceremony: (See figure 7-22.)

1. The company (battalion) is formed with its commander facing front.
2. The color guard approaches and halts 10 paces in front of and facing the company (battalion) commander remaining at the carry.
3. The company (battalion) commander faces about, towards the unit, and orders **"Present, ARMS."** The color guard executes present arms on the company (battalion) commander's command. The organizational colors salutes, if appropriate. The company (battalion) commander faces about again and salutes the colors.
4. The company (battalion) commander terminates salute, faces about, and commands **"Order, ARMS."** The color guard returns to the carry.
5. The company (battalion) commander faces about and orders the color guard to **"POST THE COLORS."** When the color company (battalion) is in line or mass, the post of the guard is 6 paces to the left of the company (battalion). When the company (battalion) is in column, the post of the guard is 6 paces behind.
6. When the color company (battalion) joins the formation, the color guard takes its appropriate post centered in the formation.
7. When in formation, the color guard executes parade rest when the color company (battalion) executes at ease or rest. The color guard will respond to all commands from the commander of troops or the commander of the color company (battalion) except when required by its unique movements to act independently.

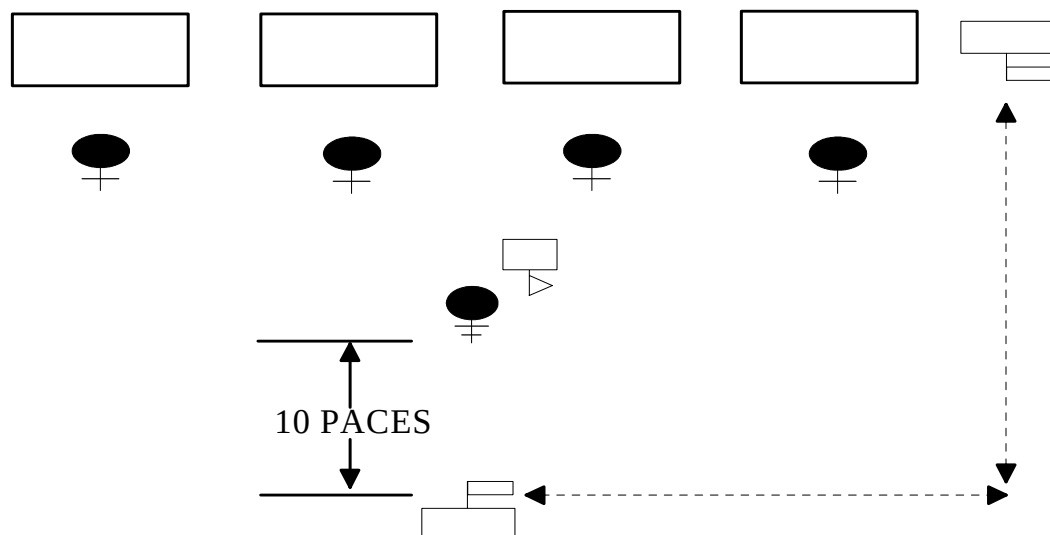


Figure 7-22.--Receiving/Returning the Colors by the Color Company.

7303. DISMISSING THE COLOR GUARD. In dismissing the color guard at the conclusion of a drill or ceremony, the procedure is as follows: (See figure 7-22.)

1. The guard marches from its post and halts 10 paces in front of and facing the company (battalion) commander, halts and remains at the carry.
2. The company (battalion) then executes present arms in the same manner described for receiving the colors, after which the color guard marches the colors to the quarters or office of the organizational commander.
3. The color guard is received by and dismissed from organizations smaller than a company (e.g., funeral escort) in a similar manner.

7304. RETURNING THE COLORS BY THE COLOR GUARD. The color guard will use the following procedure when parting with the colors: (See figure 7-21.)

1. The senior color bearer halts the guard 3 paces in front of the adjutant and senior enlisted who have taken positions near the office or quarters of the organization in time to receive the colors. The guard remains at carry colors.
2. When the color guard halts, the adjutant and senior enlisted salute. The Senior Enlisted, then terminates the salute and steps to the right oblique, receives the organizational colors from the junior color bearer, and then steps back.
3. The adjutant then terminates the salute and steps to the left oblique, receives the national colors from the senior color bearer, and then steps back.
4. The senior color bearer then commands **"Present, ARMS."** The color guards execute present arms, the color bearers hand salute. The adjutant faces about and the senior enlisted passes behind him to a position on the left. They then march into the office or quarters of the commanding officer where the colors are placed without further ceremony.
5. When the colors are out of sight or 6 paces away, the senior color bearer commands **"Order, ARMS,"** and dismisses the guard or marches them back to their unit.

7305. CASING AND UNCASING THE COLORS

1. While it is not a precision movement, casing and uncasing the colors should be accomplished with appropriate dignity and ceremony.
2. To uncasing the colors, the color guard will be formed at carry colors. The supernumerary or other designated individual(s) will center on the color guard. First the national color bearer and then the organizational color bearer will lower their staffs so that the cases may be removed. The individual(s) removing the cases will then step back and salute the national colors before retiring. (See figure 7-23a.)
3. To case the colors, the color guard will be formed at carry colors. The individual(s) with the cases will center on the color guard and salute the national colors. The organizational color bearer followed by the national color bearer will lower their staffs so that their colors may be furled and cased. Rather than

wrapping the colors around the staff, the colors should be folded on top of the staffs and held until the cases are slipped on. The rope and tassel and streamers, if any, are kept clear until the colors are folded onto the staff, and then are placed as flat as possible, on the colors. This may require two persons to accomplish. (See figure 7-23b.) Care should be taken to ensure that color cases fit easily over the colors. Cases constructed with too narrow of a diameter cause undue wrinkling and may even damage the colors.



a. Uncasing Colors.



b. Casing Colors.

Figure 7-23.--Uncasing and Casing Colors.

7306. TROOPING THE COLORS

1. When it is desired to highlight the unit colors and have them formally received by the entire battalion (or regiment) while forming for a review, parade, or any other ceremony, the ceremony for trooping the colors may be conducted. It is particularly appropriate to include trooping the colors as a part of ceremonies conducted to coincide with an important event in the unit's history. However, if the colors are to be brought forward for a retirement, promotion, awards or other similar type ceremony the colors should not, but may, be trooped since this would cause the command to present arms to the colors twice. (Once when the colors are trooped and once when they are brought forward for the awards or other ceremony)

2. Procedures for Trooping the Colors

a. After forming at "*Assembly*," the color guard receives the battalion (regimental) colors as prescribed in paragraph 7301. The color company may also receive the color guard per paragraph 7302, or the color guard may take its position on the battalion (regimental) parade deck independently. In the former case, coincidental with "*Adjutant's Call*," the color guard initially marches on with the color company then breaks out of formation so as to take post on the left flank of the line of troops. In the latter case, the color guard marches independently on the parade ground and takes post on the left flank of the line of troops at "*Adjutant's Call*," or prior to "*Adjutant's Call*," as appropriate. (See figure 7-24.) Regardless, after taking post on the left flank, the color guard goes to order colors.

b. The troops form at "*Adjutant's Call*" according to the commands and procedures prescribed for forming a battalion (regiment) for ceremonies, up to the point where the units complete dressing to the right, the guides are posted (if units marched on), and bayonets are fixed (if so prescribed). Then, the adjutant facing the command and posted midway between the line of company (battalion) commanders and the battalion (regimental) commander, commands "**MARCH ON THE COLORS.**" The band plays appropriate music while the color guard, coming to the carry, marches from its position on the left flank, across the front of the battalion (regiment) along a line parallel to the line of troops and midway between the adjutant and line of company (battalion) commanders. Company (battalion) commanders and the company guide (battalion staff) salute the colors as they pass their front. Those company (battalion) commanders who are not passed by the colors will not salute. On reaching a point in front of the adjutant, the color guard executes a left turn to face the adjutant and halts, remaining at the carry. The adjutant then commands "**Present, ARMS**" and salutes the colors. The unit presents arms. The color guard executes present arms from the carry. The band plays either "*To the Colors*" or the "*National Anthem*." The battalion (regimental) commander and staff to salute on the first note of the music and terminate the salute on the last note. After completion of the music, the adjutant commands "**Order, ARMS.**" The color guard returns to carry color on the command "**Order, ARMS.**" The adjutant then commands "**POST THE COLORS.**" The color guard countermarches, moves to the line of troops on the left of the color company (battalion), countermarches to face the front, halts, and goes to order colors.

c. After the color guard is in position on the left of the color company (battalion), the parade or ceremony would proceed as prescribed in the appropriate chapter of this Manual.

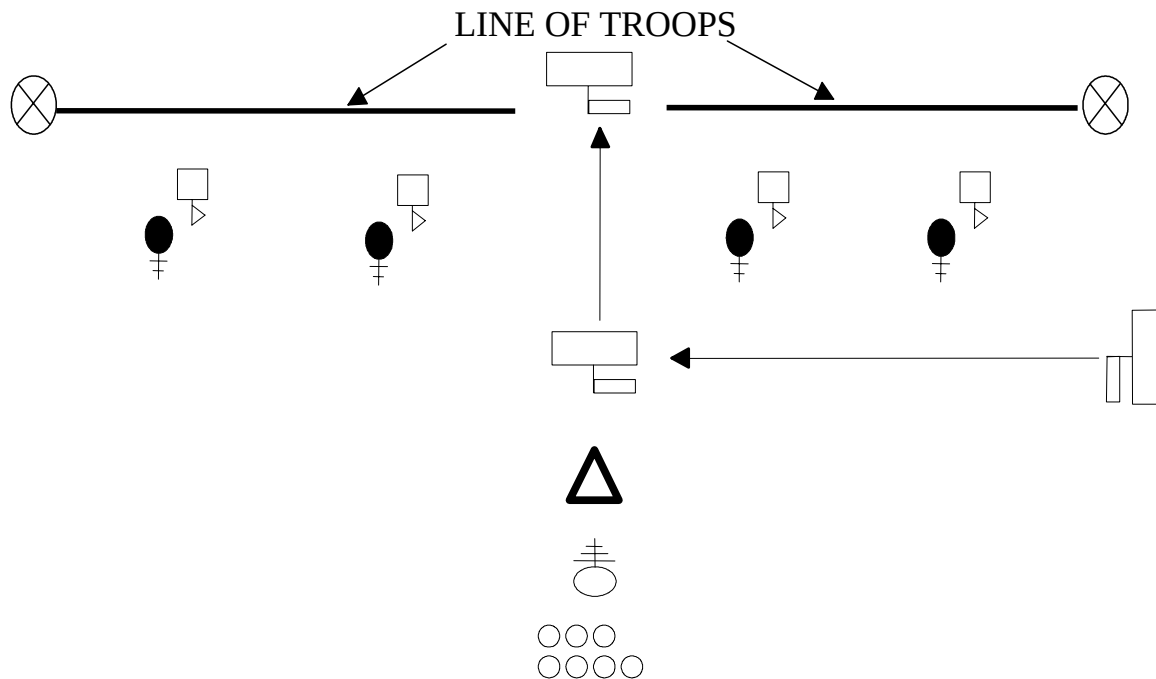


Figure 7-24.--Trooping the Colors.

7307. INDOOR CEREMONIES INVOLVING COLOR GUARDS

1. On occasion color guards will be required for indoor ceremonies, military or civilian. Normally an indoor ceremony consists of marching on the colors, the "National Anthem," (or pledge of allegiance), posting the colors and retiring the colors. Close coordination with the master of ceremonies, and an on-site rehearsal (if possible) are needed to preclude confusion and misunderstandings during the ceremony.

2. The Normal Sequence of Events Should be as Follow

a. The master of ceremonies asks the guests to please rise for the march on the colors and to remain standing for the "National Anthem" and the posting of the colors.

b. The color guard marches in from the designated entry and moves to its position, and does a right (left) turn or countermarch to face the audience and remains at the carry. The senior color bearer then gives the command "**Present, COLORS.**" The color guard executes. After the "National Anthem" is played the senior color bearer gives the command "**Carry, COLORS.**" The senior color bearer would then give the commands necessary to move the color guard to 3 paces in front of where the colors are to be posted, halts and gives the command to "**Order, COLORS.**" Once the color guard is at the order, the organizational color bearer then steps to the right oblique and places the organizational colors in the stand. Once the organizational color bearer is back in position the national color bearer steps to the left oblique and places the national colors into the stand. (See figure 7-25.) When the national color bearer is back in position the senior color

bearer commands **"Present, ARMS."** The riflemen execute present arms and the color bearers execute a hand salute. The senior color bearer then commands **"Order, ARMS;" "Shoulder, ARMS;"** and then using whatever commands necessary, marches the color guard from the auditorium.

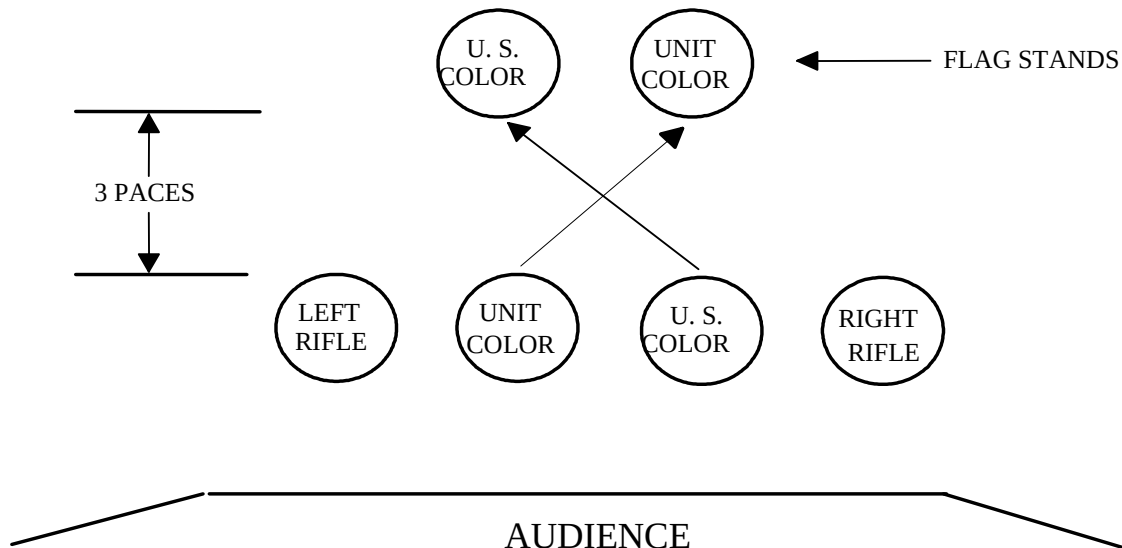


Figure 7-25.--Posting and Retrieving the Colors Indoors.

3. When it is time to retire the colors, the color guard assumes its position to re-enter the auditorium for that part of the ceremony.

a. The master of ceremonies would then ask for the guests to rise for the entering of the colors.

b. The color guard marches to a position 3 paces in front of where the colors are posted, halts and goes to the order. (See figure 7-25.) The senior color bearer then commands **"Present, ARMS,"** the riflemen execute present arms and the color bearers execute a hand salute. The senior color bearer then commands **"Order, ARMS."** The color guard goes to the order. The national color bearer then steps to the left oblique and retrieves the national colors. When the national color bearer is back in position the organizational color bearer steps to the right oblique and retrieves the organizational colors. When the organizational color bearer is back in position the senior color bearer commands, **"Carry, COLORS"** and then, using whatever commands necessary, marches the color guard from the auditorium.

4. When performing an indoor ceremony, oddities will be encountered that will necessitate some adjustments by the color guard. Some examples are:

a. If performing in a house of worship, covers are not worn and weapons are not carried. Those portions of the ceremony requiring present arms are deleted and the riflemen may be omitted.

b. The ceiling may be too low to carry colors; march in at the trail.

c. The aisles may be too narrow for a color guard to march in normal formation. The color guard would then march in by two's (See figure 7-26) or in column of ones. (See figure 7-27.) If marching in by two's then the color bearers lead and the riflemen follow. Upon reaching the spot for presenting the colors, the riflemen would step into their normal position. If marching in a column of ones the order of march is **ALWAYS**, right color guard, national color bearer, organizational color bearer, left color guard. When reaching their spot the color guard would reform. Make sure the colors don't reform inverted.

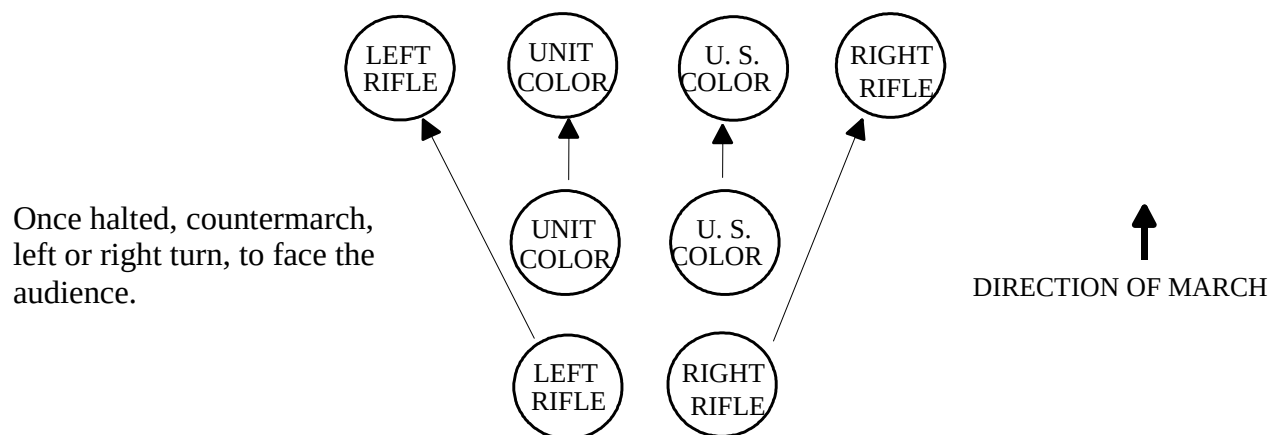


Figure 7-26.--Marching in Column of Twos and Reform.

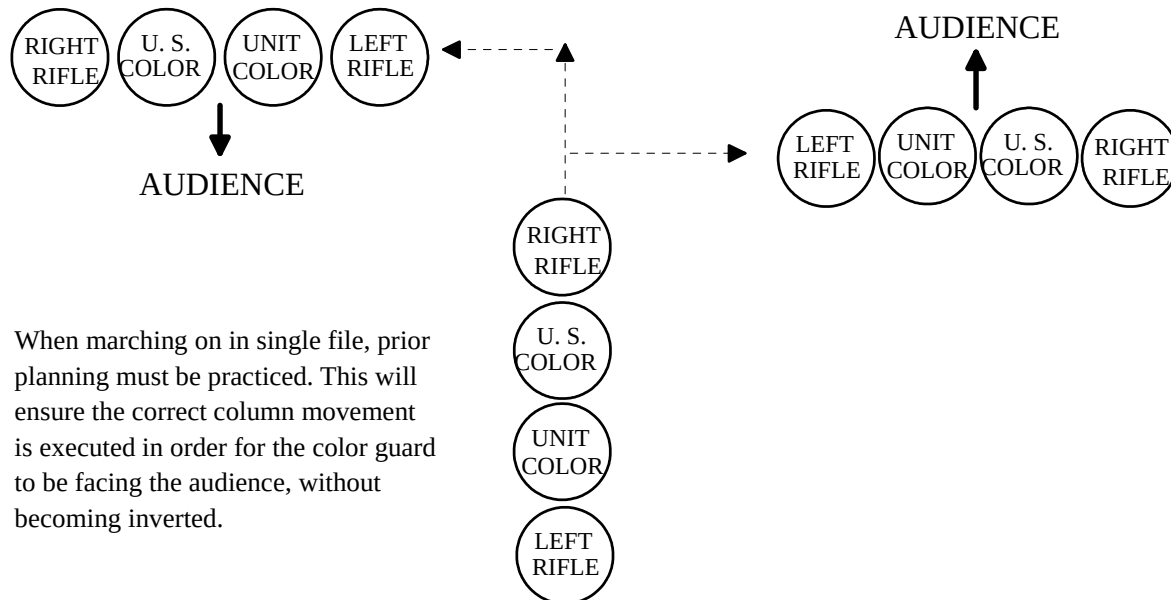


Figure 7-27.--March in Column of Ones and Reform.

d. The flag stands you will be posting the colors into may be on different sides of the stage. If this occurs, the recommended sequence is:

(1) Execute the ceremony as discussed earlier.

(2) After the *"National Anthem"* the colors countermarch and halt facing the new direction. The senior color bearer would command post the colors. The national color bearer and right rifleman step off to the left oblique and move to the flag stand and mark time. The right rifleman positions himself so as to be outboard of the national colors. After the national color bearer and right rifleman have cleared, the organizational color bearer and left rifleman step off in the right oblique and move to the flag stand and mark time. The left rifleman positions himself so as to be outboard of the organizational colors. (See figure 7-28.) Once both colors are in position the senior color bearer commands **"Colors, HALT,"** and **"Order, COLORS."** The organizational colors is placed in the flag stand, then the national colors is placed in the flag stand. The senior color bearer then commands **"Present, ARMS."** The riflemen execute present arms and the color bearers execute a hand salute. The senior color bearer then commands **"Order, ARMS;"** **"Center, FACE;"** and **"Forward, MARCH."** The riflemen march at trail arms. The color guard moves to the center of the stage and marks time, slowly turning left or right towards the audience. The senior color bearer then commands, **"Colors, Halt;"** **"Shoulder, ARMS;"** and then marches the color guard from the auditorium.

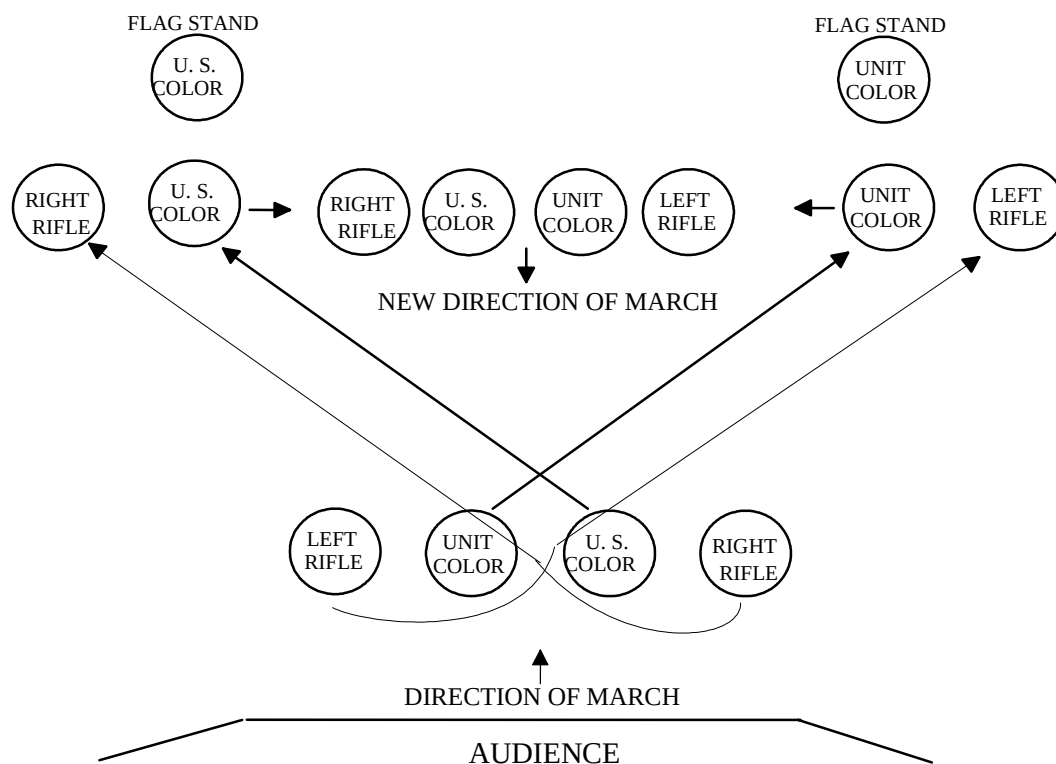


Figure 7-28.--Posting and Retrieving the Colors Indoors (Flag Stands Separated).

(3) To retire the colors from separated flagpoles, the detail is marched into position facing the colors and halts. The senior color bearer then commands **"Present, ARMS."** The color guard riflemen execute present arms and the color bearers execute a hand salute. The senior color bearer then commands **"Shoulder, ARMS."** The riflemen return to the shoulder. The national color bearer and right rifleman then step off to the left oblique and move to the flag stand and mark time. The right rifleman positions himself so as to be outboard of the national colors. After the national color bearer and right rifleman have cleared, the organizational color bearer and left rifleman step off in the right oblique and move to the flag stand and mark time. The left rifleman positions himself so as to be outboard of the organizational colors. (See figure 7-25.) Once all are in position the senior color bearer commands **"Colors, HALT,"** and **"Order, ARMS."** The senior color bearer then retrieves the national colors. The organizational color bearer then retrieves the organizational colors. The senior color bearer then commands **"Center, FACE,"** and **"Forward, MARCH."** The color guard, at trail arms, moves to the center of the stage and marks time, slowly turning left or right towards the audience. The senior color bearer then commands **"Colors, HALT;"** **"Carry, COLORS;"** and then marches the color guard from the auditorium.

e. The rule of thumb for all unusual situations not covered by this Manual is to perform in a military manner. However, never do something that would embarrass the Corps.

7308. ORDERING COLORS, STAFFS AND OTHER CEREMONIAL GARRISON PROPERTY

1. Instructions for ordering flags, streamers, guidons and other heraldic items is found in MCO P10520.3B, section G. The list in appendix C contains the description, and National Stock Numbers of flags, staffs and other color guard equipment. The unit supply officer should be able to assist in finding the current prices and ordering the equipment.

2. Table 1, section E of MCO P10520.3B is used to determine which type of organizational color a unit rates.

MARINE CORPS DRILL AND CEREMONIES MANUAL

PART I: DRILL

CHAPTER 8

SQUAD DRILL

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PART I: DRILL

CHAPTER 8

SQUAD DRILL

8000. GENERAL

1. A squad is a group of individuals formed for the purpose of instruction, discipline, control, and order.
2. Members of the squad take positions, move, and execute the manual of arms as stated in this Manual. All individuals execute the movements at the same time. Squads may drill as squads or as part of a platoon or larger formation.
3. Squads are kept intact when practicable. The normal formation for a squad is a single rank (squad in line) or single file (squad in column). (See figure 8-1.) This permits variation in the number of individuals composing the squad. The first formation is always in line. Column formation may be taken from line formation. A squad, not at drill, may be marched in column of twos by forming in two ranks.

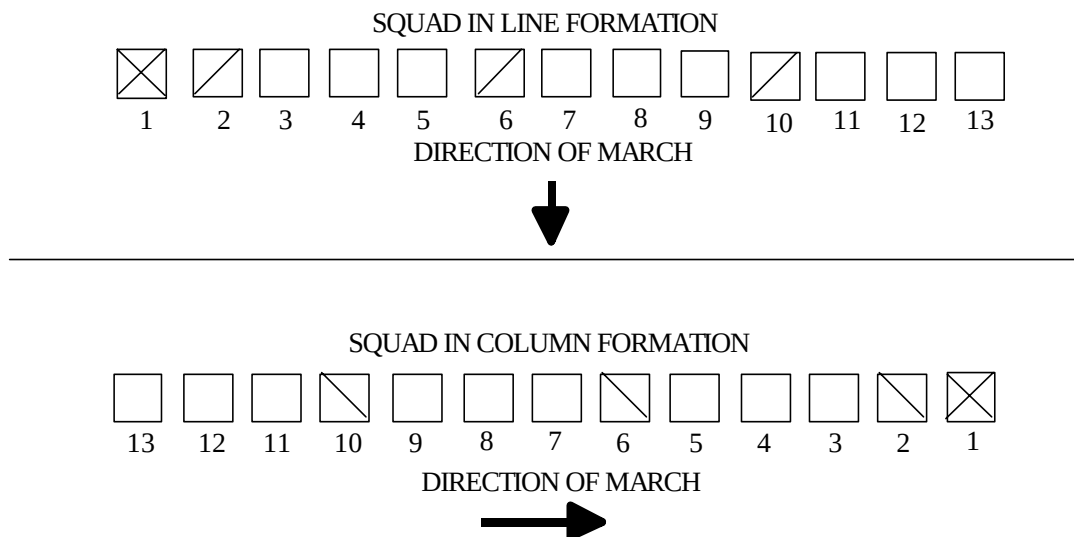


Figure 8-1.--Squad Formations.

4. The squad marches in line for minor changes of position only.
5. When the Squad is Armed with Rifles
 - a. The command **"Right (Left) Shoulder, ARMS;" "Port, ARMS;"** or **"Sling, ARMS"** is given before commanding the squad to move, except for short distances. When moving short distances the command **"Trail, ARMS"** may be given or it may be executed automatically.
 - b. At the command **"Squad, HALT"** remain at the position of right shoulder (left shoulder, port or sling) arms until **"Order, ARMS"** or some other manual command is given.

6. In this Chapter the term “unit leader,” (e.g., “The unit leader then checks the alignment) means the individual drilling the squad. He/she may be the squad leader, other noncommissioned officer, or squad member drilling the squad for an inspection or evaluation. If the unit leader is the squad leader, then the number two Marine (see figure 8-1) executes the movements of the squad leader. The unit leader must maintain proper distance (3 paces) from the squad and remain centered on the squad during all drill movements.

a. If the squad executes a right step, the unit leader, who is facing the squad, would execute a left step in cadence with the squad to maintain proper position. For a right step the unit leader would execute a left step.

b. If the squad executes a back step, the unit leader would execute a half step, in cadence with the squad to maintain proper position.

c. Movements of the unit leader during other squad movements are explained in the paragraph describing the movement.

8001. TO FORM THE SQUAD

1. Members of the squad normally form as indicated in figure 8-1. (e.g., maintain fire team/section integrity). However, for parades and ceremonies where appearance is more important, the squads should be sized. To size the squad the tallest member takes position 2 in figure 8-1 with the shortest squad member in position 13. The squad leader, regardless of height, always forms as the squad leader, in position one of figure 8-2.



a. Squad Formed with Unit Integrity.

Figure 8-2.—Squads Sizing



b. Squad Sized.

Figure 8-2.--Sizing Squads--Continued.

2. To form at normal interval, the command is **"FALL IN."**
3. The squad forms in line on the left of the squad leader. Each member of the squad, except the individual on the left flank, raises their left arm shoulder high in line with their body. Fingers are extended and joined, palm down thumb extended along the forefinger. Each individual except the squad leader turns their head and looks to the right. To obtain a normal interval, everyone places himself in line so their right shoulder touches the fingertips of the person on their right. As soon as each individual is in line with the person on their right, and the person on their left has obtained normal interval, they assume the position of attention smartly but quietly.
4. To form at close interval, the command is **"At Close Interval, FALL IN."**
5. The squad forms in line on the left of the squad leader. Each member of the squad, except the individual on the left flank, places their left hand on their hip, elbow in line with the body. They rest the heel of the palm on the hip with fingers extended and joined and pointing down. Everyone except the squad leader turns their head and looks to the right. To obtain close interval, they place themselves in line so their right arm touches the elbow of the person on their right. As soon as each individual is in line with the person on their right, and the person on their left has obtained close interval, they assume the position of attention smartly but quietly.
6. If the squad is armed, members fall in with weapons at the position of order arms. Weapons are inspected at once unless a report is to be taken. If so they will be inspected immediately following the report with the following commands: **"Inspection, ARMS;" "Port, ARMS;" and "Order, ARMS."**

8002. TO DISMISS THE SQUAD

1. The squad is dismissed only from a line with individuals at attention.
2. Armed troops are dismissed with the commands "**Inspection, ARMS;**" "**Port, ARMS;**" and "**DISMISSED.**"
3. Unarmed troops are dismissed with the command "**DISMISSED.**"

8003. TO COUNT OFF

1. In line, the command is "**Count, OFF.**" At the command "**OFF,**" everyone except the squad leader, turn their heads 90 degrees over the shoulder and look to the right. The squad leaders shout ONE. The person in the file to the left of the squad leaders turns his/her head smartly back to the front and at the same time shouts TWO. After the person to their right has shouted their number, each subsequent person to the left turns his/her head back to the front and at the same time shouts the next higher number. Numbers are counted off in quick time cadence.
2. In column, on the command "**From Front to Rear, Count, OFF,**" the squad leader smartly turns his/her head to the right 90 degrees over the shoulder and shouts ONE as the head is turned back to the front. Each subsequent rank, having seen the person's head in front of them return to the front, turns his/her head to the right and shouts the next higher number as the head is turned smartly back to the front. This is carried on in sequence at quick time cadence.

8004. TO ALIGN THE SQUAD

1. The purpose of these movements is to dress the alignment of the squad. They may be executed when the squad is halted at attention in line. The commands are "**Dress Right (Left), DRESS**" or "**At Close Interval, Dress Right (Left), DRESS.**" These commands are given only when the squad is at approximately the same interval as the interval at which the dress is commanded.

2. Dress Right Dress

a. On the command "**Dress Right, DRESS,**" everyone except the squad leader, smartly turn their heads to the right, 90 degrees over the shoulder look, and align themselves. At the same time, everyone except the individual on the left flank, provide interval by smartly raising their left arm to shoulder height and in line with their body. Fingers are extended and joined, thumb along the forefinger, palm down. (See figure 8-3.)

b. As the base of the movement, the squad leader keeps his/her head and eyes to the front. All other members of the squad position themselves by short steps until their right shoulders lightly touch the fingertips of the person on their right.

c. The unit leader, on his/her own command of execution "**DRESS,**" faces half left, as in marching, and proceeds by the most direct route to a position on line with and one pace to the right of the individual on the right flank. At this position, the unit leader executes a halt in the oblique facing the rear of the formation, and then executes a right face, facing down the line of the squad. The unit leader aligns the squad by commanding those individuals in advance or rear of

the line to move forward or backward until in line. These individuals are designated by name or number. For example: "**Jones, FORWARD;**" or "**Number Three, BACKWARD.**" Those individuals will move until receiving the command "**STEADY.**" The unit leader may execute a series of short side steps to the right or left in order to identify an individual. However, prior to commanding the identified individual to move, the unit leader will be on line with the rank. After verifying the alignment of the squad, the unit leader faces to the right in marching, marches straight to a point 3 paces beyond the squad, halts, faces to the left, and commands "**Ready, FRONT.**" Immediately after commanding "**FRONT,**" the unit leader marches by the most direct route back to a post 3 paces front and centered on the squad.

d. On the command "**Ready, FRONT,**" all members of the squad who raised their left arm and turned their head to the right, will smartly but quietly lower their arm to their side and at the same time turn their head back to the front, assuming the position of attention.

e. When aligning a squad of well-drilled troops or when there is insufficient time to verify alignment, the unit leader may command "**Ready, FRONT**" from his/her normal position (3 paces front and centered), without having verified alignment.



Figure 8-3.--Dress Right Dress.

3. At Close Interval Dress Right Dress. This movement is executed in the same manner as dress right dress except for the following:

a. On the command "**At Close Interval, Dress Right, DRESS,**" those individuals providing interval will do so by placing the heel of their left hand on their hip with the elbow in line with their body. Fingers are extended and joined and pointing down. Members gaining interval will move by short steps until their right arm is touching the left elbow of the individual to their left. (See figure 8-4.)



Figure 8-4.--At Close Interval Dress Right Dress.

4. Dress Left Dress and at Close Interval Dress Left Dress. These movements are similar to dress right dress and at close interval dress right dress except that alignment is made toward the left. The individual on the left flank of the rank is the base of the movement and stands fast. On the command **"Dress Left, DRESS"** or **"At Close Interval, Dress Left, DRESS,"** everyone except the individual on the left flank smartly turn their heads to the left, look, and align themselves. At the same time they will smartly raise their left arm or elbow to provide interval (the left arm is used for both dress right and dress left). The unit leader will verify alignment of the squad from its left flank. (See figure 8-5.)



Figure 8-5.--Dress Left.

5. To align in column, the command is **"COVER."** At this command, members move as necessary to place themselves directly behind the person in front of them, still maintaining a 40-inch distance.

8005. TO OBTAIN CLOSE INTERVAL FROM NORMAL INTERVAL IN LINE

1. The purpose of this movement is to close the interval between individuals of a squad in line to 4 inches. It may be executed when the squad is halted at attention and in line at normal interval. The command is **"Close, MARCH."**

2. The squad leader is the base of this movement. On the command of execution **"MARCH,"** the squad leader stands fast and places his/her left hand on his/her hip, as if dressing at close interval, to provide interval for the individuals to the left. At the same time, all other members of the squad face to the right as in marching, march toward the right flank until approximately 4 inches from the person in front of them, halt, and face to the left. They then execute at close interval dress right dress. After aligning and without command, they will smartly lower their left hands and turn their heads to the front as soon as the individual to their left has touched their elbow with his/her right arm and stopped moving.

3. On his/her command of execution, the unit leader steps to the left in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at close interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.

8006. TO OBTAIN NORMAL INTERVAL FROM CLOSE INTERVAL IN LINE

1. The purpose of this movement is to extend the interval between individuals of a squad in line to one arm length. It may be executed when the squad is halted at attention and in line at close interval. The command is **"Extend, MARCH."**

2. The squad leader is the base of this movement. On the command of execution **"MARCH,"** the squad leader stands fast and raises his/her left arm to shoulder height to provide interval for the person on the left. At the same time, all other members of the squad face to the left as in marching, march toward the left flank until they have opened approximately a 30-inch distance from the person behind them, halt, and face to the right. They then execute dress right dress. After aligning and without command, they will smartly, and quietly, lower their left arms and turn their heads to the front as soon as the individual to their left has touched their finger tips with his/her right shoulder and has stopped moving.

3. On his/her command of execution, the unit leader steps to the right in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at normal interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.

8007. TO OBTAIN DOUBLE ARM INTERVAL IN LINE

1. The purpose of this movement is to extend the interval between the individuals of a squad to a double arm distance. It may be executed when the squad is halted

at attention and in line at normal or close interval. If armed, rifles must be at sling arms. The command is **"Take Interval to the Left, MARCH."**

2. The squad leader is the base of this movement. On the command of execution **"MARCH,"** the squad leader stands fast and raises his/her left arm to shoulder height, to provide interval for the persons on the left. At the same time, all other members of the squad face to the left as in marching, march toward the left flank until they have opened approximately a 70-inch distance from the person behind them, halt, and face to the right. They then smartly turn their heads to the right and raise both arms to shoulder height. Individuals on the left flank will only raise their right arm. After aligning and without command, they will smartly, and quietly, lower their right arms and turn their heads to the front as soon as they have proper interval. They will lower their left arms when they feel the individual to their left lower his/her right arm.

3. On his/her command of execution, the unit leader steps to the right in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at double arms interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.

8008. TO OBTAIN NORMAL INTERVAL FROM DOUBLE ARM INTERVAL IN LINE

1. The purpose of this movement is to decrease the interval between individuals of a squad in line from double arm to normal interval. It can only be executed when the squad is halted at attention and in line at a double-arm interval. The command is **"Assemble to the Right, MARCH."** On the command of execution, the interval is reduced in a manner similar to close march; except that individuals halt approximately 30 inches from each other, face and execute the appropriate dress movement to obtain normal interval.

2. On his/her command of execution, the unit leader steps to the left in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at normal interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.

8009. TO FORM A COLUMN FROM IN LINE AND REFORM TO A LINE

1. When halted in line at normal interval and at the order if armed with rifles, the command to form a column is **"Right, FACE."** All members of the squad simultaneously face to the right, thereby forming column. The squad leader may then command **"Right (Left) Shoulder, ARMS;" "Port, ARMS;" "Sling, ARMS;"** or **"Forward (Column {Half} Right/Left), MARCH"** to cause the squad to march in column.

NOTE: The squad becomes inverted if faced to the left, this should be done only for short movements. When it is desired to form a column facing to the left, the squad should first form column by facing to the right, then execute necessary successive column movements until the column is faced in the desired direction.

2. When in line at close interval, the squad is first extended to normal interval (see paragraph 8006), then forms column by facing to the right as described above.

3. When in column at a halt and at the order, to form a line, the command is **"Left, FACE."**

8010. TO MARCH IN THE OBLIQUE

1. The purpose of this movement is to shift the line of march to the right or left and then resume marching in the original direction. It may be executed from any formation that is marching at quick time cadence. The command is **"Right (Left) Oblique, MARCH."** The word oblique is pronounced to rhyme with strike. The command of execution is given as the foot in the direction of the turn strikes the deck. The command to resume the original direction of march is **"Forward, MARCH."** The command of execution is given as the foot toward the original front strikes the deck.

2. To teach the squad to march to the oblique, the unit leader aligns the unit and has members face half right (left). The unit leader then explains that these positions are maintained when marching to the oblique. This is achieved by individuals keeping their shoulders parallel to the persons in front and/or adjacent to them. The squad leader is the base of the movement, and must maintain a steady line of march keeping his/her shoulders blocked perpendicular to the direction of march.

3. At the command **"Right Oblique, MARCH"** the command of execution is given as the right foot strikes the deck. Everyone then takes one more 30-inch step to the front with the left foot and pivots 45 degrees to the right on the ball of the left foot. Stepping out of the pivot with a 30-inch step, the entire squad marches to the right oblique until given another command. (See figure 8-6.) For the squad to resume marching in the original direction, the command is **"Forward, MARCH"** in this case the command of execution will be given as the left foot strikes the deck. Everyone then takes one more step in the oblique direction; pivots back to the original front and continue to march. To march to the left oblique, substitute left for right and right for left in the above sequence.

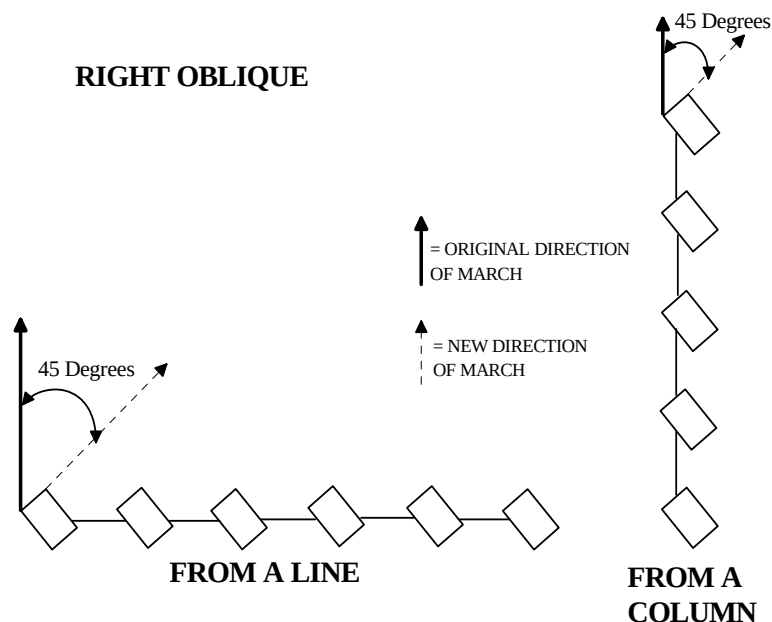


Figure 8-6.--Marching to Right Oblique.

4. To halt the squad facing in the original direction of march the command is **"Squad, HALT."** The command of execution **"HALT"** is given on the left foot when marching to the right oblique and on the right foot when marching to the left oblique. At the command **"HALT,"** everyone takes one more step in the oblique direction, pivots to the original front on the toe of the right (left) foot, and places the left (right) foot beside the other at the position of attention.
5. To temporarily halt the squad in the oblique direction, in order to correct errors, the command is **"In Place, HALT."** The command of execution **"HALT"** may be given as either foot strikes the deck. At the command of execution **"HALT,"** the squad halts in two counts as in quick time and remains facing in the oblique direction. The only command that can be given after halting in place is **"Resume, MARCH."** At that command, the movement continues marching in the oblique direction.
6. When given half step or mark time while marching in the oblique, the only commands that may be given are **"Resume, MARCH"** to continue marching with a 30-inch step in the oblique; or **"In Place, HALT"** to halt in the oblique in order to correct errors.

8011. TO MARCH TO THE REAR

1. The purpose of this movement is to march the squad to the rear for a short distance. It may be executed when halted or marching forward at quick time or double time. The command is **"To the Rear, MARCH."** The command of execution will be given as the right foot strikes the deck.
2. When halted, on the command of execution **"MARCH,"** everyone takes one 15-inch step to the front with the left foot and then pivots 180 degrees toward the right on the balls of both feet. Stepping out of the pivot with a 30-inch step, the entire squad marches to the rear. For the squad to resume marching in the original direction the command **"To the Rear, MARCH"** is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.
3. When marching at quick time, on the command of execution **"MARCH,"** everyone takes one more 15 inch step to the front with the left foot and then pivots 180 degrees toward the right on the balls of both feet. Stepping out of the pivot with a 30-inch step, the entire squad marches to the rear. For the squad to resume marching in the original direction, the command **"To the Rear, MARCH"** is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.
4. When marching at double time, on the command of execution **"MARCH,"** everyone takes two more 36-inch steps to the front and then four, 6-inch vertical steps in place at double time cadence. On the first and third steps in place, everyone pivots 180 degrees to the right. After the fourth step in place, and for the fifth step, they step off with a 36-inch step in the new direction. For the squad to resume marching in the original direction, the command **"To the Rear, MARCH"** is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.

8012. TO MARCH TO THE FLANK

1. The purpose of this movement is to march the squad to the right or left flank for a short distance. It may be executed from any formation that is marching at quick time or double time cadence. The command is **"By the Right (Left) Flank, MARCH."** The command of execution is given as the foot in the direction of the turn strikes the deck.
2. To march to the right flank, when marching at quick time, the command is **"By the Right Flank, MARCH."** On the command of execution **"MARCH,"** everyone takes one more 30-inch step to the front with the left foot and then pivots 90 degrees to the right on the ball of the left foot. Stepping out of the pivot with a 30-inch step, the entire squad marches in line to the right flank. The unit leader executes the flanking movement with the squad maintaining his/her distance from the squad. For the squad to resume marching in the original direction, the command is **"By the Left Flank, MARCH."** To march to the left flank, substitute left for right and right for left in the above sequence. No other command may be given when marching to the flank until the unit has resumed marching to the original front.
3. When marching at double time, on the command of execution **"MARCH,"** everyone takes two more 36-inch steps to the front and then two, 6-inch vertical steps in place at double time cadence. While stepping in place, everyone turns 90 degrees toward the direction commanded and then steps off with a 36-inch step in the new direction. No other command may be given when marching to the flank until the unit has resumed marching to the original front.

8013. TO CHANGE DIRECTION OF A COLUMN

1. The purpose of this movement is to change the direction of march of a column. It may be executed when the squad is halted or marching in column. The command is **"Column Right (Column Left, Column Half Right, or Column Half Left), MARCH."** The squad leader establishes the pivot for the movement.
2. When marching, the commands of execution are given on the foot in the direction of the turn. On the command of execution **"MARCH,"** the squad leader takes one more 30-inch step to the front and then pivots 90 degrees to the right (left) on the ball of the left (right) foot. He/she then takes a 30-inch step in the new direction. The remaining members of the squad continue to march to the point where the squad leader pivoted. They would then pivot 90 degrees in the new direction of march.
3. When halted, at the command of execution **"MARCH,"** the squad leader faces to the right (left) as in marching and takes one 30-inch step in the new direction with the right (left) foot. The remaining members of the squad step off to the front as in forward march. The remainder of the movement is executed the same as in marching.
4. Column half right (left) is executed as described above except that the pivot is 45 degrees to the right (left).
5. During column movements, the unit leader executes the movement with the squad, maintaining proper distance from the squad.
6. For slight changes of direction, the command is **"INCLINE TO THE RIGHT (LEFT)."** At that command, the squad leader changes direction slightly as commanded. This is not a precision movement and is executed only while marching.

8014. TO A FORM COLUMN OF TWOS FROM SINGLE FILE

1. When the squad is halted in column, the command is **"Column of Twos to the Left (Right), MARCH."**
2. If squad members do not already know whether they are an odd or even number, the squad must be given count off before the above command is given.
3. On **"MARCH,"** the squad leader stands fast. Even-numbered squad members face half left (right) in marching, take two steps, face half right (left) in marching, and march forward to halt beside and at normal interval from the odd-numbered squad member who was originally in front of them. Odd numbered members, except the squad leader, march forward and halt as they attain a 40-inch distance from the odd-numbered member in front of them. All members required to move do so at the same time. (See figure 8-7.)

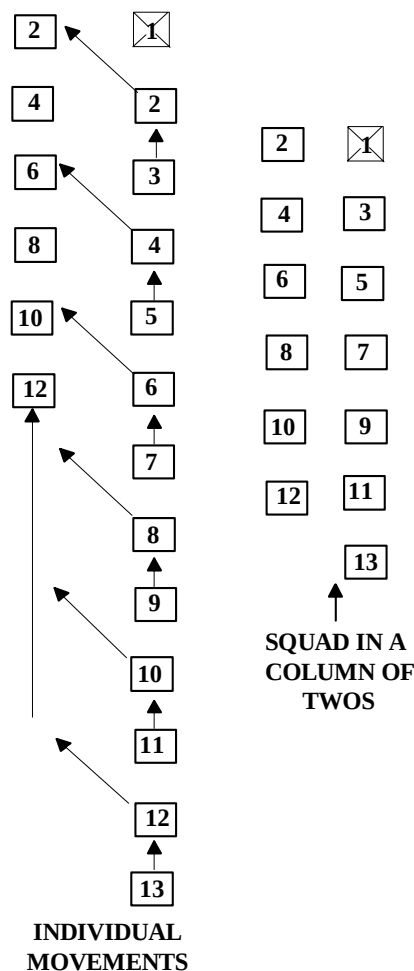


Figure 8-7.--Forming Column of Twos from Single File.

8015. TO FORM A SINGLE FILE FROM A COLUMN OF TWOS

1. When the squad is halted in column of twos, the command is **"Column of Files from the Right (Left), MARCH."** It is important to note, in order to keep from inverting the squad, that:

a. If a column of twos was built TO the LEFT, then a column of files must be formed FROM the RIGHT.

b. If a column of twos was built TO the RIGHT, then a column of files must be formed FROM the LEFT.

2. At the command **"MARCH,"** number one and two members step off at the same time. Number 1 moves forward as number 2 steps half right in marching, moves 2 steps, faces half left in marching, and follows number 1 at a 40-inch distance. Remaining odd and even numbered members step off in pairs, execute the same movements as numbers one and two, and follow in file. (See figure 8-8.)

a. When teaching this movement the unit leader should, after the command of execution **"MARCH,"** begin calling a cadence of "and, STEP, and, STEP." For example, on the command of execution **"MARCH,"** the number one and two squad members step off. On the first "and, STEP" the number three and four squad members step off. On the second "and, STEP" the number five and six squad members step off, etc. This cadence helps the squad member's step off at the correct time and keeps the squad in step.

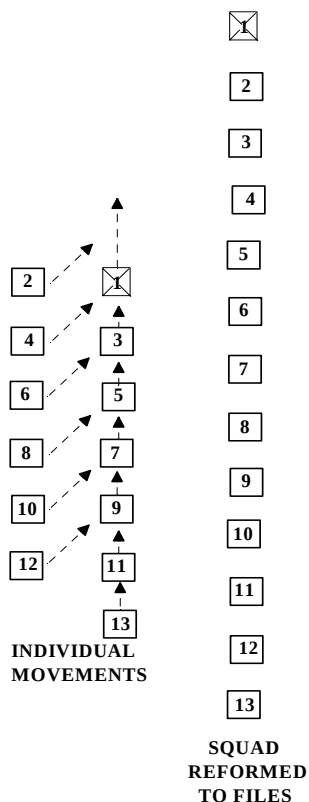


Figure 8-8.--Forming Single File from Column of Twos.

8016. TO STACK ARMS

1. The purpose of this movement is to temporarily relieve the squad of its weapons. It may be executed when the squad is halted in line. The command is **"Stack, ARMS;"** however, this command must be preceded by preliminary commands in order to prepare the squad to stack arms. Assuming the squad is halted in line at normal interval, the sequence of commands will be: **"Count, OFF,"** **"NUMBERS 3, 7 AND 11 ARE STACKMEN;"** **"Prepare, SLINGS;"** and **"Stack, ARMS."**

2. On the command **"Count, OFF,"** the squad counts off as prescribed in paragraph 8003.

3. Stackmen are designated by file number. The unit leader commands **"NUMBERS 3, 7 AND 11 ARE STACKMEN."** In other words the number 3, 7, and 11 persons in each squad are designated as stackmen. Additional stackmen may be designated if the squad has enough additional rifles to warrant it. The numbers 3, 7, and 11 are used to preserve fire team integrity for each weapons stack. If the squad is not divided into fire teams, numbers 2, 5, 8, and 11 may be designated stackmen. This reduces the number of extra weapons that must be added to the stacks.

4. On the command **"Prepare, SLINGS,"** the designated stackmen place the butt of their rifles on their right hip and cradle them in the crook of their right arm. They then adjust their slings to form a 4-inch loop next to upper sling swivel. As soon as they have prepared the loop, they return to order arms.

5. On the command **"Stack, ARMS,"** the designated stackmen place their weapons directly in front of and centered on their bodies with the sights to the rear. The heel of the rifle butt is placed on the ground on line with the toes of their shoes. Each stackman grasps the rifle at the upper portion of the handguard with the left hand, keeping the rifle vertical. The first two fingers of the left hand hold the inner part of the loop against the rifle. The stackman reaches across the front of the rifle with the right hand, grasps the outer part of the loop and holds it open for insertion of the rifles. (See figure 8-9.) At the same time, the individuals to the left and right of the stackmen perform the following movements simultaneously:

a. The individuals on the stackmen's right raise and center their weapons by bringing their right wrist to shoulder height and centered on their bodies, magazine well facing the front. They then grasp the handguards (midway) with the left hand, sling included in the grasp, release the right hand, and re-grasp the weapon at the small of the stock. Arms are then lowered to a dead hang, so that the weapons are held in a horizontal position with the muzzles to the left and magazine wells still to the front. (See figure 8-9.)

b. The individuals on the stackmen's left raise and center their weapons by bringing their right wrists to shoulder height and centered on their bodies, magazine wells face the front. They then grasp their weapons at the small of the stock with their left hands, sling included in the grasp, release their right hands and re-grasp the handguards (midway). Arms are lowered to a dead hang, so that the weapons are held in a horizontal position with the muzzles to the right and the magazine wells still to the front. (See figure 8-9.)



Figure 8-9.--Positions of Stackmen and Individuals to the Right and Left at the End of the First Step in Stack Arms.

c. As soon as the stackmen have placed their rifles in position, both the individuals to the right and left move their feet nearest the stackmen, 18 inches in the oblique toward the stackmen. The individuals on the stackmen's left insert the muzzles of their rifles into the loops to a point approximately halfway between the compensator and the front sight. They hold their weapons in this position until the individuals on the stackmen's right insert the muzzles of their rifles in a similar manner, but above the other rifle in each loop. (See figure 8-10.)



Figure 8-10.--Inserting Rifles Into the Stackmen's Sling Loop.

d. The butts of the rifles inserted into the loops are swung outward and down to the ground until the stacks are tight with the rifle butts on line and approximately 2 feet forward of the stackmen's rifle. The rifles rest on the side of the butts with the pistol grips pointing inboard toward each other. As each stack is completed, all three individuals stand up at the same time and resume the position of attention. (See figure 8-11.)



Figure 8-11.--Final Position of Stack Arms.

e. Extra rifles are passed to the nearest stacks on the right. Individuals holding extra rifles grasp the barrels of their rifle raise them vertically and then extend their right arms horizontally to the right front. The persons to the right grasp the weapons at the handguard, center them on their bodies grasp the barrels with their right hands and extend their right arms horizontally to the right front. This action is repeated until the rifles reach the stackmen. The stackmen lean the rifles against the center of the stacks in such a manner as to prevent them from falling or knocking the stacks over. The squad leader passes his/her rifle to the first stack on his/her left by raising the weapon with the right hand to a position centered on the body as in the first count of present arms from order arms figure 3-15b. He/she then grasps the weapon with the left hand at the handguards; sling included in the grasp, and passes the weapon to the left by extending the left arm horizontally to the left front. The individual to the squad leader's left then grasps the rifle at the barrel with the right hand, centers it on the body grasps the handguards with the left hand and passes it to the stackman.

8017. TO TAKE ARMS

1. The purpose of this movement is to recover arms that have been stacked. It may be executed only when the squad has fallen back in on the weapons stacks. The command is **"Take, ARMS."**

2. On the command of execution **"ARMS,"** if there are extra arms they are passed back in a reverse manner of the way they were passed to the stacks. When extra arms have been passed back, or if there were no extra arms, the stackmen grasp their rifles and hold the loops in the same manner as was done for stacking arms. The individuals to the left and right step in the oblique reach down and re-grasp their weapons and bring them to a horizontal position. The individual on the right removes his/her rifle first and resumes order arms or unsling arms. The individual on the left removes his/her weapon and resumes order arms or unsling arms. The stackman cradles his/her weapon and adjusts the sling and sling keeper to its original position and then resumes the order or unsling arms position.

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MARINE CORPS DRILL AND CEREMONIES MANUAL

PART I: DRILL

CHAPTER 9

PLATOON DRILL

9000. GENERAL

1. The first phase of drill has been explained in earlier chapters of this Manual. This Chapter discusses the next phase, platoon drill. In platoon drill, the squad is merged with other squads into a platoon.
2. A platoon consists of a platoon headquarters and two or more squads or sections. Platoon headquarters consists at a minimum of a platoon commander, a platoon sergeant and a platoon guide. One or more assistants may be designated.
3. A section normally forms and drills as part of a platoon. In this Manual, the instructions given for the squad or platoon also apply to a section. A section, not subdivided into squads, forms and drills as a squad. A section that is divided into two or more squads forms and drills as a platoon.
4. Squads in a platoon are numbered from front to rear in column (when facing the front of the column) and from right to left in line.
5. The platoon forms in two or more ranks with a 40-inch distance between ranks. Movements in this Section are described for columns of threes or fours and may be executed by either formation.
6. The platoon changes interval while in line and counts off in the same manner as the squad. Squad leaders are the base for these movements. The guide moves to the right when interval is taken to the left, and does not count off.
7. In platoon drill, if all members of the platoon are to execute a movement simultaneously, the movement is executed on the command of the platoon commander. In this case, squad leaders do not repeat or give any commands. When squads of the platoon are to execute a movement in successive order, such as forming column of twos (files) and reforming into column (of threes, etc.), squad leaders give appropriate supplemental commands for the movement of their squads.
8. Unless specified for the platoon to be at close interval, all changes in formation should be executed with normal interval and distance between files and ranks.
9. The unit leader will march to the left and parallel to the platoon, from a position where he/she can best control the unit.
10. All commands given by the unit leader while the platoon is halted will be 6 paces in front of the unit and centered on the element.

9001. FORMATIONS

1. Column and line are the two formations for a platoon. (See figures 9-1 and 9-2.)

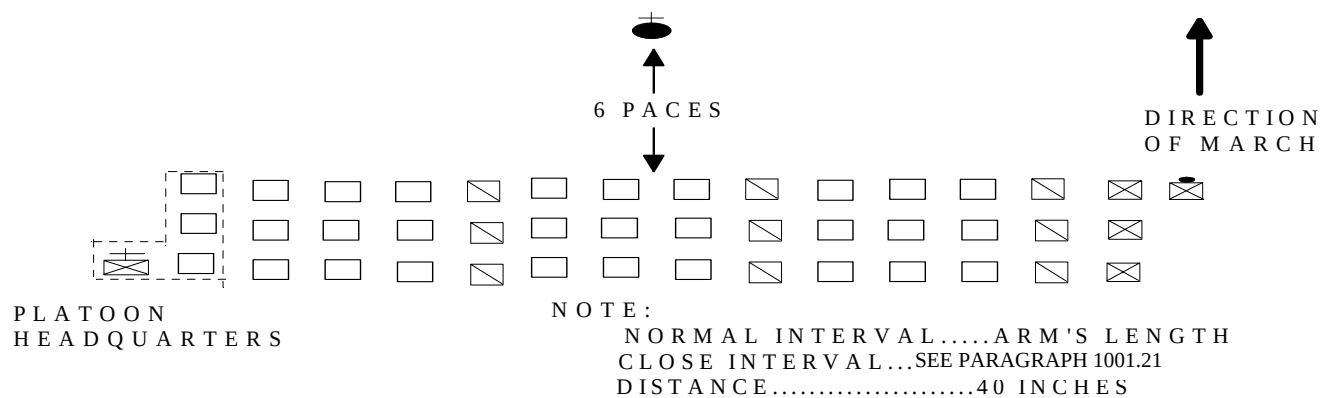


Figure 9-1.--Platoon in Line at Normal Interval.

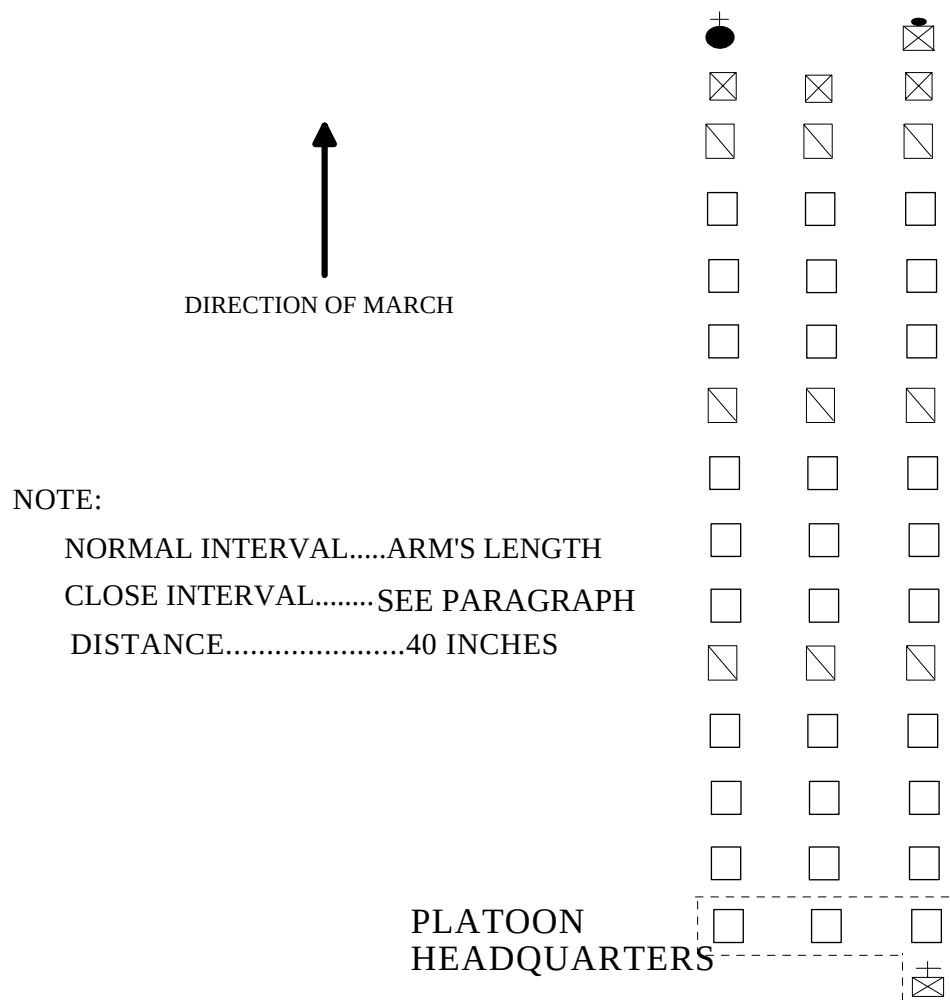


Figure 9-2.--Platoon in Column at Normal Interval.

2. The platoon normally forms in line with the squad leaders on the right of their squads and the guide on the right of the first squad leader. (See figure 9-1.) The platoon marches in line for short distances only. The platoon is normally marched in column with the squad leaders in front of their squads and the guide in front of the third (right) squad leader. (See figure 9-2.)

9002. POSTS OF INDIVIDUALS

1. In line, the platoon commander's post is 6 paces in front of the center of the front rank of the platoon. (See figure 9-1.) In column, the platoon commander marches at the head of the left file of the platoon (see figure 9-2), unless drilling the platoon, in which case he/she would maintain a position 6 paces from the platoon.

2. When the platoon commander is present, the platoon sergeant takes post to the left of the left member of the rear rank when the platoon is in line. When in column, the platoon sergeant follows the last member of the right file (squad). When the platoon commander is not present, the platoon sergeant takes the platoon commander's post and drills the platoon in the manner prescribed for the platoon commander.

3. The platoon guide takes post as stated in paragraph 9003.

4. Extra members may fall in on the left when the platoon is in line and in the rear when in column. If the squads are evenly filled, the first extra member falls in with the first squad, the second with the third (fourth) squad and then remaining squads. The platoon sergeant will reposition when necessary so as to remain the last person in the last rank.

5. In this Chapter the term "platoon commander," e.g., the platoon commander then checks the alignment, means the individual drilling the platoon. He/she may be the platoon leader, platoon sergeant, or platoon member drilling the platoon for an inspection or evaluation. Except when marching at the head of a platoon column, the platoon commander must maintain proper distance (6 paces) from the platoon and remain centered on the platoon during all drill movements.

a. If the platoon were executing a right step, the platoon commander, who is facing the platoon, would execute a left step in cadence with the platoon in order to maintain proper position. For a left step the platoon commander would execute a right step.

b. If the platoon were executing a back step, the platoon commander would execute a half step, in cadence with the platoon in order to maintain proper position.

c. Movements of the platoon commander during other platoon movements are explained in the paragraph describing the movement.

9003. RULES FOR THE GUIDE

1. Unless otherwise directed, guide is right and the platoon guide takes post on the right. In line, the guide is posted to the right of the squad leader of the first squad. In column, the guide is posted in front of the squad leader of the third or right squad.

2. In column, when it is desired to guide left or center, the command **"GUIDE LEFT"** is given. At this command, the guide and the platoon commander exchange positions. The guide crosses between the platoon commander and the platoon. To return the guide to normal position, **"GUIDE RIGHT"** is commanded. The guide and platoon commander return to their normal positions with the guide again passing between the platoon commander and the platoon. This movement may be made at a halt or while marching. The base squad or file is the one behind the guide.
3. The guide does not change position at the command **"Dress Left, DRESS."**
4. When a platoon in line is given the command **"Right, FACE,"** the platoon guide executes right face with the platoon. The guide then faces to the right in marching, moves to a position in front of the right squad leader, halts, and executes left face. If a platoon in line is given **"Left, FACE,"** the guide executes left face with the platoon but does not change position within the platoon.
5. When a platoon in column is given the command **"Column of Files from the Left,"** the guide takes position in front of the left squad leader so as to remain at the head of the column.
6. When a platoon in column is given the command **"Column of Twos from the Left,"** the guide takes position in front of the second squad so as to remain at the head of the right file of the column. These movements are executed by facing left as in marching, moving to the appropriate position, halting, and facing right.
7. When reforming in a column of threes or fours from a column of files or twos, the guide takes post at his normal position when the movement is completed.
8. The guide sets the direction and cadence of the march. The leading member of each file is responsible for interval.
9. When a platoon is marching in column and the command **"By the Right (Left) Flank, MARCH"** or **"To the Rear, MARCH"** is given, the guide executes the movement with the platoon but does not change relative position except during specific movements of company drill. (See paragraph 10011 for an exception.)
10. The guide does not count off.

9004. TO FORM THE PLATOON

1. The platoon forms in line at normal interval and distance between files and ranks (see figure 9-1) on the command **"FALL IN."** To form at close interval, the command is **"At Close Interval, FALL IN,"** in which case the platoon forms in line with normal distance between ranks, but with close interval between files. The platoon sergeant or platoon commander forms the platoon as described below.
2. Forming the Platoon by the Platoon Sergeant
 - a. The platoon sergeant takes post 3 paces in front of the point where the center of the platoon will be, faces that point, draws sword if so armed, and commands either **"FALL IN"** or **"At Close Interval, FALL IN."** At this command, the guide takes post so that the first rank, when aligned on the guide will be centered on and 3 paces from the platoon sergeant. The squad leader of the first squad

falls in to the left of the guide and aligns at normal or close interval. Other squad leaders fall in directly behind the squad leader of the first squad with 40 inches distance between them. The members of the squads fall in and align on their squad leaders at normal or close interval as prescribed in squad drill, except that exact interval is measured only by the front rank. Individuals in the rear ranks gain their interval by covering the corresponding member of the rank in front of them. All personnel fall in at attention and, if armed with the rifle, at the position of order arms.

b. When a report is appropriate, after all personnel are formed, the platoon sergeant commands, "**REPORT.**" Remaining in position (at order arms if armed with the rifle), the squad leaders, in sequence from front to rear, salute and report, "All present" or "(Rank and Name) absent." If the troops are armed, the platoon sergeant commands, "**Inspection, ARMS;**" "**Port, ARMS;**" and "**Order, ARMS.**" The platoon sergeant then executes about face. (NOTE: If the platoon cannot be formed in regularly organized squads prior to forming the platoon, the platoon sergeant commands "**Inspection, ARMS;**" "**Port, ARMS;**" "**Right Shoulder, ARMS;**" and calls the roll. Each Marine answers "here," and goes to order arms as their name is called. The platoon sergeant then organizes the platoon into squads and faces the front. The manual of arms is omitted for personnel not armed with rifles.)

c. To receive the platoon, the platoon commander takes post 3 paces in front of the platoon sergeant (sword in scabbard if so armed), the platoon sergeant salutes and reports, "Sir (Ma'am), all present or accounted for" or "Sir (Ma'am), (number) absent." The platoon commander returns the salute and may discuss absentees and issue necessary instructions to the platoon sergeant. The platoon commander then commands the platoon sergeant, "**TAKE YOUR POST.**" The platoon sergeant marches by the most direct route to a post on the left of the rear rank. The platoon commander then draws sword, if so armed.

d. If the platoon commander does not receive the platoon, the platoon sergeant takes 3 paces forward, faces about and assumes the post and duties of the platoon commander.

3. Forming the Platoon by the Platoon Commander

a. When appropriate, the platoon may be formed by the platoon commander rather than the platoon sergeant. The procedures are the same except that the platoon commander takes post 6 paces in front of the point where the center of the platoon will be, faces that point, draws sword and commands "**FALL IN**" or "**At Close Interval, FALL IN.**"

b. The platoon forms on the platoon commander, the platoon sergeant falling in on the left of the rear rank with sword drawn, if so armed. The platoon commander then receives the report from the squad leaders and causes the platoon to execute inspection arms if the troops are armed.

9005. TO DISMISS THE PLATOON

1. The platoon is dismissed only from in line while at attention.

2. Armed troops are dismissed with the commands "**Inspection, ARMS;**" "**Port, ARMS;**" and "**DISMISSED.**"

3. Unarmed troops are dismissed with the command "**DISMISSED.**"

4. The platoon sergeant usually dismisses the platoon.

9006. COUNT OFF

1. The purpose of this movement is to designate the relative position in ranks of each member of the platoon. It may be executed when the platoon is halted at attention in line or column. When in line the command is **"Count, OFF;"** when in column the command is **"From Front to Rear, Count, OFF."**

2. In line, on the command **"Count, OFF,"** everyone except the guide and squad leaders turn their heads 90 degrees to the right and look to the right. The squad leaders shout ONE. The persons in the file to the left of the squad leaders turn their heads smartly back to the front and at the same time shout TWO. After the file to their right has shouted its number, each subsequent file to the left turn their heads back to the front and shouts the next higher number. Numbers are counted off in quick time cadence.

3. In column, on the command **"From Front to Rear, Count, OFF,"** the squad leaders smartly turn their heads to the right and shout ONE as they return their heads back to the front. Each subsequent rank, having seen the heads in front of them return to the front, turn their heads to the right and shout the next higher number as they bring their heads smartly back to the front. This is carried on in sequence at quick time cadence. The guide does not turn his/her head nor count off. The platoon commander gives the command from a position 6 paces in front and centered on the squad leaders.

9007. TO FORM COLUMN FROM LINE. The purpose of this movement is to change the formation from line to column. It may be executed only when halted at normal interval, at attention, and at order arms if armed with rifles. The command is **"Right, FACE."** On the command of execution **"FACE,"** all members of the platoon face to the right, thereby forming column. The guide moves to his/her position in front of the right squad leader. The platoon commander may then command any halted movement from his/her current position, (e.g., right/left shoulder, port, sling, arms; facing movements, right/left step; etc.) unless otherwise indicated in this Chapter. If the platoon is to march as part of a larger formation the platoon commander takes post in front of the left file and the guide in front of the right file. (See figure 9-2.) From this position the platoon commander would command **"Forward (Column Right {Left}), MARCH"** to cause the platoon to march in column. (NOTE: Since the platoon becomes inverted if faced to the left, this should only be done for short adjusting movements. To properly form column facing to the left, the platoon should first form column by facing to the right, then execute successive column movements until the column is faced in the desired direction.)

9008. TO FORM LINE FROM COLUMN. The purpose of this movement is to change the formation from a column back to a line. It may be executed when halted at attention and at order arms if armed with rifles. The command is **"Left, FACE."** (NOTE: If the platoon is in column at close interval they must be extended to normal interval, paragraph 9015, prior to executing left face. Otherwise there will not be 40 inches distance between ranks.) At the command of execution **"FACE,"** all members of the platoon face to the left, the platoon commander, if necessary, moves by the most direct route to a post 6 paces front and center of the platoon, and the platoon guide takes post on the right of the front rank. (NOTE: When in column, if the platoon is faced to the right it becomes inverted. This should only be done for short adjusting movements.)

9009. TO ALIGN THE PLATOON

1. The purpose of these movements is to dress the alignment of the platoon. They may be executed when the platoon is halted at attention in line or column. When in line, the commands are **"Dress Right (Left), DRESS"** or **"At Close Interval, Dress Right (Left), DRESS."** These commands are given only when the platoon is at approximately the same interval as the interval at which the dress is commanded. When in column, halted or marching, the command to dress alignment is **"COVER."**

2. Dress Right Dress

a. On the command **"Dress Right, DRESS,"** everyone except those individuals on the right flank, smartly turn their heads to the right, look, and align themselves. At the same time, everyone except those individuals on the left flank, provide interval by smartly raising their extended left arm to shoulder height and in line with their body. Fingers are extended and joined, thumb along the forefinger, palm down.

b. As the base of the movement, the guide stands fast and remains looking to the front. The first squad leader looks to the right and aligns on the guide. The other squad leaders cover the first squad leader and look to the front, ensuring they have a 40-inch distance. All other members position themselves by short steps until their right shoulders touch the fingertips of the person on their right.

c. The platoon commander, on his/her own command of execution **"DRESS,"** faces half left, as in marching, and proceeds by the most direct route to a position on line with the front rank and 1 pace to the guide's right (or first squad leader if there is no guide). (See figure 9-3a.) At this position, the platoon commander executes a halt while facing rear, and then executes a right face, facing down the line of the first rank. (See figure 9-3b.) The platoon commander aligns the front rank by commanding those individuals in advance or rear of the line to move forward or backward until in line. These individuals are designated by name or number. For example: **"Jones, FORWARD;"** or **"Number Three, BACKWARDS."** Those commanded to move will move the designated number of steps or will continue to move (taking small steps) until receiving the command **"STEADY."** The commander may execute a series of short side steps to the right or left in order to identify an individual. However, prior to commanding the identified individual to move, the commander will be on line with the rank. After verifying the alignment of the first rank, the platoon commander faces to the left as in marching, and moves to a position on line with the next rank. The 1 pace interval from the guide is maintained (this results in a 2 pace interval from the second and subsequent squad leaders). The commander halts on line with each succeeding rank, executes right face, and aligns the rank. (See figures 9-3c and d.) After verifying the alignment of the last rank, the platoon commander faces to the right in marching, marches straight to a point 3 paces beyond the front rank, maintaining the 1 pace interval to the guide's right, halts, (see figure 9-3e) faces to the left, (see figure 9-3f) and commands **"Ready, FRONT"** and **"COVER."** Immediately after commanding, **"COVER,"** the platoon commander marches by the most direct route back to a post 6 paces front and centered on the platoon, halts facing down line or to the front.

d. On the command **"Ready, FRONT,"** all members of the platoon who raised their left arm and turned their head to the right, will smartly but quietly lower their arm to their side and at the same time turn their head back to the front, assuming the position of attention. On the command **"COVER,"** all members of the second and subsequent ranks will cover on the individual in front of them.

e. When aligning a platoon of well-drilled troops or when there is insufficient time to verify alignment, the platoon commander may command **"Ready, FRONT"** and **"COVER"** from his/her normal position (6 paces front and centered), without having verified alignment.

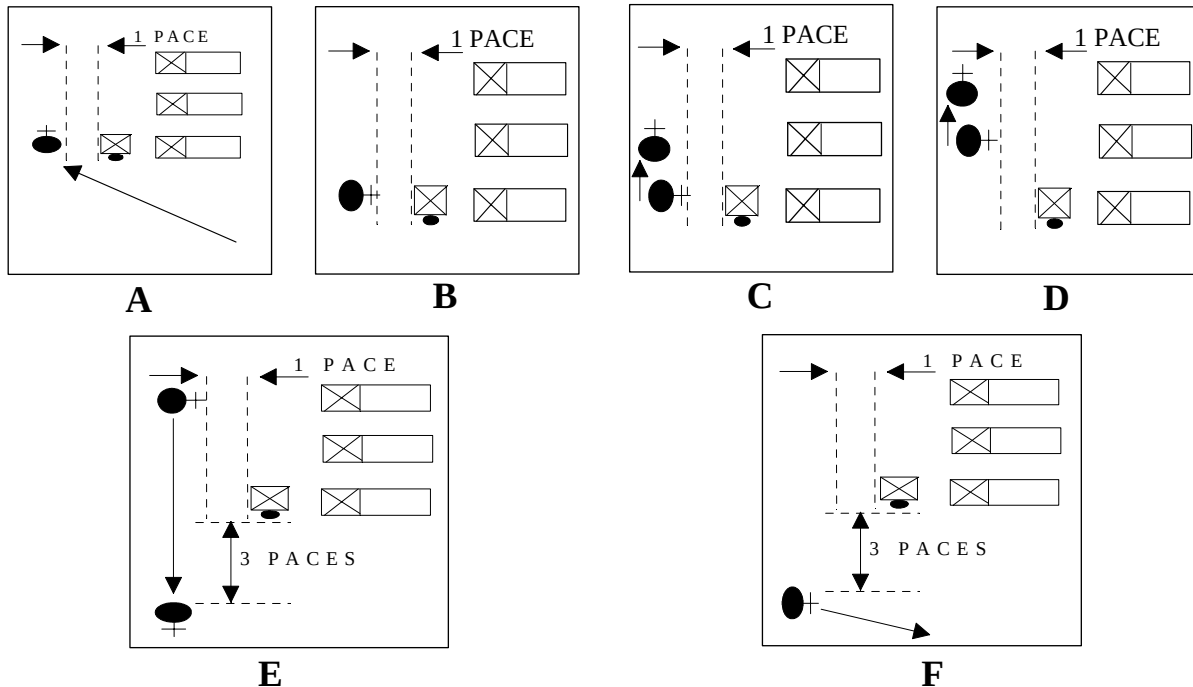


Figure 9-3.--Movements of the Platoon Commander when Aligning the Platoon.

3. At Close Interval Dress Right Dress. This movement is executed in the same manner as dress right dress except for the following: On the command **"At Close Interval, Dress Right, DRESS,"** those individuals providing interval will do so by placing the heel of their left hand on their hip with the elbow in line with their body. Fingers are extended and joined and pointing down. Members gaining interval will move by short steps until their right arm is touching the left elbow of the individual to their right.

4. Dress Left Dress and at Close Interval Dress Left Dress. These movements are similar to dress right dress and at close interval dress right dress except that alignment is made toward the left. The last individual in the first rank is the base of the movement and stands fast. On the command **"Dress Left, DRESS"** or **"At Close Interval, Dress Left, DRESS,"** everyone except those on the left flank smartly turn their heads to the left, look, and align themselves. At the same time they will smartly raise their left arm or elbow to provide interval (the left arm is used for both dress right and dress left). The last individuals in the second and subsequent ranks will cover the person in front of them and ensure that they have a 40-inch distance. The platoon commander will verify alignment of the platoon from its left flank.

5. Aligning in Column

a. The base squad for maintaining alignment while halted or marching in column is normally the third (right) squad. However, when executing a column left, column half left or eyes left alignment is to the first (left) squad. While marching, alignment is maintained by constantly glancing out of the corner of the right (left) eye, without turning the head.

b. Halted. When halted in column, (except for parades and ceremonies) the platoon is aligned by the command "**COVER**." At the command, the base squad leader obtains a 40-inch distance from the guide and covers on him/her. Other squad leaders obtain proper interval from the base squad leader and align toward the base by glancing out of the corner of their right (left) eye without turning their heads. Other members of the base squad obtain a 40-inch distance and covers on the person in front of them. At the same time, the remaining members of the platoon align on the base squad, by glancing out of the corner of their right (left) eye without turning the head and covers on the person in front of them. Only small adjusting steps are taken by platoon members to gain cover and alignment.

c. Marching. While marching, cover and alignment are constantly maintained by glancing out of the corner of the right (left) eye, without turning the head, to align on the base squad. The command of "**COVER**" is only given if required.

9010. TO OBTAIN CLOSE INTERVAL FROM NORMAL INTERVAL IN LINE

1. The purpose of this movement is to close the interval between files of a platoon in line to 4 inches. It may be executed when the platoon is halted at attention and in line at normal interval. The command is "**Close, MARCH.**"

2. The squad leaders are the base of this movement. On the command of execution "**MARCH,**" the squad leaders stand fast and place their left hand on their hip to provide interval for the individuals to their left. At the same time, all other members of the platoon, except for the guide, face to the right as in marching, march toward the right flank until approximately 4 inches from the person in front of them, halt, and face to the left. They then execute at close interval dress right dress. After aligning and without command, they will smartly lower their left hands and turn their heads to the front as soon as the individual to their left has touched their elbow with his/her right arm and stopped moving. Cover is then obtained without command.

3. On the command of execution, the guide will step to the left as in marching and close to 4 inches on the first squad leader. After halting and facing to the right, the guide will execute at close interval dress left dress. When aligned and at the proper interval the guide will return to the position of attention.

4. The platoon commander on his/her own command of execution "**MARCH**" will step to the left in marching. He/she marches parallel to the platoon maintaining a distance of 6 paces from the platoon. When approximately on the center of the platoon at close interval the platoon commander halts and faces the platoon. The platoon commander then adjusts to the center of the platoon by taking small steps left, right, forward or back.

9011. TO OBTAIN NORMAL INTERVAL FROM CLOSE INTERVAL IN LINE

1. The purpose of this movement is to extend the interval between files of a platoon in line to one arm length. It may be executed when the platoon is halted at attention and in line at close interval. The command is **"Extend, MARCH."**
2. The squad leaders are the base of this movement. On the command of execution **"MARCH,"** the squad leaders stand fast and raise their left arms to shoulder height to provide interval for the persons on their left. At the same time, all other members of the platoon, except for the guide, face to the left as in marching, march toward the left flank until they have opened approximately a 30-inch distance from the person behind them, halt, and face to the right. They then execute dress right dress. After aligning and without command, they will smartly lower their left arms and turn their heads to the front as soon as the individual to their left has touched their finger tips with his/her right shoulder and stopped moving. Cover is then obtained without command.
3. On the command of execution, the guide will take one step to the right as in marching, halt and face to the left. The guide will then execute dress left dress. When aligned on the first squad leader and at the proper interval the guide will return to the position of attention.
4. The platoon commander on his/her own command of execution **"MARCH"** will step to the right in marching. He/she marches parallel to the platoon maintaining a distance of 6 paces from the platoon. When approximately on the center of the platoon at normal interval the platoon commander halts and faces the platoon. The platoon commander then adjusts to the center of the platoon by taking small steps left, right, forward or back.

9012. TO OBTAIN DOUBLE ARM INTERVAL IN LINE

1. The purpose of this movement is to extend the interval between the files of a platoon to a double arm distance. It may be executed when the platoon is halted at attention and in line at normal or close interval. If armed, rifles must be at sling arms. The command is **"Take Interval to the Left, MARCH."**
2. The squad leaders are the base of this movement. On the command of execution **"MARCH,"** the squad leaders stand fast and raise their left arms to shoulder height, to provide interval for the persons on their left. The first squad leader will also raise his/her right arm to provide interval for the guide. At the same time, all other members of the platoon, except for the guide, face to the left as in marching, march toward the left flank until they have opened approximately a 70-inch distance from the person behind them, halt, and face to the right. They then smartly turn their heads to the right and raise both arms to shoulder height. Individuals on the left flank will only raise their right arm. After aligning and without command, they will smartly lower their right arms and turn their heads to the front as soon as they have proper interval. They will lower their left arms when they feel the individual to their left lower his/her right arm. Cover is then obtained without command.
3. On the command of execution, the guide will take two steps to the right as in marching, halt and face to the left. The guide will then execute dress left dress. When aligned on the first squad leader and at the proper interval, the guide will return to the position of attention. When the first squad leader feels the guide lower his/her left arm, the squad leader will lower his/her right arm.

4. The platoon commander on his/her own command of execution **"MARCH"** will step to the right in marching. He/she marches parallel to the platoon maintaining a distance of 6 paces from the platoon. When approximately on the center of the platoon at double arm interval the platoon commander halts and faces the platoon. The platoon commander then adjusts to the center of the platoon by taking small steps left, right, forward or back.

9013. TO OBTAIN NORMAL INTERVAL FROM DOUBLE ARM INTERVAL

1. The purpose of this movement is to decrease the interval between files of a platoon in line from double arm to normal interval. It can only be executed when the platoon is halted at attention and in line at a double arm interval. The command is **"Assemble to the Right, MARCH."** On the command of execution, the interval is reduced in a manner similar to close march; except that individuals halt approximately 30 inches from each other, face and execute the appropriate dress movement to obtain normal interval.

2. The platoon commander on his/her own command of execution **"MARCH"** will step to the left in marching. He/she marches parallel to the platoon maintaining a distance of 6 paces from the platoon. When approximately on the center of the platoon at normal interval the platoon commander halts and faces the platoon. The platoon commander then adjusts to the center of the platoon by taking small steps left, right, forward or back.

9014. TO OBTAIN CLOSE INTERVAL IN COLUMN

1. The purpose of this movement is to close the interval between files in a column to 4 inches. It may be executed when halted or marching at normal interval in column. The command is **"Close, MARCH."**

2. When halted and the guide is right, on the command **"MARCH,"** members of the base (right) squad will stand fast. Members of the squad next to the base squad will execute two right steps. The next squad to the left will execute four right steps. If there are four squads in the platoon, the first (left) squad will execute six right steps. While side stepping, cover and alignment will be maintained. Steps may be adjusted slightly so that a 4-inch interval is obtained. Upon completion of the designated number of steps, members of the squad will halt and resume the position of attention.

3. When marching and the guide is right, the command of execution **"MARCH"** is given as the right foot strikes the deck. At this command:

a. The base (right) squad takes one more 30-inch step with the left foot and then begins to half step. (See figure 9-4.)

b. The squad to the left of the base squad takes one more 30-inch step to the front with the left foot; execute right oblique toward the base squad for one step and then steps 30 inches back to the original front. The squad then begins to half step.

c. The next squad to the left takes one more 30-inch step to the front and then executes right oblique toward the base squad for three steps and steps 30 inches back to the original front. The squad then begins to half step.

d. If there are four squads in the platoon, the first (left) squad would execute the same movements as above except the members would take five steps in the oblique.

e. Steps in the oblique may be adjusted slightly so that a 4-inch interval is obtained.

f. At the command "**Forward, MARCH**" all squads resume taking 30-inch steps.

4. If the guide has been shifted to the left or center, the base squad will become the squad behind the guide. The commands of execution will be given as the left foot strikes the deck, if guide is left, or on either foot if guide is center. Side steps or oblique movements will be made toward the base squad as appropriate.

5. The platoon commander, on his/her command "**MARCH,**" oblique the number of steps necessary to remain parallel to the platoon and picks up the half step. The platoon commander picks up a full 30-inch step on his/her command of "**Forward, MARCH.**"

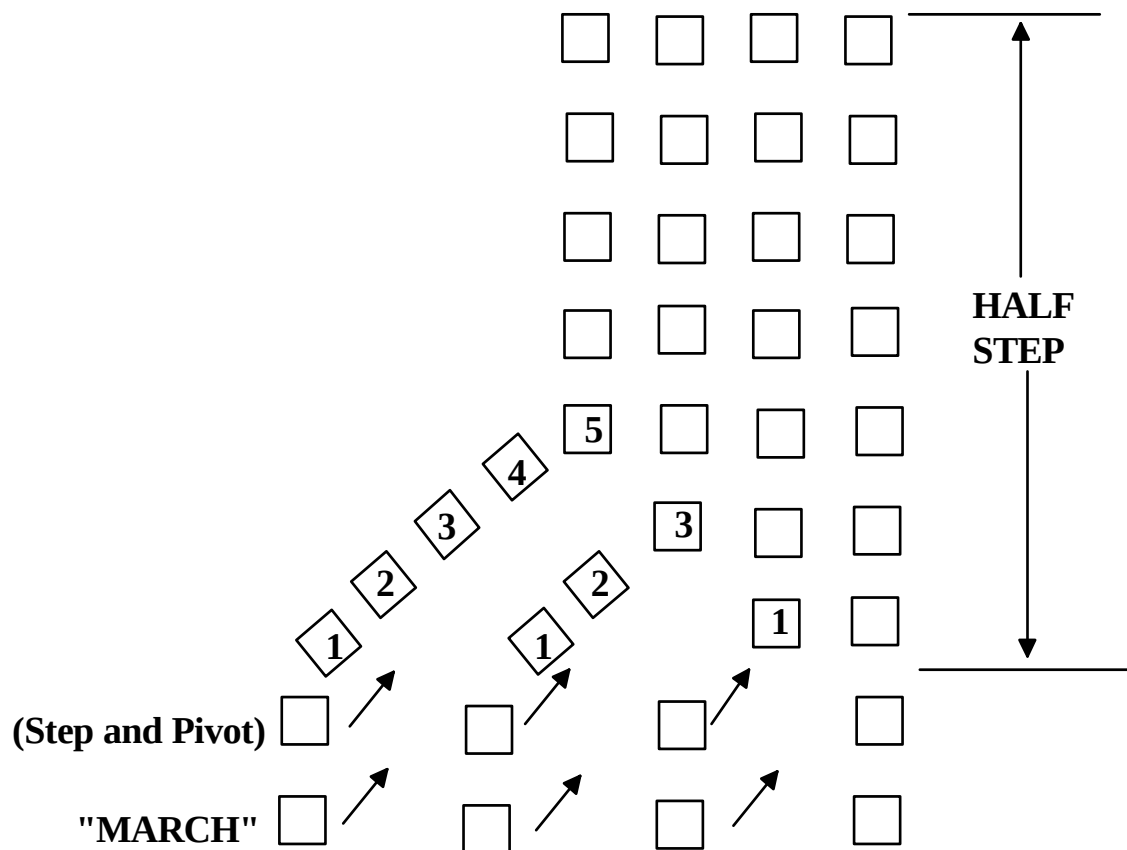


Figure 9-4.--Close March (While Marching), Right Squad Base.

9015. TO EXTEND TO NORMAL INTERVAL IN COLUMN

1. The purpose of this movement is to extend the interval between files in a column from close to normal interval. It may be executed when halted or marching in column at close interval. The command is **"Extend, MARCH."**
2. When halted and the guide is right, on the command of execution **"MARCH,"** members of the base (right) squad stand fast. Members of the squad next to the base squad will execute two left steps. The next squad to the left will execute four left steps. If there are four squads in the platoon, the first (left) squad will execute six left steps. While side stepping, cover and alignment will be maintained. Steps may be adjusted slightly so that one arms interval is obtained between squad leaders. Upon completion of the designated number of steps, members of the squad will halt and resume the position of attention.
3. When marching and the guide is right, the command of execution **"MARCH"** is given as the left foot strikes the deck. At this command:
 - a. The base (right) squad takes one more 30-inch step with the right foot and then begins to half step.
 - b. The squad next to the base squad takes one more 30-inch step to the front with the right foot, executes left oblique away from the base squad for one step and steps 30 inches back to the original front. The squad then begins to half step.
 - c. The next squad to the left takes one more 30-inch step to the front and then executes left oblique away from the base squad for three steps and steps 30 inches back to the original front. The squad then begins to half step.
 - d. If there are four squads in the platoon, the first (left) squad would execute the same movements as above except the members would take five steps in the oblique.
 - e. Steps in the oblique may be adjusted slightly so that a one-arm interval is obtained between squad leaders.
 - f. At the command **"Forward, MARCH,"** all squads resume taking 30-inch steps.
4. If the guide has been shifted to the left or center, the base squad will become the squad behind the guide. Side steps or oblique movements will then be made away from the base squad as appropriate.
5. The platoon commander, on his/her command **"MARCH,"** oblique the number of steps necessary to remain 6 paces from the platoon and picks up the half step. The platoon commander picks up a full 30-inch step on his/her command of **"Forward, MARCH."**

9016. TO OPEN RANKS

1. The purpose of this movement is to increase the distance between ranks to 70 inches in order to accommodate the movements of an inspection party or to stack arms. It may be executed when halted in line at attention, and at normal or close interval. If armed, rifles will be at order arms. The commands are **"At Close Interval, Open Rank," "MARCH;" "Ready, FRONT;"** and **"COVER."**

2. When at normal interval, on the command of execution **"MARCH,"** the front rank takes two 30-inch steps forward, halts, and executes dress right dress. The second rank takes one 30-inch step forward, halts, and executes dress right dress. The third rank stands fast and executes dress right. If there is a fourth rank, it takes two 15-inch back steps, halts, and executes dress right. When at close interval, all ranks will execute at close interval, dress right dress in place of dress right dress.

3. The platoon commander verifies alignment as for dress right dress, except that he/she will verify the 70-inch distance between ranks by taking two 30-inch steps and one 10-inch step when moving from one rank to the next. After verifying the alignment of the rear rank, he/she faces to the right in marching, marches 3 paces beyond the front rank, and 1 pace to the guide's right, halts, faces to the left, and commands **"Ready, FRONT"** and **"COVER."** The platoon responds to these commands in the same manner as when they are given following dress right dress.

a. If the platoon is about to be inspected the platoon commander, after the command **"COVER"** will take one step to the front so that he/she is 3 paces directly in front of the guide, and then execute a right face. From this position the platoon commander reports the platoon to the inspecting officer.

b. If the platoon is to stack arms, the platoon commander, on his/her command **"COVER"** will return by the most direct route to post 6 paces and centered in front of the platoon. The commands for stack arms would then be given, paragraph 9018.

9017. TO CLOSE RANKS

1. The purpose of this movement is to decrease the distance between opened ranks to a normal distance (40 inches). It may only be given when the platoon is at attention at open ranks. The command is **"Close Ranks, MARCH."** It should be given immediately after the reason for opening ranks is accomplished, and before the platoon is given further drill movements or dismissed.

2. On the command of execution **"MARCH,"** the front rank stands fast while the second rank takes one 30-inch step to the front and halts. At the same time, the third rank takes two 30-inch steps to the front and if there is a fourth squad, it takes 3 steps and halts. Each individual maintains cover and alignment while moving. No dressing movements are executed.

3. The platoon commander may give the command to close ranks when:

a. After the platoon is inspected, the platoon commander returns to a position 3 paces in front of the guide and halts facing to the front. It is from this position that the inspecting officer would critique the inspection. The platoon commander would exchange salutes with the inspection officer and after that officer has departed, the platoon commander would face to the left and then command **"Close Ranks, MARCH."** The platoon commander, on the command **"MARCH,"** then moves to his/her position 6 paces and centered on the platoon.

b. After the platoon has taken arms, paragraph 9019, the platoon commander would command, **"Close Ranks, MARCH"** from his/her position 6 paces and centered in front of the platoon.

9018. TO STACK ARMS

1. The purpose of this movement is to temporarily relieve the platoon of its weapons. It may be executed when the platoon is halted in line. The command is **"Stack, ARMS;"** however, this command must be preceded by preliminary commands in order to prepare the platoon to stack arms. Assuming the platoon is halted in line at normal interval, the sequence of commands will be **"Count, OFF," "NUMBERS 3, 7, AND 11 ARE STACKMEN;" "Prepare, SLINGS;" "Open Ranks, MARCH;" "Ready, FRONT;" "COVER;"** and then **"Stack, ARMS."**
2. On the command **"Count, OFF,"** the platoon counts off as prescribed in paragraph 9006.
3. Stackmen are designated by file number with the command, **"NUMBERS 3, 7, AND 11 ARE STACKMEN."** In other words the number 3, 7, and 11 persons in each squad are designated as stackmen. Additional stackmen may be designated if the platoon has enough additional rifles to warrant it. The numbers 3, 7, and 11 are used to preserve fire team integrity for each weapons stack. If the squads are not divided into fire teams, numbers 2, 5, 8, and 11 may be designated stackmen. This reduces the number of extra weapons that must be added to the stacks.
4. On the command **"Prepare, SLINGS,"** the designated stackmen place the butt of their rifles on their right hip and cradle them in the crook of their right arm. They then adjust their slings to form a 4-inch loop next to the upper sling swivel with the sling on the left side. As soon as they have prepared the loop, they return to order arms.
5. When all stackmen have returned to order arms the platoon commander commands **"Open Ranks, MARCH,"** and ranks are opened as prescribed in paragraph 9016. After the platoon is aligned the platoon commander commands, **"Ready, FRONT"** and **"COVER."** He/she then moves to his/her position 6 paces and centered on the platoon prior to giving the next command.
6. On the command **"Stack, ARMS,"** the designated stackmen place their weapons directly in front of and centered on their bodies with the sights to the rear. The heel of the rifle butt is placed on the ground on line with the toes of their shoes. Each stacker grasps the rifle at the upper portion of the handguard with the left hand, keeping the rifle vertical. The first two fingers of the left hand hold the inner part of the loop against the rifle. The stacker reaches across the front of the rifle with the right hand, grasps the outer part of the loop and holds it open for insertion of the rifles. (See figure 8-9.) At the same time, the individuals to the left and right of the stackmen perform the following movements simultaneously:
 - a. The individuals on the stackmen's right raise and center their weapons by bringing their right wrists to shoulder height and centered on their bodies, magazine wells face the front. They then grasp the handguards (midway) with their left hands, release their right hand and re-grasp the weapon at the small of the stock. Arms are then lowered to a dead hang, so that the weapons are held in a horizontal position with the muzzles to the left and magazine wells still to the front. (See figure 8-9.)
 - b. The individuals on the stackmen's left raise and center their weapons by bringing their right wrists to shoulder height and centered on their bodies, magazine wells face the front. They then grasp their weapons at the small of the

stock with their left hands, release their right hands and re-grasp the handguards (midway). Arms are lowered to a dead hang so that the weapons are held in a horizontal position with the muzzles to the right and the magazine wells still to the front. (See figure 8-9.)

c. As soon as the stackmen have placed their rifles in position, both the individuals to the right and left move their feet 18 inches in the oblique toward the stackmen. The individuals on the stacker's left insert the muzzles of their rifles into the loops to a point approximately halfway between the compensator and the front sight. They hold their weapons in this position until the individuals on the stacker's right insert the muzzles of their rifles in a similar manner but above the other rifle in each loop. (See figure 8-10.)

d. The butts of the rifles inserted into the loops are swung outward and down to the ground until the stacks are tight with the rifle butts on line and approximately 2 feet forward of the stackmen's rifles. The rifles rest on the side of the butts with the pistol grips pointing inboard toward each other. As each stack is completed, all three individuals stand up at the same time and resume the position of attention. (See figure 8-11.)

e. Extra rifles are passed to the nearest stacks on the right. Individuals holding extra rifles grasp the barrels of their rifles, raise them vertically and then extend their right arms horizontally to the right front. The persons to the right grasp the weapons at the handguard, center them on their bodies, grasp the barrels with their right hands and extend their right arms horizontally to the right front. This action is repeated until the rifles reach the stackmen. The stackmen lean the rifles against the stacks in such a manner as to prevent them from falling or knocking the stacks over.

f. If the numbers 3, 7, and 11 were stackmen, the squad leaders would then pass their rifles to the stacker. The squad leaders pass their rifles to the first stack on the left by raising the weapon with the right hand to a position centered on the body. They then grasp the weapon with the left hand at the handguards and pass the weapon the left by extending the left arm horizontally to the left front. The individual to the squad leader's left then grasps the rifle at the barrel with the right hand, centers it on the body, grasps the handguards with the left hand and passes it to the stacker.

g. After the squad leader of the front rank has passed his/her weapon, the guide would then pass his/her weapon to the stacker in the same manner as the squad leaders.

9019. TO TAKE ARMS

1. The purpose of this movement is to recover arms that have been stacked. It may be executed only when the platoon has fallen back in on the weapons stacks. The command is **"Take, ARMS."**

2. On the command of execution **"ARMS,"** if there are extra arms they are passed back in a reverse order and manner of the way they were passed to the stacks. When extra arms have been passed back, or if there were no extra arms, the stackmen grasp their rifles and hold the loops in the same manner as was done for stacking arms. The individuals to the left and right step in the oblique, reach down and

re-grasp their weapons and bring them to a horizontal position. Weapons are freed from the loops, individuals on the right first, and order or unsling arms is assumed. Stackmen cradle their rifles and adjust slings to their original position and then assume the order or unsling arms position.

3. Once everyone is at the position of order or unsling arms, the command **"Close Ranks, MARCH"** is given.

9020. TO FORM FOR PHYSICAL DRILL

1. The purpose of the movement is to form the platoon for physical exercise. It may be executed when the platoon is halted at attention and in a column of threes or fours at normal interval. If armed with rifles, they will be at order arms. The sequence of commands are: **"From Front to Rear, Count, OFF;" "Take Interval to the Left, MARCH;" "Arms, DOWN;"** and **"Even Numbers, To the Right, MOVE."** To reform to a column the commands are **"Assemble, MARCH"** and **"COVER."**

2. The command **"From Front to Rear, Count, OFF"** is given by the platoon commander in order to designate odd and even ranks. It is executed as prescribed for counting off in column.

3. The next command is **"Take Interval to the Left, MARCH."** This movement is different from the movement described in paragraph 9012, which is executed when the platoon is in line formation. With the platoon in column, the extended interval is set by designating the number of steps the members of each squad take to the left.

a. On the command of execution **"MARCH,"** all members of the squad on the right flank (third squad if it is a three squad platoon, fourth squad if it is a four squad platoon) and the guide, will cover in file, stand fast and each member extends both arms sideways at shoulder height, palms down with fingers extended and joined. If armed with rifles each member will grasp the barrel of the rifle with the right hand and raise it to shoulder height with the pistol grip and magazine well facing the front. This squad forms the base of the movement.

b. At the same time, the members of each squad to the left of the base squad will face to the left as in marching and take two, four, or six (if it is a four squad platoon) 30-inch steps respectively. Upon completing their designated number of steps, they will halt, execute a right face, will cover in file, stand fast, and extend their arms to the side at shoulder height in the same manner as the right file. If armed with rifles the rifles are carried at trail arms during movement and then raised in the same manner as the right file.

c. At the command **"Arms, DOWN,"** the arms are lowered smartly to the side and if armed with rifles the position of order arms is assumed.

4. On the command **"Even Numbers to the Right, MOVE,"** all even numbered individuals and the guide will move to their right to the middle of the interval between files. This will be done by swinging the right leg to the right and springing off the left foot. The movement should be completed in one hop. If armed with rifles the weapon is brought to trail arms and held against the right leg during movement. Once in position, even numbered members cover and assume the position of attention. Odd numbered members do not move. From this position physical drill may be executed without the danger of collisions between individuals.

5. Upon the completion of physical drill, the command **"Assemble, MARCH"** is given. On the command of execution, the odd numbered members of the base squad stand fast. Even numbered members of the base squad step left in marching and double time to their positions covered on the odd numbered members of the base squad and the guide will return to a position in front of the base squad leader. At the same time, all other members will face right as in marching and, at a double time cadence, reassemble in column at normal interval and stand fast. The platoon commander would then give the command of **"COVER"** in order for the platoon to quickly pick up its alignment and cover.

6. The platoon commander, once the platoon is in column, gives all commands from a position 6 paces in front of, centered on and facing the column. He/she makes those movements necessary to maintain this position during the execution of the movement(s).

9021. TO CHANGE THE DIRECTION OF A COLUMN

1. The purpose of this movement is to change the direction of march of a column. It may be executed when the platoon is halted or marching in column at normal or close interval. The command is **"Column Right (Column Left, Column Half Right or Column Half Left), MARCH."** The base element during the turn is the squad on the flank in the direction of the turn. The leading member of the base squad, excluding the platoon commander and guide, establishes the pivot for the movement.

2. When marching, the commands of execution are given on the foot in the direction of the turn. On the command of execution **"MARCH,"** the leading member of the base squad takes one more 30-inch step to the front and then pivots 90 degrees to the right (left) on the ball of the left (right) foot. He/she then takes one 30-inch step in the new direction before beginning to half step. At the same time other members of the leading rank execute a right (left) oblique. They step in this direction until they are on line with the new line of march (normally two, four and six steps respectively) and then execute a second right (left) oblique. The original interval is maintained while in the oblique. Stepping out of the second oblique with a 30-inch step, they begin to half step as soon as they are aligned on the base squad leader. When all members of the same rank have come abreast, everyone in that rank resumes a full step. Ranks in rear of the leading rank execute the pivot movements on the same points and in the same way as the leading rank. (See figure 9-5.)

3. When halted, at the command of execution **"MARCH,"** the leading member of the base squad faces to the right (left) as in marching and takes one 30-inch step in the new direction with the right (left) foot. At the same time other members of the leading rank step off in the right (left) oblique. Members behind the lead rank step off to the front as in forward march. The remainder of the movement is executed the same as in marching.

4. During column movements, the platoon commander and guide execute either an oblique or a 90-degree pivot (depending on the direction of the movement) on the command of execution. After completing their turn, they adjust their line of march so that they are in front of the appropriate squad.

5. For slight changes of direction, the command is **"INCLINE TO THE RIGHT (LEFT)."** At that command, the guide changes direction as commanded. This is not a precision movement and is executed only while marching.

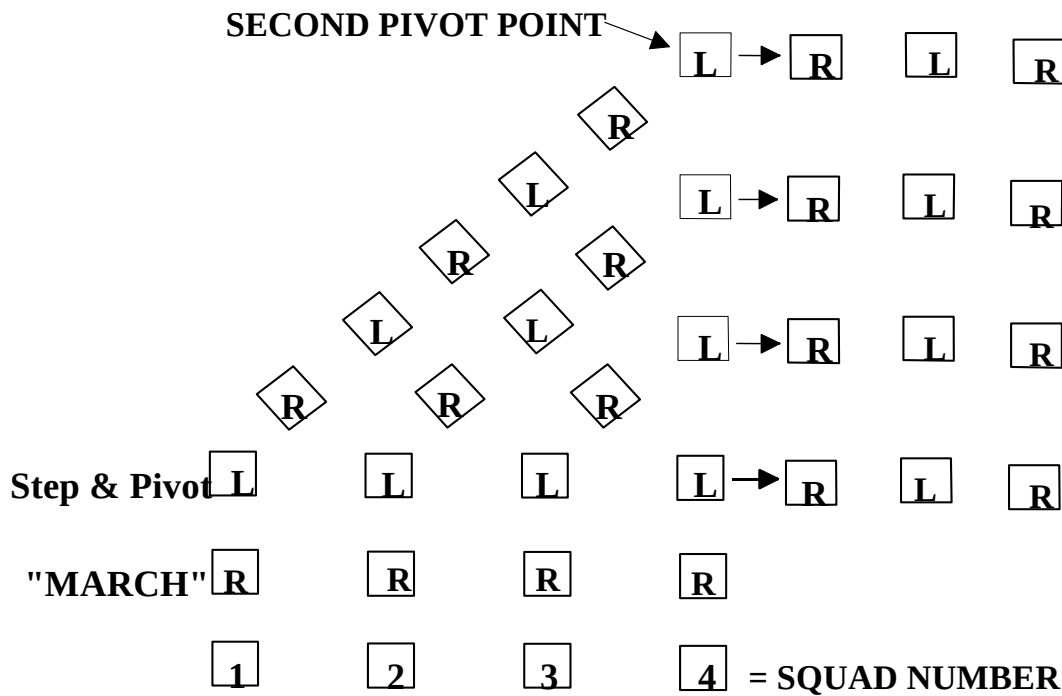


Figure 9-5.--Executing Column Right (Left).

9022. TO MARCH TO THE FLANK

1. The purpose of this movement is to march the platoon to the right or left flank for a short distance. It may be executed from any formation that is marching at quick time or double time cadence. The command is **"By the Right (Left) Flank, MARCH."** The command of execution is given as the foot in the direction of the turn strikes the deck.

2. To execute a right flank when marching at quick time, the command is **"By the Right Flank, MARCH."** On the command of execution **"MARCH,"** everyone takes one more 30-inch step to the front with the left foot and then pivots 90 degrees to the right on the ball of the left foot. Stepping out of the pivot with a 30-inch step, the entire platoon marches in line to the right flank. The platoon commander and guide execute the flanking movement with the platoon, but do not change their position within the platoon. (For the one exception to this, see paragraph 10011.) For the platoon to resume marching in the original direction, the command is **"By the Left Flank, MARCH."** To march to the left flank, substitute left for right and right for left in the above sequence. **No other command may be given when marching to the flank until the unit has resumed marching to the original front.** (See figure 9-6.)

3. When this movement is executed from a column at close interval, squad(s) to the rear of the squad that becomes the leading squad takes up the half step. They resume a full step as soon as a 40-inch distance has opened between squads. After such a movement, the platoon maintains normal interval until close march is commanded.

4. When marching at double time, on the command of execution **"MARCH,"** everyone takes two more 36-inch steps to the front and then two 6-inch vertical steps in place at double time cadence. While stepping in place, everyone turns 90 degrees toward the direction commanded and then steps off with a 36-inch step in the new direction.

5. When the platoon executes flank movements from a column at close interval, squad(s) to the rear of the squad that becomes the leading squad, will take up a half step. They resume a full step as soon as a 40-inch distance has opened between squads. After such a movement, the platoon maintains normal interval until close march is commanded.

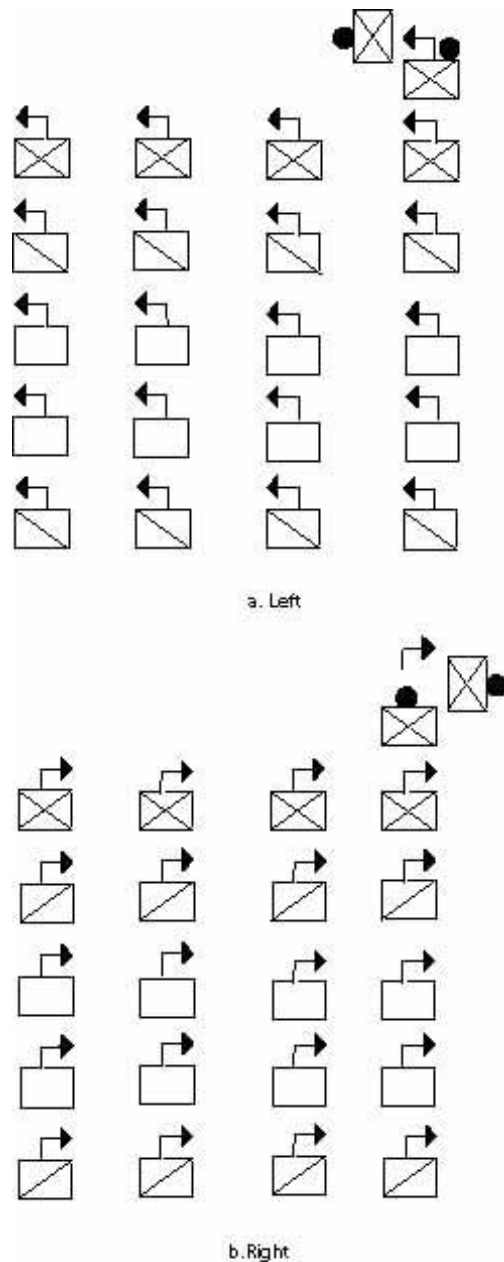


Figure 9-6.--Right (Left) Flank.

9023. TO MARCH IN THE OBLIQUE

1. The purpose of this movement is to shift the line of march to the right or left for a short distance and then resume marching in the original direction. It may be executed from any formation that is marching at quick time cadence. The command is **"Right (Left) Oblique, MARCH."** The word oblique is pronounced to rhyme with strike. The command of execution is given as the foot in the direction of the turn strikes the deck. The command to resume the original direction of march is **"Forward, MARCH."** The command of execution is given as the foot toward the original front strikes the deck.

2. To teach the platoon to march to the oblique, the instructor aligns the unit and has members face half right (left). The instructor then explains that these positions are maintained when marching to the oblique. This is achieved by individuals keeping their shoulders parallel to the persons in front and/or adjacent to them. The individual at the corner of the platoon towards the direction of the oblique is the base of the movement, and must maintain a steady line of march keeping his/her other shoulders blocked perpendicular to the direction of march.

3. To march the platoon in the right oblique, the command is **"Right Oblique, MARCH."** On the command **"MARCH,"** everyone then takes one more 30-inch step to the front with the left foot and pivots 45 degrees to the right on the ball of the left foot. Stepping out of the pivot with a 30-inch step, the entire platoon marches to the right oblique until given another command. (See figure 9-7.) For the platoon to resume marching in the original direction, the command is **"Forward, MARCH,"** in this case the command of execution will be given as the left foot strikes the deck. Everyone then takes one more step in the oblique direction with the right foot; pivots back to the original front and continue to march. To march to the left oblique, substitute left for right and right for left in the above sequence.

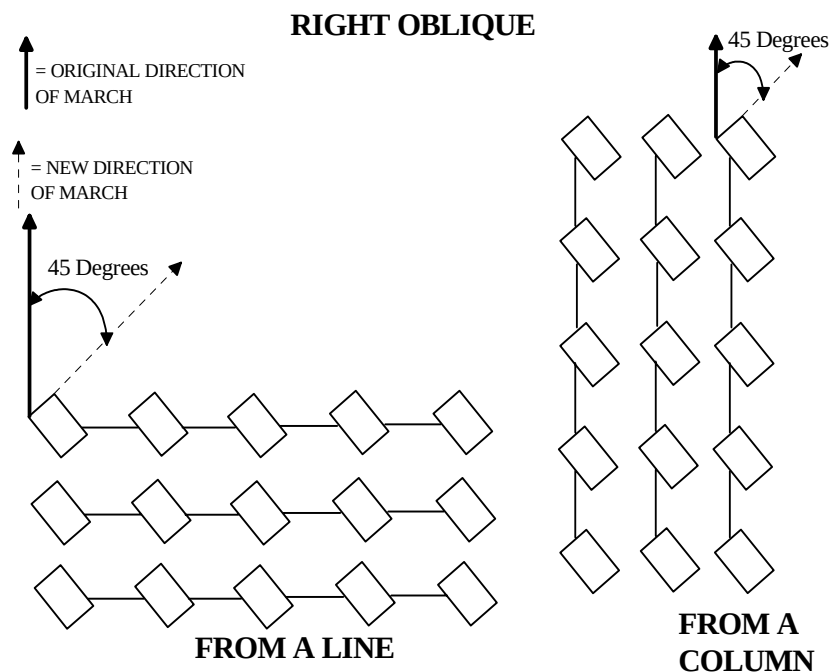


Figure 9-7.--Marching to Right Oblique.

4. To halt the squad facing in the original direction of march the command is **"Platoon, HALT."** The command of execution **"HALT"** is given on the left foot when marching to the right oblique, and on the right foot when marching to the left oblique. At the command **"HALT,"** everyone takes one more step in the oblique direction, pivots to the original front on the toe of the right (left) foot, and places the left (right) foot beside the other at the position of attention.
5. To temporarily halt the squad in the oblique direction, in order to correct errors, the command is **"In Place, HALT."** The command of execution **"HALT"** may be given as either foot strikes the deck. At the command of execution **"HALT,"** the squad halts in two counts as in quick time and remains facing in the oblique direction. The only command that can be given after halting in place is **"Resume, MARCH."** At that command the movement continues marching in the oblique direction.
6. When given half step or mark time while marching in the oblique, the only commands that may be given are, **"Resume, MARCH,"** to continue marching with a 30-inch step in the oblique; or **"In Place, HALT."** to halt in the oblique in order to correct errors.

9024. TO MARCH TO THE REAR

1. The purpose of this movement is to march the platoon to the rear for a short distance. It may be executed when halted or marching forward at quick time or double time. The command is **"To the Rear, MARCH"** it will be given as the right foot strikes the deck.
2. When halted, on the command of execution **"MARCH,"** everyone takes one 15-inch step to the front with the left foot and then pivots 180 degrees toward the right on the balls of both feet. Stepping out of the pivot with a 30-inch step, the entire platoon marches to the rear. For the platoon to resume marching in the original direction, the command **"To the Rear, MARCH"** is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.
3. When marching at quick time, on the command of execution **"MARCH,"** everyone takes one more 15-inch step to the front with the left foot and then pivots 180 degrees toward the right on the balls of both feet. Stepping out of the pivot with a 30-inch step, the entire platoon marches to the rear. For the platoon to resume marching in the original direction, the command **"To the Rear, MARCH"** is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.
4. When marching at double time, on the command of execution **"MARCH,"** everyone takes two more 36-inch steps to the front and then four 6-inch vertical steps in place at double time cadence. On the first and third steps in place, everyone pivots 180 degrees to the right. After the fourth step in place, and for the fifth step, they step off with a 36-inch step in the new direction. For the platoon to resume marching in the original direction, the command **"To the Rear, MARCH"** is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.

9025. TO FORM A COLUMN OF TWOS OR FILES AND REFORM

1. The purpose of these movements is to diminish the front of the platoon in column. They may be executed when the platoon is halted at attention in column of threes or fours, and when at normal or close interval. Squads may be taken from either the right or left side of the platoon. The command to form a column of twos is **"Column of Twos from the Right (Left), MARCH."** The command to form a column of files is **"Column of Files from the Right (Left), MARCH."** When the squad leaders give supplemental commands they turn their head and eyes toward the direction of the movement, give the supplemental command, and turn their head and eyes back to the front. When commanding, **"Squad, HALT,"** the squad leaders turn their head and eyes in the direction of the halted element, regardless of the direction of the movement.

2. When forming a column of files or twos and reforming to threes (fours) it is important to note, in order to keep from inverting the platoon, that:

a. If a column of twos or files were taken FROM the LEFT, then a column of threes (fours) must be formed TO the RIGHT.

b. If a column of twos or files were taken FROM the RIGHT, then a column of threes (fours) must be formed TO the LEFT.

3. When in a Column of Threes, to Form a Column of Twos and Reform

a. On the preparatory command **"Column of Twos from the Right,"** the squad leaders give the following supplementary commands: the two right squad leaders turn their head and eyes to the right give the supplemental command **"Forward,"** the left squad leader turns his/her head and eyes to the left and gives the supplemental command **"Column of Twos to the Left."** The guide remains in position. On the platoon commander's command of execution **"MARCH,"** the two right squads march forward; the left squad forms a column of twos to the left as prescribed in squad drill. (See paragraph 8014.) Then, on commands of its squad leader, the remaining squad executes a column half right and a column half left so as to follow the two leading squads at normal distance in column. (See figure 9-8.)

b. To reform into a column of threes the command is **"Column of Threes to the Left, MARCH."** On the preparatory command, the two lead squad leaders turn their head and eyes to the left and give the supplementary **"STAND FAST."** The remaining squad leader then turns his/her head and eyes to the left and commands **"Column of Files from the Right"** and **"Column Half Left."** On the platoon commander's command of execution **"MARCH,"** the two leading squads stand fast; the rear squad forms single file from the right.

(1) The squad leader steps half left in marching turns his/her head and eyes to the right and quickly commands **"Column Half Right, MARCH,"** and executes the command so as to be marching to the left of and parallel to, the lead squads. He/she would continue to march forward until nearing the lead squad leaders, at which time the squad leader turns his/her head and eyes to the right and gives the command **"Squad, HALT."** The squad is halted so that it is aligned with, and the proper interval from, the two lead squads. (See figure 9-8.)

(2) The remaining members of the squad step off by twos (two and three; four and five; six and seven; etc.) in the left oblique. The even numbered members of the squad take one step in the left oblique and pivot back to the original direction of march, following the squad leader. The odd numbered members of the

squad take three steps in the left oblique and pivot back to the original direction of march, following the squad leader. The steps in the oblique may be adjusted so as to obtain proper interval from the two lead squads.

c. To form a column of twos from the left and reform to a column of threes to the right, use the same procedure as described in paragraph 9025.3b above substituting left for right and right for left. On the platoon commander's preparatory command of **"Column of Twos from the Left,"** the guide changes position to be in front of the second squad leader. When reforming to threes, after all squads have halted, the guide moves back in front of the third squad leader.

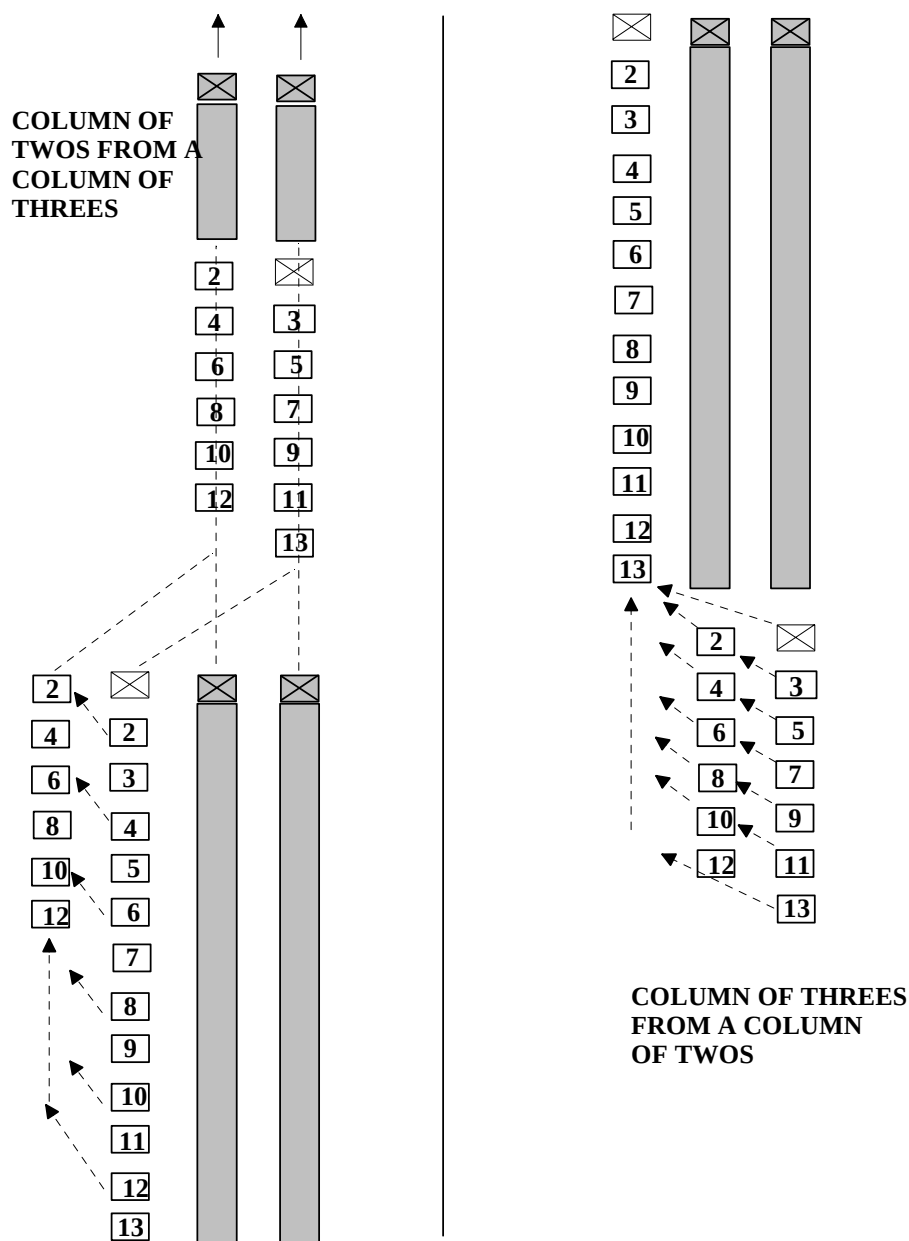


Figure 9-8.--Column of Twos from Column of Threes and Reform.

4. When in a Column of Fours, to Form a Column of Twos and Reform

a. To form a column of twos from a column of fours the command is **"Column of Twos from the Right, MARCH."** On the preparatory command **"Column of Twos from the Right,"** the squad leaders give the following supplementary commands: the two right squad leaders simultaneously turn their head and eyes to the right and give the supplemental command **"Forward."** Then the two left squad leader simultaneously turn their head and eyes to the right and give the supplemental command **"STAND FAST."** The guide remains in position. On the platoon commander's command of execution **"MARCH,"** the two right squads march forward; the two left squads stand fast. When the two left squad leaders are about to be passed by the end of the two right squads they simultaneously turn their head and eyes to the right and command **"Column Half Right, MARCH."** They then step half right in marching, and in unison, command **"Column Half Left, MARCH"** so to follow the two leading squads at the proper distance. (See figure 9-9.)

b. To reform from a column of twos to a column of fours the command is **"Column of Fours to the Left, MARCH."** On the preparatory command **"Column of Fours to the Left,"** the squad leaders give the following supplementary commands: the two lead squad leaders simultaneously turn their head and eyes to the left and command **"STAND FAST;"** the two rear squad leaders then simultaneously turn their head and eyes to the left and command **"Column Half Left."** On the command of execution **"MARCH:"**

(1) The two lead squads stand fast.

(2) The two rear squads execute a column half left from the halt. The two squad leaders then simultaneously turns their head and eyes to the right and command **"Column Half Right, MARCH"** so to be marching to the left of and parallel to the lead squads. They would continue to march forward until nearing the lead squad leaders, at which time the squad leader simultaneously turn their head and eyes to the right and give the command **"Squad, HALT."** The squads are halted so that it is aligned with, and the proper interval from the two lead squads.

c. To form a column of twos from the left and reform to a column of fours to the right, use the same procedure as described in paragraph 9025.4b above substituting left for right and right for left. On the platoon commander's preparatory command of **"Column of Twos from the Left,"** the guide changes position to be in front of the second squad leader. When reforming to fours, after all squads have halted, the guide moves back in front of the fourth squad leader.

5. When in a Column of Threes, to Form a Column of Files and Reform

a. On the preparatory command **"Column of Files From the Right,"** squad leaders turn their head and eyes to the right and give the following supplementary commands. The third squad leader commands **"Forward."** The remaining squad leaders command **"STAND FAST."** The guide remains in position. On the platoon commander's command of execution **"MARCH,"** the third squad marches forward; the remaining squads stand fast, then as the fourth to the last member of the squad to the right is about to pass their position the squad leader. (See figure 9-10.)

(1) The second squad leader turns his/her head and eyes to the right and commands **"Column Half Right, Column Half Left, MARCH."** The squad leader on his/her own command of execution **"MARCH,"** steps in the right oblique then pivots back to the left, so as to march at normal distance in single file behind the leading squad. The remaining squad members march forward and execute the pivots on the same point as established by the squad leader.

(2) The first squad leader turns his/her head and eyes to the right and commands **"Column Half Right, MARCH"** and **"Column Half Left, MARCH,"** so as to march at normal distance in single file behind the leading squad.

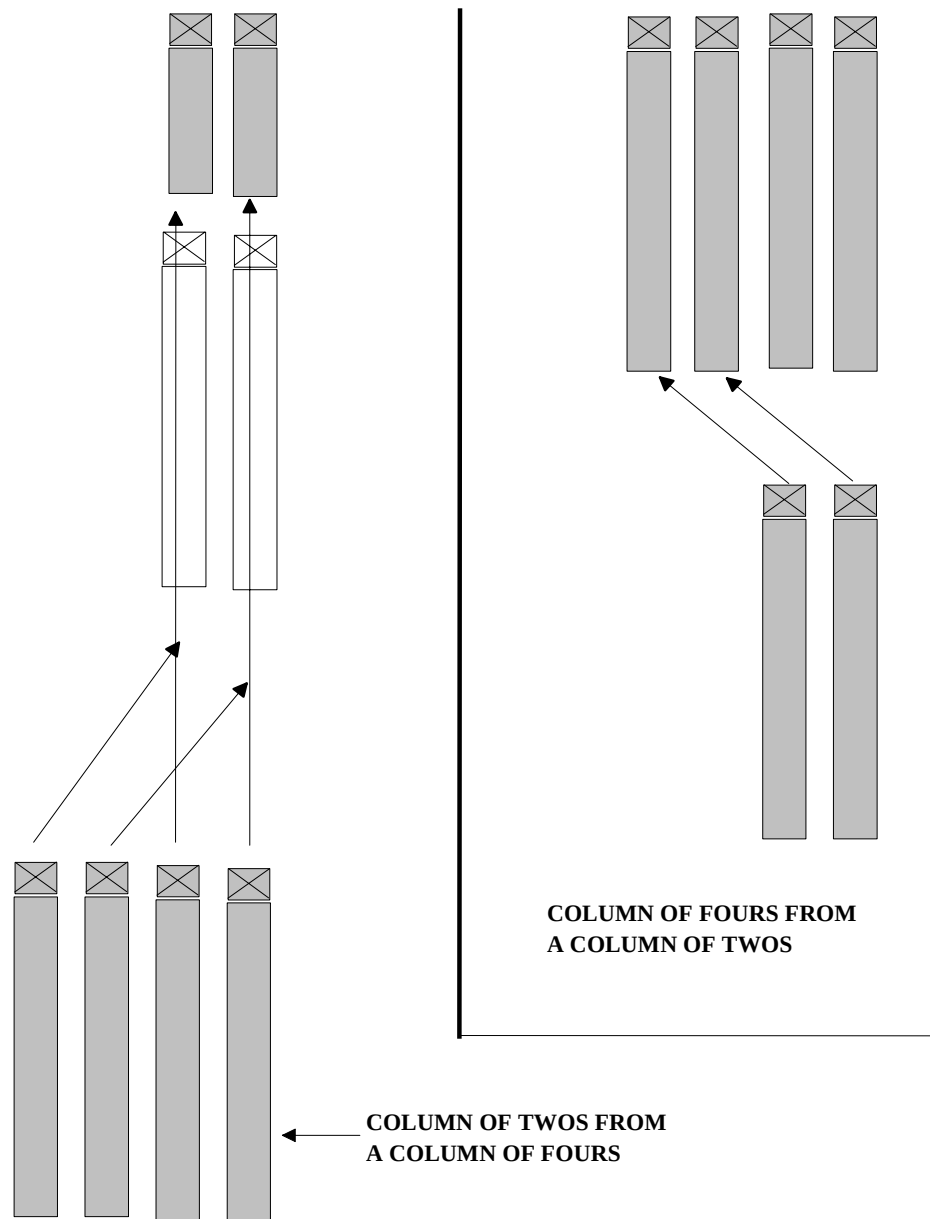


Figure 9-9.--Column of Twos from Column of Fours and Reform.

b. To reform into a column of threes, the command is **"Column of Threes to the Left, MARCH."** On the preparatory command, squad leaders, in sequence, give the following supplementary commands: the third squad leader turns his/her head and eyes to the left and commands **"STAND FAST;"** the second squad leader turns his/her head and eyes to the left and commands **"Column Half Left, Column Half Right;"** and the first squad leader turns his/her head and eyes to the left and commands **"Forward."** On the platoon commander's command of execution **"MARCH:"**

(1) The leading squad stands fast.

(2) The second squad leader takes one step in the left oblique then pivots back to the right, so as to be marching to the left of and parallel to the lead squad. The remaining squad members march forward and execute the pivots on the same point as established by the squad leader. The squad leader would continue to march forward until nearing the lead squad leader, at which time he/she turns his/her head and eyes to the right and gives the command **"Squad, HALT."** The squad is halted so that it is aligned with, and the proper interval from the two lead squads.

(3) The first squad marches forward until approaching the end of the lead squad. The squad leader then turns his/her head and eyes to the left and commands, **"Column Half Left, MARCH."** The squad leader then turns his/her head and eyes to the right and commands **"Column Half Right, MARCH"** in order to place his/her squad to the left of and at proper interval from the second squad. The squad would continue to march forward until nearing the second squad leaders, at which time the squad leader turns his head/her and eyes to the right and gives the command **"Squad, HALT."** The squad is halted so that it is aligned with, and the proper interval from the two lead squads.

c. To form a column of files from the left and reform to a column of threes to the right, use the same procedure as described in paragraphs 9025.5b(2) and (3) above substituting left for right and right for left. On the platoon commander's preparatory command of **"Column of Files from the Left,"** the guide changes position to be in front of the first squad leader. When reforming to threes, after all squads have halted, the guide moves back in front of the third squad leader.

6. Forming a column of files and reforming when in a column of fours is executed in a similar manner as when in a column of threes.

7. When marching in column of twos, the platoon commander is ahead of the left file and the guide is in front of the right file. When marching in single file, the guide leads the platoon, the platoon commander marches abreast of and to the left of the guide. If executing the movements for practice or instructional purposes the platoon commander would position himself/herself where he/she could best supervise the platoon.

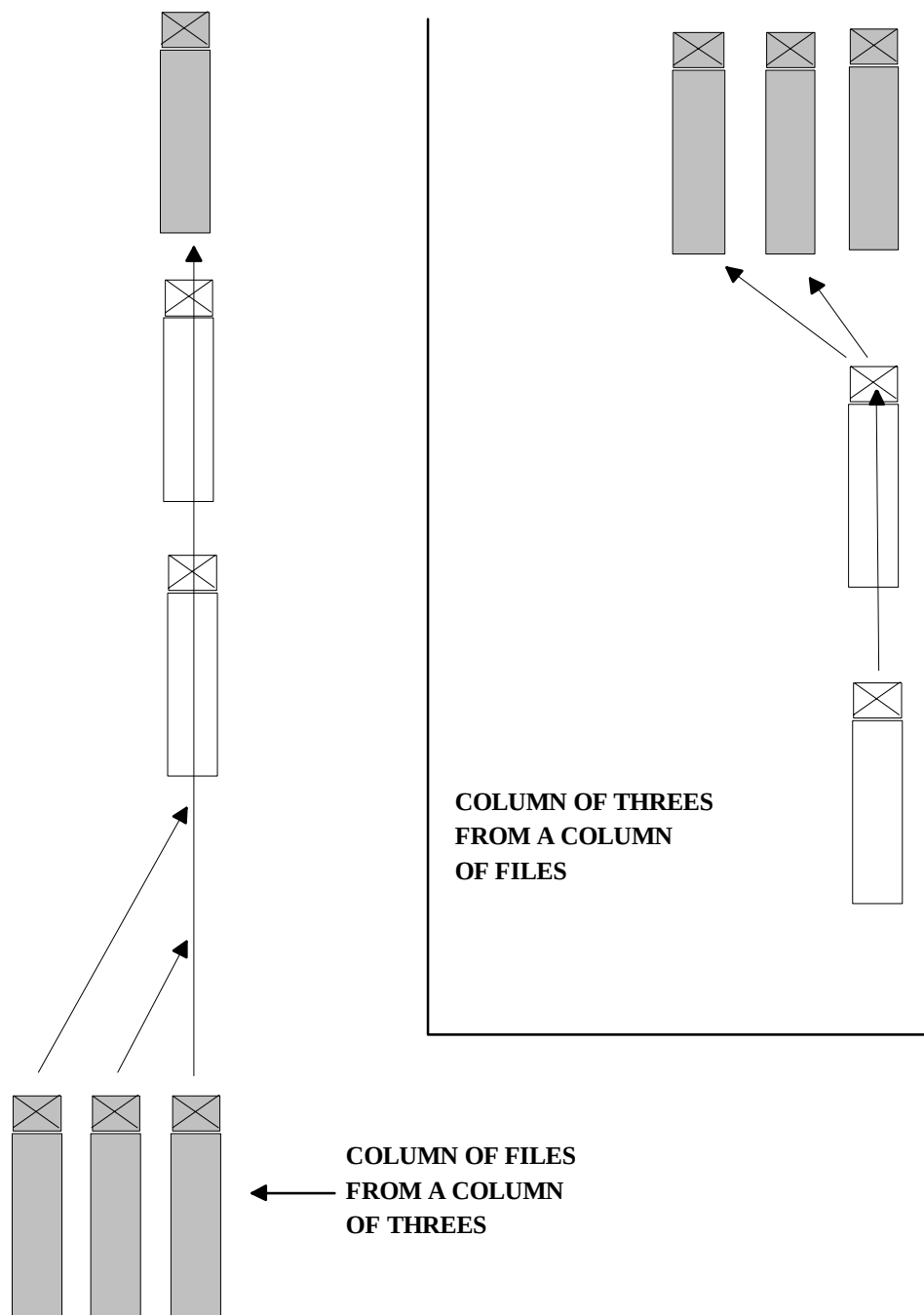


Figure 9-10.--Column of Files from Column of Threes and Reform.

MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 25

FUNERALS AND MEMORIAL SERVICES

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MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 25

FUNERALS AND MEMORIAL SERVICES

25000. GENERAL

1. When not contrary to orders and regulations, the extent to which the Naval service participates in a funeral depends upon the expressed wishes of the family of the deceased.
2. The composition and strength of the escort will be as prescribed in *U.S. Navy Regulations* or as modified by proper authority.
3. The military aspect of a funeral usually begins at one of the following places, home of the deceased, mortuary, railroad station, church or chapel, cemetery gates, or the grave. It may, however, begin at any designated place.
4. The ceremony starts when the escort first receives the remains. Before that, the body bearers may be detailed to conduct the remains wherever necessary.
5. In general, the escort receives the body at one of the following places:
 - a. The designated place and conducts it to the place of services and then to the grave.
 - b. The chapel before, and conducts it to the grave after the services.
 - c. The cemetery gates and conducts it to the grave.
 - d. The grave.
6. Each time the body bearers remove the remains:
 - a. The escort is brought to present arms.
 - b. The band renders prescribed honors, followed by appropriate music.
 - c. The pallbearers salute.
 - d. All observers in uniform, except the body bearers, salute.
 - e. All civilian-dressed Naval personnel, except women, uncover and hold the headdress over the heart with the right hand. Women place the right hand over the heart without uncovering.
7. When the national colors is draped on the casket, it shall be placed so the stars are at the head of the casket over the left shoulder of the deceased. Nothing shall rest on top of the national colors. The colors will be removed as the casket is being lowered into the grave, and in time so the colors will not touch the ground.
8. The casket is always carried foot first, except in the case of a clergyman whose casket is carried into and out of the church or chapel head first.

9. Pallbearers may walk or ride, depending upon the distance to be covered.
10. The senior pallbearer will give necessary cautionary commands to the others in a low voice. All salute at the command "**Present, ARMS**" when given by the escort commander.
11. The personal flag of a deceased general or flag officer will be carried immediately in front of the hearse or caisson. If he was a unit commander or ship's captain, the command or commission pennant will also be carried.
12. If the entrance to the cemetery prevents the hearse or caisson from entering, the procession halts, the casket is removed, and the procession proceeds again.
13. When the deceased is entitled, the minute gun salute prescribed by *U.S. Navy Regulations* is fired. The first gun fires as the body enters the cemetery. Three volleys are fired at 5-second intervals as the casket is lowered into the grave.
14. When the band is playing a hymn and it becomes necessary to stop, it continues until the next stanza ends.
15. Uniformed officers in an official capacity will wear a mourning band on the left sleeve. If armed with the sword, its hilt will be affixed with the mourning knot.

Note: No weapons to include swords will be worn or brought into the chapel.

16. Participation by fraternal or patriotic organizations is as follows:

- a. Fraternal or semi-military organizations of which the deceased was a member may participate in the service if desired by the immediate family.

- b. If the ritual is military or semi-military, the rites will begin immediately after the military ceremony. If it includes the firing of three volleys and "*Taps*," these features of the military ceremony may be postponed until their appropriate places in the ritual, at which times the military firing party and bugler may render the honors.

17. When the body has been cremated, casket, body, and remains, as used herein, refer to the container of the ashes.

- a. For all phases of the funeral in which the cremated remains are carried by hand, one enlisted man will be detailed to carry the receptacle. Four enlisted men will be detailed as flag bearers. When the receptacle is carried from a conveyance into the chapel, from the chapel to the conveyance, or from the conveyance to the grave, the flag bearers will follow the receptacle with the flag folded as prescribed in paragraph 7002.6 and carried by the leading flag bearer on the right.

- b. When the receptacle has been placed on the stand before the chancel of the chapel, or when placed in the conveyance, the flag will be folded and placed inside it. If the caisson is equipped with a casket container for the receptacle, the open flag will be laid on the container as prescribed for a casket.

c. When a hearse or caisson is not used, suitable transportation will be provided the receptacle bearer and flag bearers.

d. When the remains are to be conducted to a crematory and the ashes interred with military honors at a later time, the ceremony will consist only of the escort to the crematory. Arms will be presented as the body is carried into the crematory. Volley firing and "Taps" are omitted. If the funeral is held at the crematory and no further military honors are anticipated, the volleys will be fired (if local ordinances permit) and "Taps" sounded outside the crematory.

25001. DUTIES OF THE OFFICER IN CHARGE OF THE CEREMONY

1. The officer in charge should be detailed in sufficient time before the funeral to allow planning and prior arrangements. The officer in charge will confer with the clergy and funeral director. Together they will ensure that all necessary arrangements have been made. The chaplain will perform the duties of officer in charge of the ceremony in case no other officer is so designated.

2. As soon as the service in the church or chapel has begun, the officer in charge will:

a. Make sure the hearse or caisson is ready to receive the casket at the front entrance.

b. Ensure a conveyance for flowers is posted at the side or rear-entrance.

c. Arrange the cars for the clergy, pallbearers, and immediate family (if the procession is to ride) in the proper order. (See figure 25-1.)

d. Designate four of the body bearers to help carry the flowers out after the body has been placed in the conveyance. They should return through the side or rear door, at whichever the flower conveyance is parked. The remaining body bearers will secure the casket on the caisson or hearse. After the flowers have been moved, the four designated body bearers will take position in rear of the caisson or hearse.

3. When the body is transferred from the hearse to the caisson, the officer in charge will be in the vicinity. He will signal the escort commander when the transfer begins and when it is completed.

4. When the procession is in motion, the officer in charge will go to the grave and await the arrival of the funeral party. He will determine the positions for the band, escort, firing party (if separated from the escort), the bugler, and other units. Upon their arrival, he will direct these individuals and units to their proper positions at the grave.

5. After the units and individuals are in position at the grave, he will signal the body bearers to carry the remains from the conveyance and the band and escort to render the honors.

6. When the widow or mother of the deceased is unaccompanied, the officer in charge will escort her from the car to the grave. When practicable, he will remain with her to render assistance until completion of the commitment.

7. After the commitment service, he will deliver the folded national colors, used on the casket, to the family of the deceased.

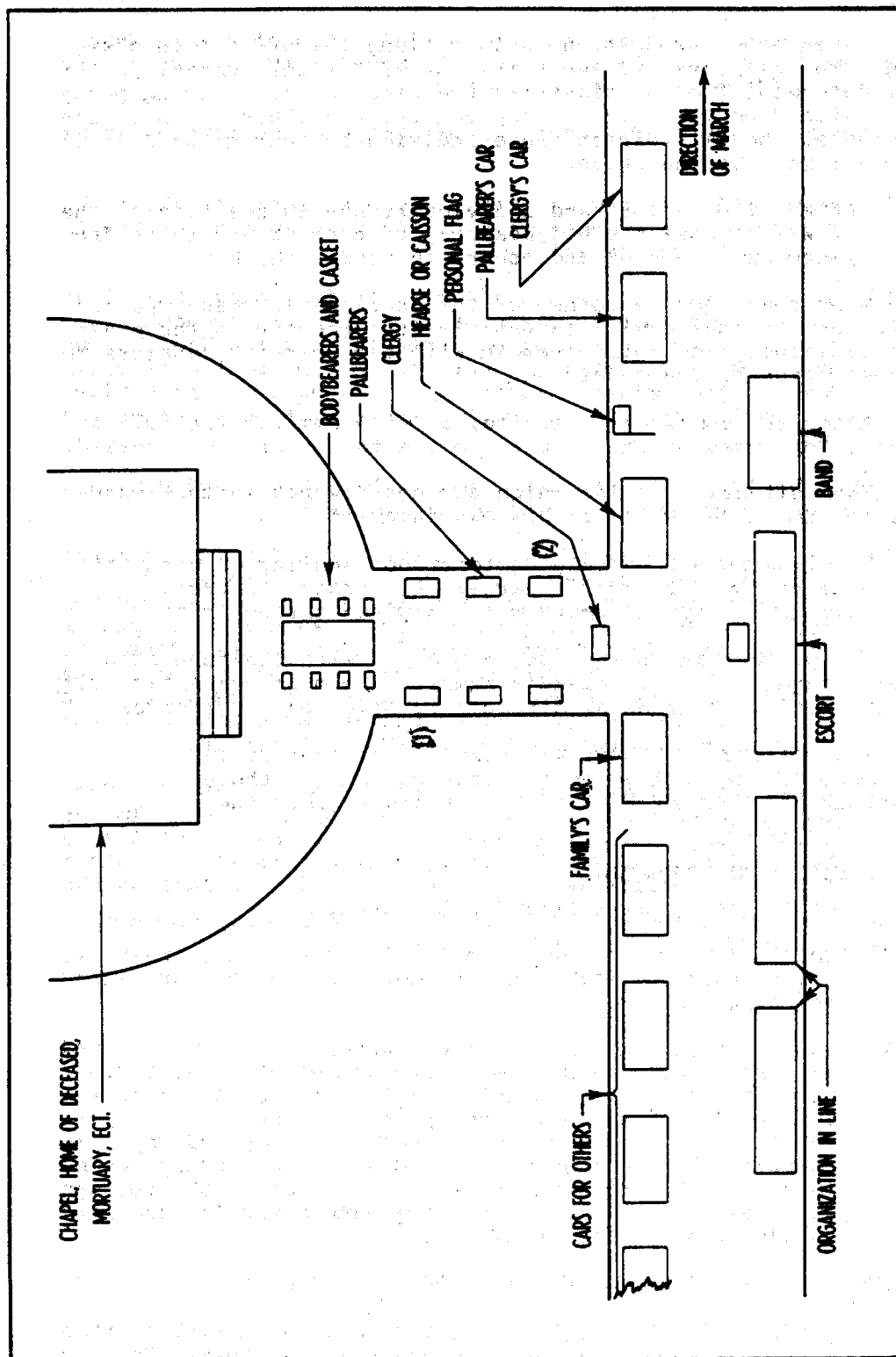


Figure 25-1.--Receiving the Remains from a Building.

8. When situations arise which are not covered in this Manual, the officer in charge will use his/her own judgment.
9. Final decisions pertaining to troop handling or movement will be made by the officer in charge. All orders to troops participating in a funeral party will be given through the officer in charge.
10. The officer in charge must cooperate with the funeral director engaged by the deceased's family. The officer in charge must not arbitrarily assume the duties the funeral director is being paid to perform.
11. The officer in charge will explain the nature and significance of the volleys to the next of kin, or those representing the next of kin, and ascertain whether the volleys are desired.

25002. RECEIVING THE REMAINS

1. Whenever the remains are received, the following procedure will govern. (See figures 25-1, 25-2, and 25-3.)



Figure 25-2a.--Pallbearers Entering; Leaving the Chapel.

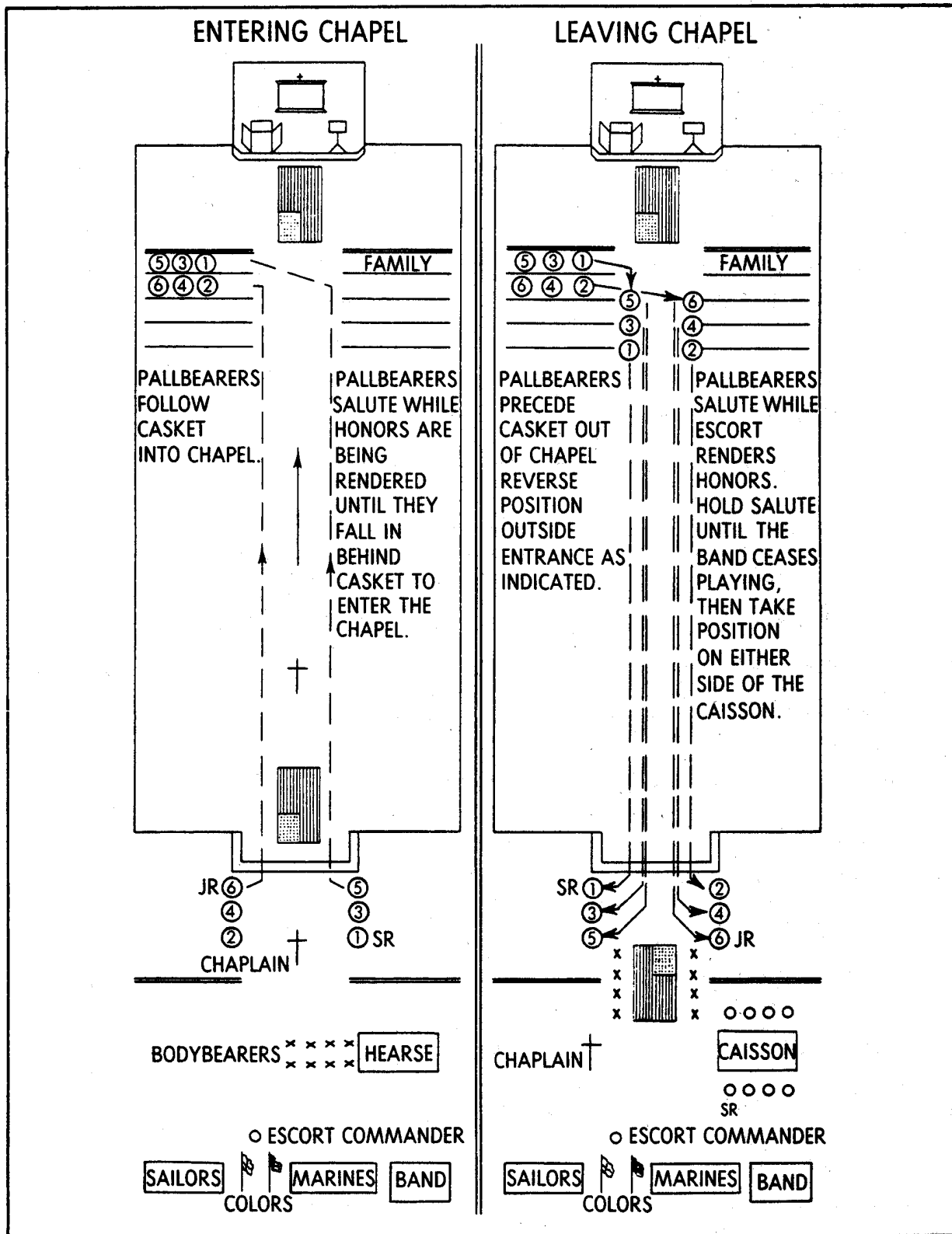


Figure 25-2b.--Entering Chapel; Leaving Chapel.

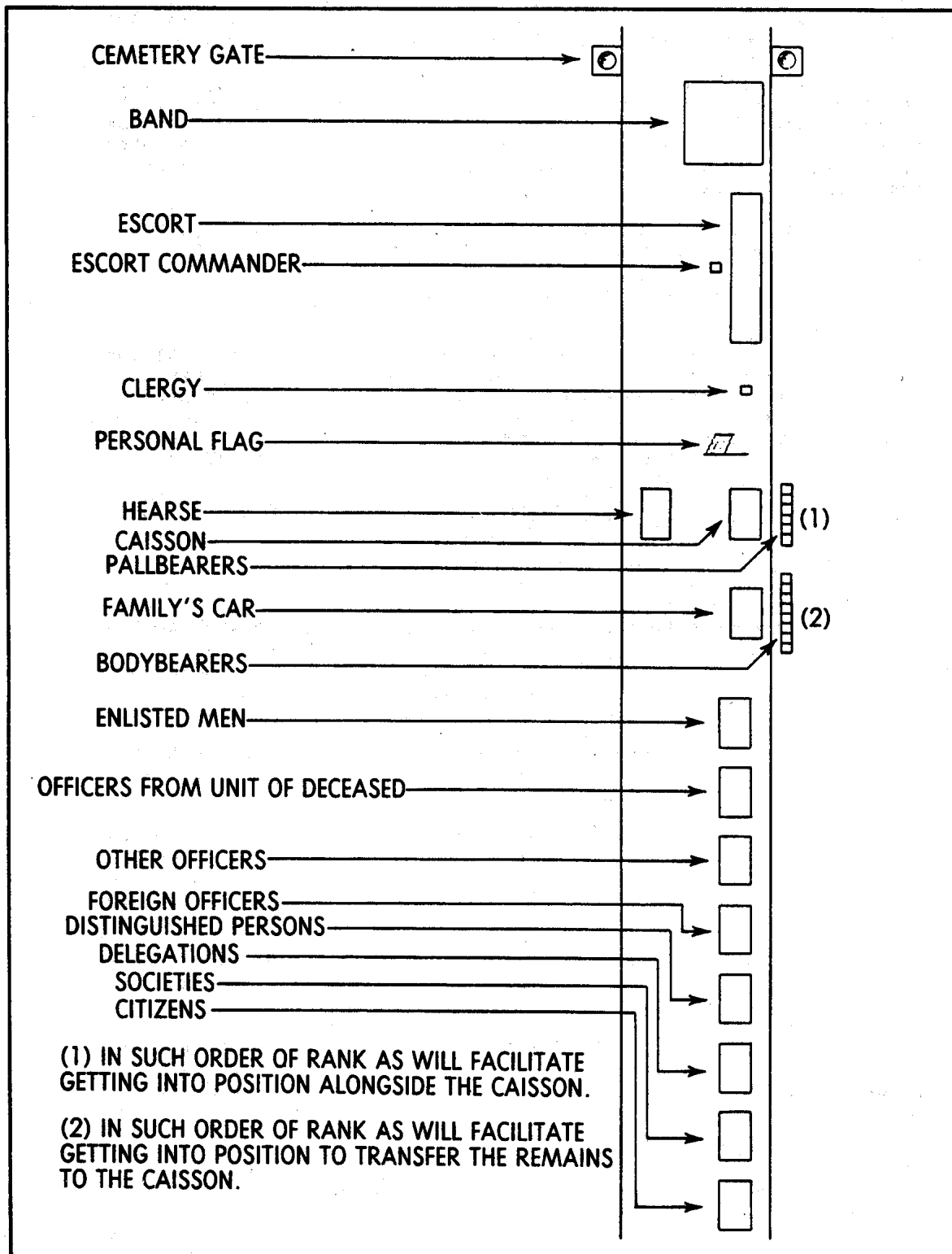


Figure 25-3.--Receiving Remains at Cemetery Gates
(Transferring Remains from Hearse or Caisson).

2. The escort is formed opposite the place where the remains are to be received. As they arrive, or when all is ready to receive the remains, the commander of the escort commands **"Present, ARMS."** After the remains have been received, the door to the hearse is closed, or the casket secured to the caisson, and the escort commander orders **"Order, ARMS."**

3. The band is formed on the flank toward which the escort is to march. At the command of execution for present arms by the escort commander, the band will render musical honors if the deceased is entitled to such honors. Following this, they play appropriate music; stopping at the next stanza ending after order arms has been ordered.

4. The bearer of the personal flag of the deceased takes position and marches in front of the hearse or caisson.

5. Duties of the pallbearers are as follows:

a. When the remains are received at the chapel before the service, form in two ranks facing inboard at the entrance with the juniors nearest the door. They must allow room between ranks for the casket to pass between them. As the casket is removed from the hearse or caisson, they execute the first movement of the hand salute. The second movement is executed as the casket passes, after which they face toward the door and follow the casket into the chapel. Seats are usually reserved for them among the left front pews.

b. When the remains are received from a building (see figure 25-1), assemble inside the building in column of twos, in reverse order of rank, junior to the left front, prepared to march out. They follow the clergy from the building (preceding the casket), open to allow the casket to pass between, halt, face inboard, and salute while the casket is passing. They remain at hand salute until the escort executes order arms. They then take their place in two columns of files on each side of the casket in inverse order of rank, junior to the left front, the leading person of each column opposite the front wheels of the hearse or caisson.

c. When the remains are received at the cemetery gates (see figure 25-3), they form in a single rank on the flank of the escort, opposite the hearse or caisson and in such order of rank that moving to position alongside the caisson is facilitated. They execute and terminate the hand salute on the commands for present and order arms by the escort commander. After present arms, they take their places beside the hearse or caisson as described in paragraph 25002.5b above.

6. The body bearers, if not already with the remains, form on the left of the pallbearers. They leave the formation at the proper time to receive the casket and carry it to the chapel, caisson, or grave. They form, according to height, on each side of the casket. While indoors and not carrying the casket, they uncover. Outdoors they remain covered.

25003. PROCESSION

1. After the remains have been placed in the hearse or caisson and all is ready, the officer in charge of the ceremony signals the escort commander. The escort commander puts the band and escort in motion. Elements in rear follow.

2. The procession forms in the following order: (See figure 25-4.)

- a. Escort commander.
 - b. Band or field music (bugler).
 - c. Escort in suitable formation.
 - d. Clergy.
 - e. Pallbearers if riding.
 - f. Personal flag if rated.
 - g. Casket. If pallbearers are not riding, they form on either side of the hearse or caisson as described in paragraph 25002.5b. If the pallbearers ride, the body bearers take the place of the pallbearers.
 - h. Body bearers in column of twos behind the hearse or caisson.
 - i. Family of the deceased.
 - j. Enlisted men.
 - k. Officers from the ship or organization of the deceased, in inverse order of rank.
 - l. Other officers in inverse order of rank.
 - m. Foreign officers.
 - n. Distinguished persons.
 - o. Delegations.
 - p. Societies.
 - q. Citizens.
3. The procession marches in slow time to solemn music.

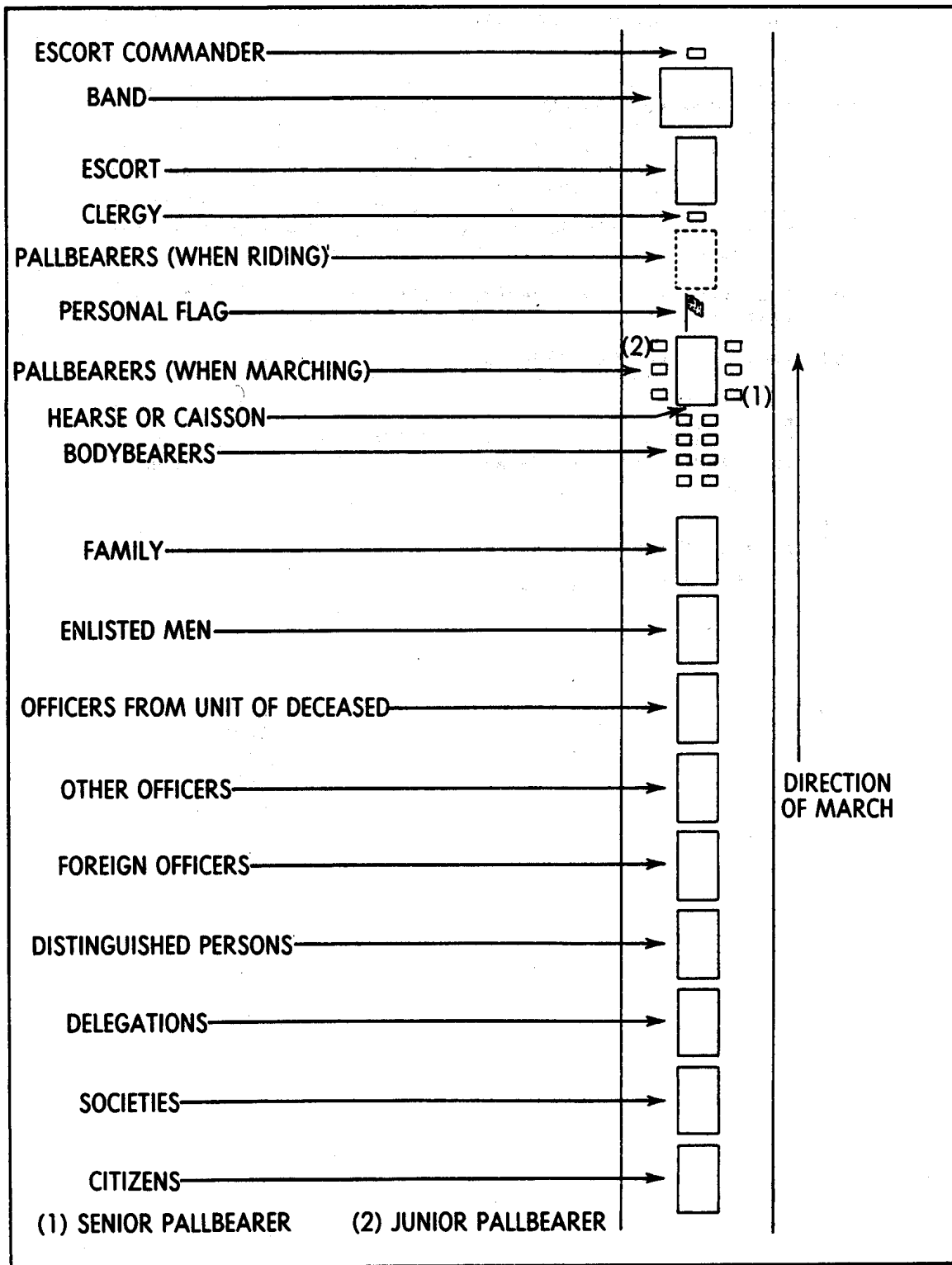


Figure 25-4.--Order of March of Funeral Procession.

25004. AT THE GRAVE

1. As the procession arrives at the grave, units turn out of column and take the following positions: (See figure 25-5.)
 - a. The band forms in line with and on the right of the escort.
 - b. The escort forms in line facing the grave at a position indicated by the officer in charge of the ceremony. It should be at least 50 feet from the grave so the volleys will not disturb the mourners. The terrain may dictate that the formation be inverted with the band on the left.
 - c. The clergy forms between the hearse or caisson and the grave.
 - d. The bearer of the personal flag of the deceased takes post between the clergy and the caisson or hearse.
 - e. The pallbearers form in two ranks between the clergy and the grave. They face each other with the juniors nearest the grave. They allow room between their ranks to permit passage of the casket.
 - f. The family of the deceased remains near the caisson or hearse.
 - g. Other units form in separate lines near and facing the grave. Their positions are indicated by the officer in charge of the ceremony.
2. When all units are in position and upon signal of the officer in charge of the ceremony, the body bearers remove the casket from the caisson or hearse. They carry it between the pallbearers and in front of the escort, then place it on the lowering device over the grave. They raise the national colors by the corners and sides and hold it waist or shoulder high until the end of the service.
3. As the body bearers remove the casket from the caisson or hearse: (See figure 25-6.)
 - a. The escort commander commands **"Present, ARMS."** The band renders prescribed honors, if rated, after which they play appropriate music. The music stops when the casket is placed on the lowering device.
 - b. The escort presents arms until the casket is placed on the lowering device.
 - c. The clergy precedes the personal flag and the casket to the grave.
 - d. The flag bearer follows the clergy, preceding the casket, and takes position at the head of the grave. The flag bearer remains there during the service.
 - e. The pallbearers salute as the casket passes between them. When the casket has passed, they terminate the salute, face the grave, close interval, and follow the casket. Upon arrival at the grave, they form in two ranks facing the grave, usually just in rear and to one side of the clergy.
 - f. The family of the deceased follows the pallbearers and takes position provided for them.

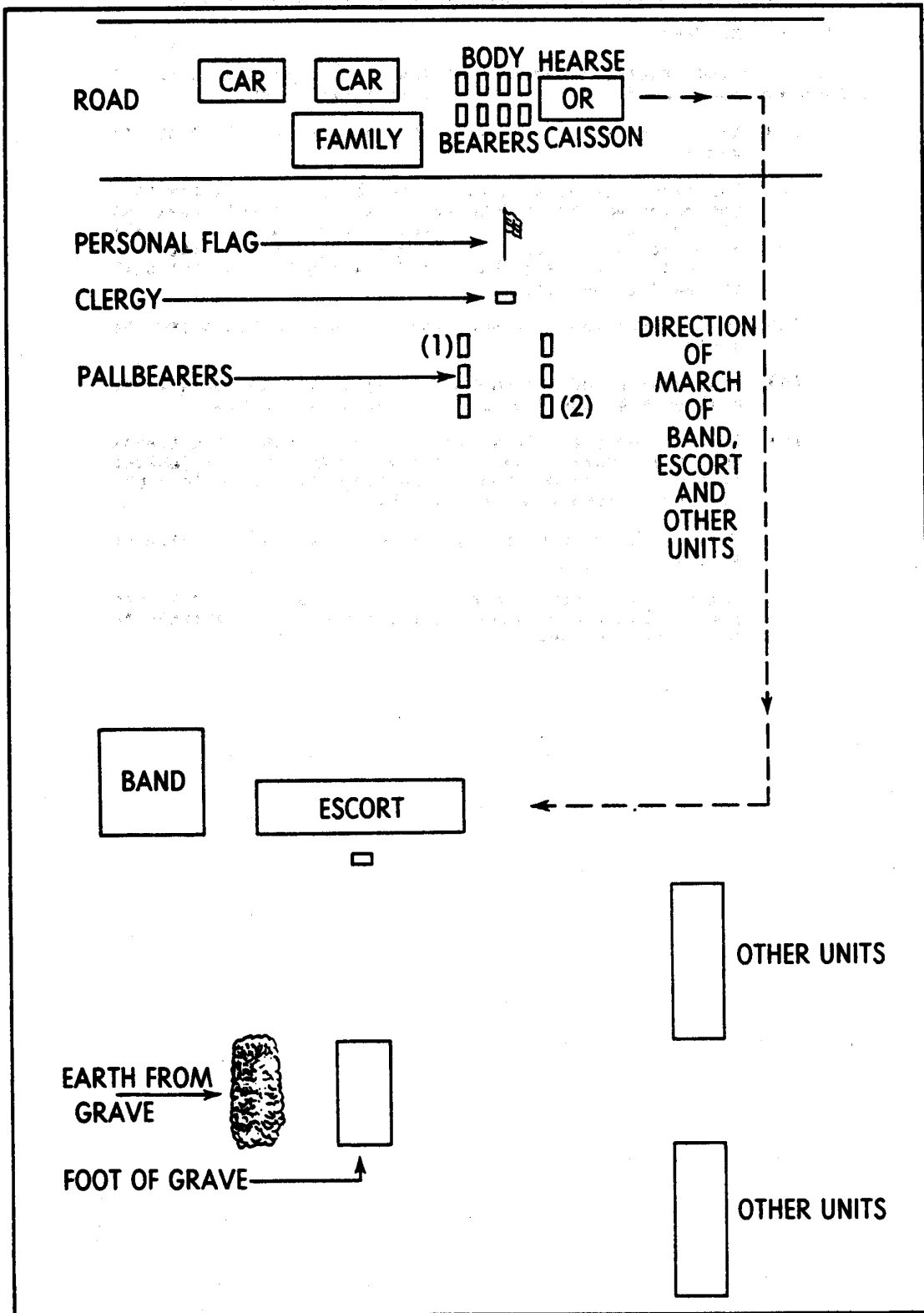


Figure 25-5.--Receiving the Remains at the Burial Ground.

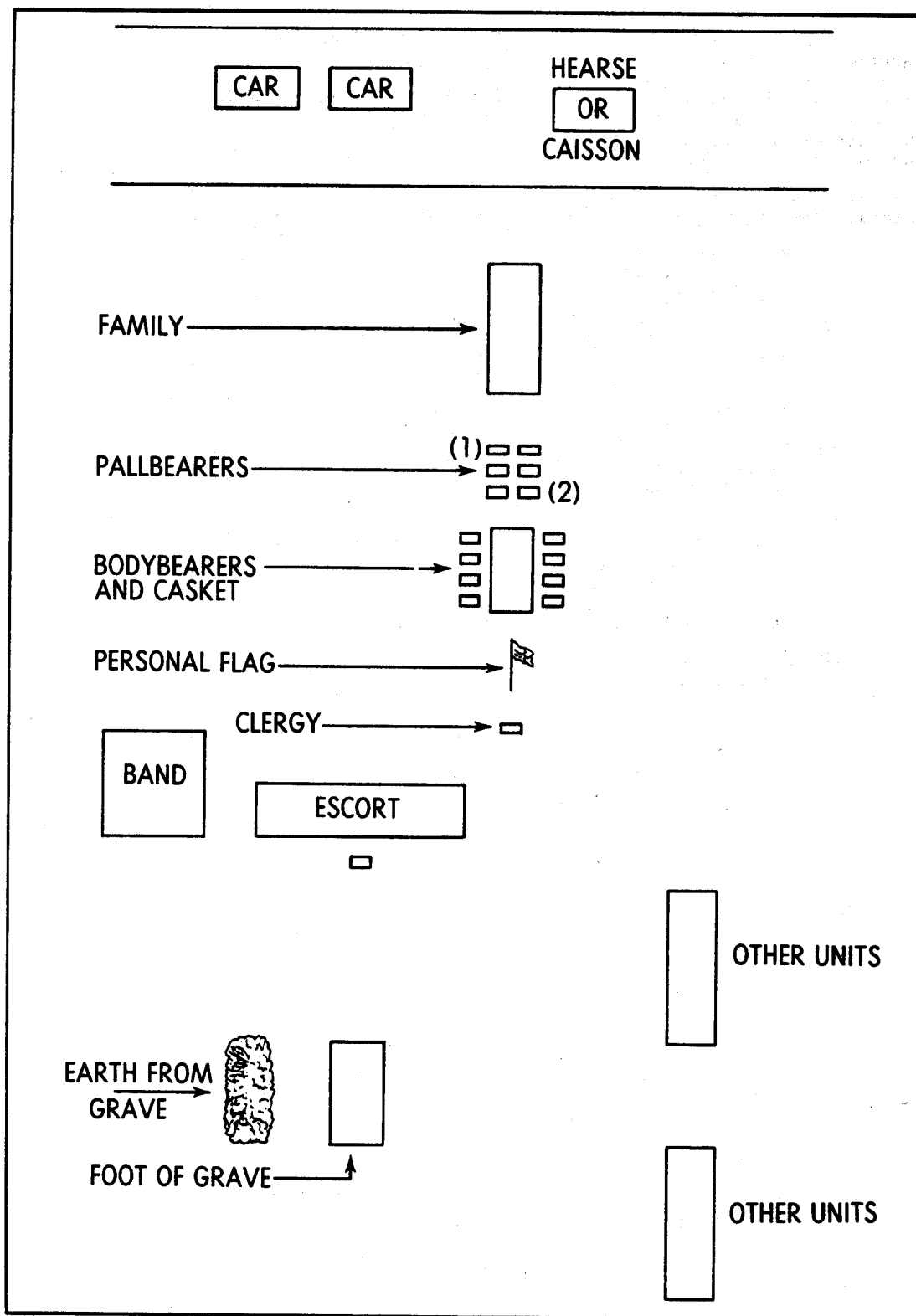


Figure 25-6.--March to the Grave.

4. When the casket is placed on the lowering device and the family has arrived, the following occurs: (See figure 25-7.)

a. The escort commander orders **"Order, ARMS"** and **"Parade, REST."** Members of the escort execute parade rest.

b. Pallbearers and other units execute parade rest on the escort commander's order.

c. The body bearers remain in their positions, holding the national colors so it will not touch the ground when the casket is lowered.

d. The clergy conducts the commitment service.

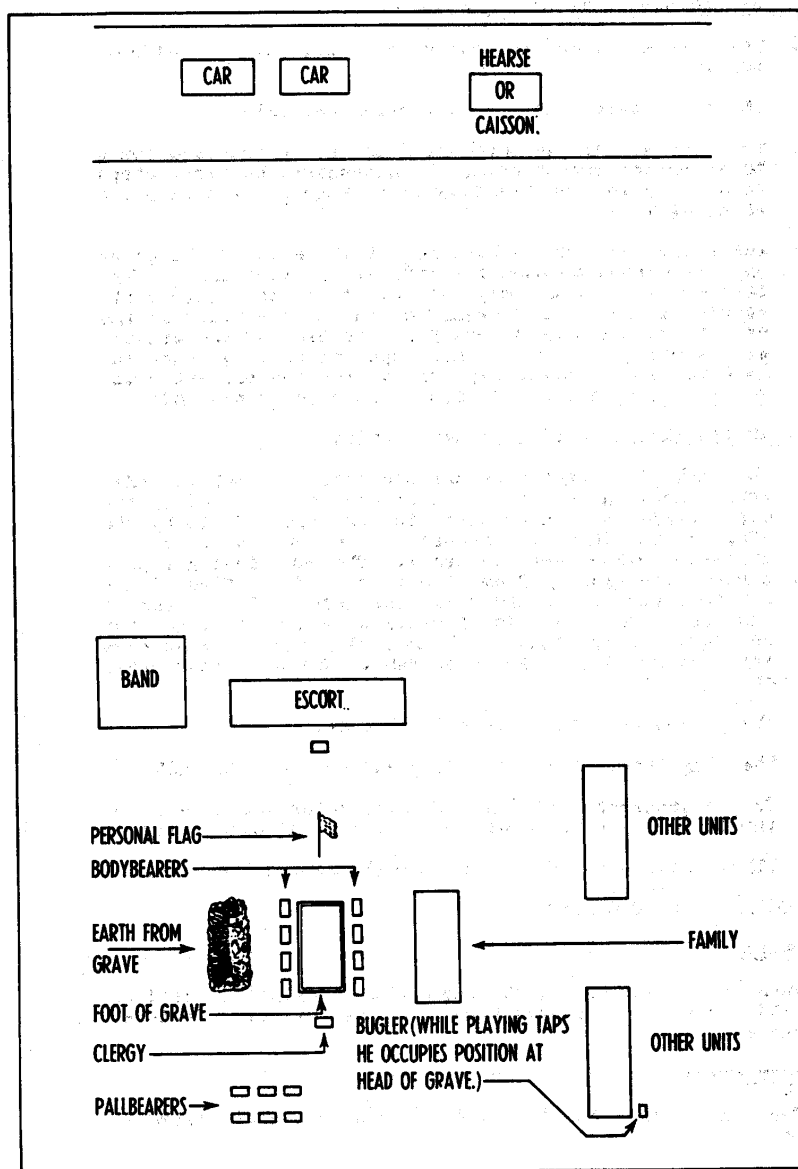


Figure 25-7.--A Distribution of Units at the Grave.

5. After the commitment service:

a. The escort commander orders **"Escort, ATTENTION,"** the escort commander then commands **"Escort, Present, ARMS."** The noncommissioned officer in charge of the firing party then gives the command (see chapter 26) for the firing of volleys. The firing party executes present arms after completion of the three volleys. When sufficient troops are not available for a separate firing party, the front squad of the escort will be designated as the firing party.

b. The pallbearers come to attention on the command of the escort commander and salute on the Marine's command for present arms.

c. Other units are brought to attention and present arms at the same time as the escorts.

d. The clergy come to attention, and if in uniform, salute.

e. The bandleader comes to attention and salutes.

f. The bearer of the personal flag of the deceased comes to attention and salutes. If necessary, the Marine first steps aside to allow the field music to take position for sounding *"Taps."*

g. The field music takes position at the head of the grave on the escort commander's order to present arms. (The officer in charge may direct that the field music assume a position forward of and to the flank of the escort rather than directly at the head of the grave). The Marine salutes, and then sounds *"Taps"* immediately after the last volley and the firing party executes present arms. The field music salutes again, faces about, and rejoins his/her unit.

6. After the last note of *"Taps"* has sounded:

a. The escort commander brings the entire escort to order arms, and after the colors has been folded by the body bearers and presented to the next of kin by the officer in charge, marches the escort and band to a suitable place for dismissal. The band does not play during the march from the grave. The firing party's weapons are unloaded and inspected. If the escort and band continue in formation after cemetery, they remove all mourning and muffling from any colors that may be present. The band then plays march music. Mourning and muffling includes the removal of mourning streamers and bunting from all colors, removal of mourning bands and mourning knots from personnel and swords, and the removal of muffling devices from band instruments.

b. The pallbearers fall out and withdraw.

c. The flag bearer folds the flag and rejoins his/her unit.

d. The body bearers fold the national colors and give it to the officer in charge of the ceremony and march away.

e. Other units march from the vicinity behind the escort.

25005. MEMORIAL SERVICE HONORS

1. Upon the request of the next of kin, memorial services will be held for Naval personnel whose remains have been declared non-recoverable.

2. An honor guard is assigned and shall consist of the personnel listed in figure 25-8.

MEMBERS	FULL HONORS (OFFICERS ONLY)	HONORS (ENLISTED, OFFICERS IF SO REQUESTED)
SQUAD LEADER	1	
SQUAD	12	
COLOR GUARD	4	4
FIELD MUSIC	1	1
OFFICER IN CHARGE (REPRESENTATIVE OF THE NAVAL DISTRICT COMMANDANT OR DISTRICT MARINE OFFICER)	1	1
CHAPLAIN (IF REQUESTED)	1	1
COLOR BEARER	<u>1</u>	<u>1</u>
TOTAL	21	8

Figure 25-8.--Honor Guard.

3. The ceremony is conducted as follows:

a. The color bearer is present in the rear of the church or chapel before the arrival of the next of kin. At the exact time set for the service to begin (if next of kin has arrived), the color bearer carries the folded national colors down the center aisle to the altar. The Marine places it on the rostrum, where it remains throughout the ceremony, and retires to the wall on the left of the congregation. For the remainder of the service, the Marine stands at attention, facing inward, just in front of the first pew.

b. The honor guard, with color guard on their left, forms outside the church or chapel exit that will be used by the next of kin as the individual leaves. They remain at ease outside the church or chapel during the service. When "*Taps*" is sounded, they come to attention.

c. The field music takes position in the vestibule or other room, separate from the congregation.

d. If requested by the next of kin, the chaplain conducts the service. Otherwise, the family minister or priest presides.

e. At the conclusion of the service, the field music sounds "*Taps*."

f. The chaplain presents the national colors to the next of kin. If a family minister has officiated or the rank of the deceased requires, this duty is performed by the officer in charge.

g. While presenting the flag, or after the flag has been presented by the chaplain the officer in charge pays respects and offers the condolences of the District Marine Officer. The chaplain speaks to the next of kin if he/she did not present the flag.

h. The officer in charge escorts the next of kin from the church or chapel.

i. The honor guard and color guard are called to attention by the squad leader (senior color bearer if squad is not present) upon the appearance of the next of kin. As the next of kin approaches to within 6 paces, the squad leader orders **"Present, ARMS."** The position of present arms is retained until the squad leader is directed to give order arms by the officer in charge. This will be after the next of kin has departed the vicinity.

j. All participating personnel are dismissed.

25006. CONDUCT OF FUNERALS WHEN MILITARY PERSONNEL ARE LIMITED. When personnel are limited, military honors for funerals may be efficiently rendered by a detail of eight Marines and one field music. The firing squad will stack-arms at the place from which volleys will be fired, which should be approximately 50 feet from the head of the grave. They then will return to the hearse and convey the body to the grave. After placing the casket over the grave, six members of the party will take position as the firing squad while the remaining two members remain at the grave and hold the flag over the casket during the service and rendition of military honors. The field music should take position approximately 50 feet from the head of the grave until the volleys have been fired, at the conclusion of which the Marine shall sound *"Taps."* Then the two members holding the flag shall fold it. The flag will be handed either to the Marine in charge of the detail or to the military escort commander. The escort commander will present it to the next of kin in a dignified manner with a short statement such as **"On behalf of the President, the Commandant of the Marine Corps, and Marines everywhere, please accept this flag in memory of the honorable and faithful service performed by (relationship)."**

25007. UNIT OUTDOOR MEMORIAL SERVICES WHEN REMAINS ARE INTERNED AT DECEASED HOME OF RECORD

1. There may be times when conducting a memorial service in a chapel is not possible or desirable. Such as in a combat situation, where no chapel is available, or when the commander desires to have an all hands, out-of-doors, memorial service. An out-of-door memorial service normally consists of: final roll call; boots and rifle ceremony; eulogy; and firing detail. This type of memorial service is for those Marines killed in the line of duty (e.g., killed in action (KIA), while a sentry on post, training accident.)

2. Normally this type of memorial service is conducted at company, or units of a similar size, level. The formation is company line, platoon line. (See figure 25-9.)

3. The personnel support required, in addition to the company, is:

a. A "boots and rifle" detail consisting of three Marines for each KIA (one carries a rifle with fixed bayonet, one carries a helmet, one carries a pair of boots and set of identification tags) are positioned 6 paces in front of and centered on the company commander. (See figure 25-9.) The rifle bearer is in the center, the helmet bearer is on the right and the boots/dog tag bearer is on the left.

b. Firing detail positioned on the left front of the company, but facing so as not to fire over the formation. (See figure 25-9.)

c. Bugler. Positioned on the right front of the company. (See figure 25-9.)

d. Chaplain. (If available) Positioned near the company commander.

4. The recommended sequence of events is as follows:

a. H-15 Minutes. Company is formed as described in chapter 10, The "boots and rifle" detail(s), firing detail, bugler and chaplain are in position and at parade rest. (See figure 25-9.)

b. H-Hour. The company commander calls the company to attention, then faces about so as the company is to his/her rear. The chaplain then announces "**LET US PRAY**," and leads the company in prayer. (If no chaplain is available the company executive officer or company gunnery sergeant reads the "*Marine's Prayer*.") After the prayer is finished the company commander faces the company and commands "**FIRST SERGEANT**."

c. The first sergeant moves to a position 3 paces in front of the company commander and halts. The company commander then directs the first sergeant to "**READ THE FINAL ROLL CALL**." The first sergeant faces the company and reads the roll of the Marines being honored (e.g., "**LANCE CORPORAL JOSEPH S. BANOTZ, 2D SQUAD, 3RD PLATOON, INDIA COMPANY, 7TH MARINE REGIMENT. KILLED IN ACTION 25 MARCH 1968 WHILE IN ACTION AGAINST AN ENEMY FORCE IN QUANG NAM PROVINCE, REPUBLIC OF VIETNAM**"). (Similar information is read for each KIA.)

d. As each Marine's name is read, the three Marines representing him execute the following movements:

(1) The rifle bearer takes one step forward, halts, rotates the rifle counter clockwise until the bayonet is facing down and the magazine well is towards the company, sticks the bayonet into the ground, then steps back.

(2) The helmet bearer then steps forward, places the helmet on the butt of the rifle and steps back.

(3) The boots/dog tag bearer then steps forward, hangs the dog tags from the pistol grip, places the boots in front of the rifle (toes towards company) and steps back. This process is repeated as each KIA's name is read.

e. After the last KIA's name is read, the first sergeant returns to his/her post behind the company. The company commander then commands "**Parade, REST**." The company commander then talks about each Marine, where they were from, how long they were with the company, etc. After each Marine has had a "eulogy" the company commander then commands "**Company, ATTENTION**" and "**Present, ARMS**." The company and "boots and rifle" detail(s) execute. The company commander then faces about and commands "**HONOR THE DEAD**." The company commander and guide then present arms.

f. The noncommissioned officer in charge of the firing detail has the detail fire three volleys, and go to present arms as described in chapter 26. The bugler then plays "*Taps*." After the last note of "*Taps*" the company commander and guide go to the order. The company commander then faces about and commands "**Order, ARMS**." All hands go to order arms.

g. The company commander or first sergeant, as described in chapter 10 then dismisses the company.

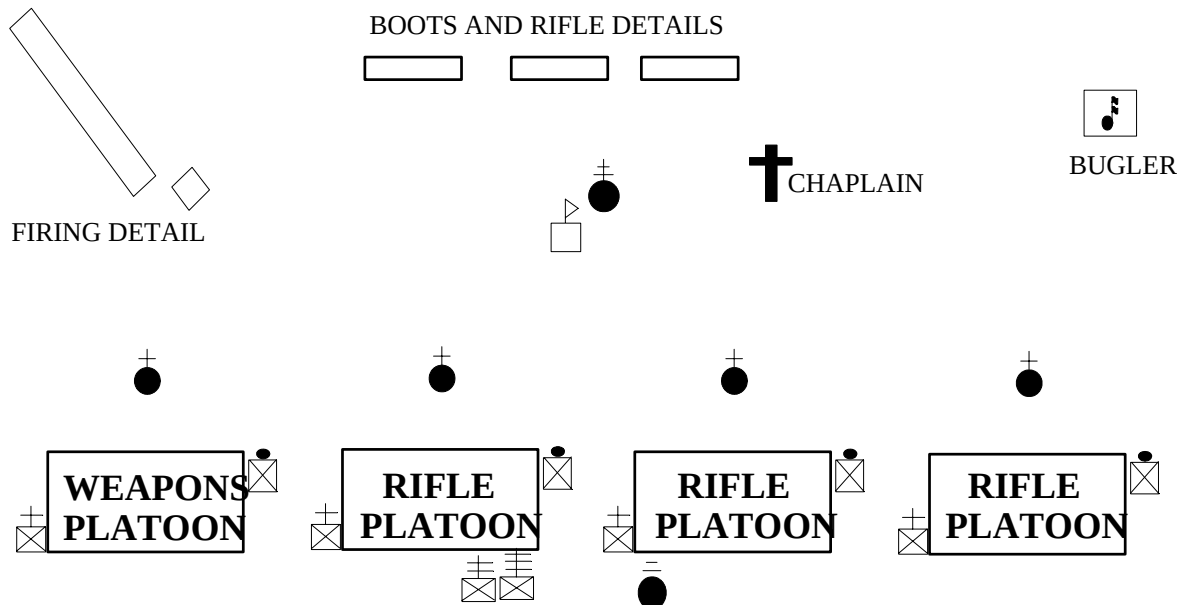


Figure 25-9.--Company Memorial Formation.

25008. UNIT INDOOR MEMORIAL SERVICES WHEN REMAINS ARE INTERNED AT DECEASED HOME OF RECORD

1. When conducting memorial services in a chapel the key thing to remember is that the chaplain has the final authority. Close coordination with the chaplain and the family (if present) is required. Although each religion has variations in their services, the basic memorial service would follow a sequence of events something like the following:

- a. Prelude. Musical selections.
- b. Welcome. Usually by the chaplain or commander.
- c. Posting of the colors and "*National Anthem*." (See paragraph 7307.) The color guard is uncovered and unarmed and the riflemen may be omitted.
- d. Invocation (posting of colors and invocation may be reversed).
- e. Bible readings, hymns, eulogies, etc. (Navy Hymn, Marine's Prayer, etc.).
- f. Call the Roll; after the eulogy, the unit commander will stand and command "**CALL THE ROLL.**" The first sergeant (or platoon sergeant, etc.) will stand and begin calling the roll of members of the deceased's unit who are in attendance. They will answer "**Present.**" This will be done three times. The fourth name to

be called will be the deceased. The first sergeant will repeat the name three times, each time increasing the volume. After the third time the bugler will play "*Taps*."

Note: If the deceased's family desires not to have "Call the Roll" then this will be omitted and only "*Taps*" played.

g. "*Taps*."

h. Benediction and retiring of the colors (may be in any order).

2. If a firing detail is used during an indoor memorial service, the detail fires three volleys just before "*Taps*." The detail is outside the chapel, and fires in a direction away from the chapel.

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PART II: CEREMONIES

CHAPTER 26

LOADING AND CEREMONIAL FIRING OF THE M16 RIFLE

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MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 26

LOADING AND CEREMONIAL FIRING OF THE M16 RIFLE

26000. GENERAL

1. For ceremonial firing of the rifle, only the front rank of units larger than a squad executes the loading and firing of the rifle.
2. Normally a firing detail will consist on one noncommissioned officer and seven riflemen. When inadequate manpower is available to provide a full firing detail then one noncommissioned officer and at least three riflemen should be provided. The firing detail should be composed of an odd number of riflemen to honor ancient naval superstitions and traditions.
3. Except during actual firing, loaded rifles are kept on SAFE without command until **UNLOAD** or **Inspection, ARMS** is ordered.
4. In order to enhance the appearance of the firing party, magazines with three rounds will be inserted into the rifle out of view of spectators. Two expended cartridges should be placed in the magazine below the three blank cartridges so that adequate tension will be placed on the magazine spring. A round will not be placed in the chamber until the command **LOAD** is given.

26001. TO LOAD

1. The firing party is formed in line, with the noncommissioned officer in charge 3 paces in front of and 1 pace to the right of the firing party.
2. With the firing party formed and at attention (see figure 26-1), the command is **With Blank Ammunition, LOAD.** The movements are executed quickly and smartly.



Figure 26-1.--Firing Party Formed for Ceremonial Firing.

3. On the command **"LOAD,"** members of the firing party execute the following sequence of movements:

- a. Face half right. (See figure 26-2.)



Figure 26-2.--Riflemen Face Half Right.

- b. Move the left foot 12 inches to the left. (See figure 26-3.) The legs are kept straight so the weight of the body rests equally on both feet.



Figure 26-3.--Riflemen Moves the Left Foot 12 Inches to the Left.

- c. Raise the rifle to port arms. (See figure 26-4.)



Figure 26-4.--Rifle to Port Arms.

- d. Pull the charging handle fully to the rear with the right hand and release it, thus chambering a round of blank ammunition. (See figure 26-5.)



Figure 26-5.--Chambering a Round.

- e. Move the right hand to the piston grip.

26002. TO FIRE BY VOLLEY

1. After the rifles are loaded as described in paragraph 26001, the noncommissioned officer in charge of the firing party orders, **"Ready, Aim, FIRE."**
2. On **"Ready,"** each rifleman moves the selector lever from SAFE to SEMI-AUTOMATIC with the right thumb.
3. On **"Aim,"** each rifleman raises the rifle to a position of 45 degrees from the horizontal, places the butt of the rifle firmly in the right shoulder, and rests the handguard in the "V" formed by the thumb and forefinger of the left hand. The fingers are extended and joined. The left wrist is straight. The right hand is wrapped around the pistol grip from the right. The right elbow is raised to near shoulder height. The head is turned 90 degrees to the left and held erect. Both eyes remain open with the right eye looking out over the front sight. (See figure 26-6.)



Figure 26-6.--Firing Party in Position of Aim and Fire.

4. On **"FIRE,"** squeeze the trigger quickly and lower the rifle to the position of port arms.
5. To continue firing with weapons equipped with blank firing adapters, the commands are **"Aim, FIRE."** Each command is executed as explained above.
6. To continue firing with weapons not equipped with blank firing adapters, the commands are **"Ready, Aim, FIRE."**
 - a. On **"Ready,"** each rifleman manually chambers the next round.
 - b. **"Aim"** and **"FIRE"** are executed as describe above.

7. After the last round has been fired, rifles are brought to the position of port arms. From this position the noncommissioned officer in charge of the firing party gives the command of **"Present, ARMS."** This movement is executed in three steps on the command of execution **"ARMS."**

a. With the left foot extended, pivot on the heel of the left foot and toe of the right foot, as in the first count of a left face.

b. Bring the heel of the right foot smartly against the heel of the left foot, completing the left face.

c. The riflemen then moves the rifle to present arms. The noncommissioned officer in charge of the firing party then executes a right face and present sword.

8. After the ceremony, (memorial service, funeral, etc.) the firing party is brought to order arms, faced to the right and marched from the site of the ceremony.

26003. TO UNLOAD

1. The weapons will be unloaded and inspected as soon as possible after leaving he site of the ceremony and out of sight of the spectators, if possible.

2. The command is **"UNLOAD."** It is executed by executing inspection arms with magazine as describe in paragraphs 3113.1 and 3113.2.

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APPENDIX A

MANUAL OF ARMS WITH THE M1 SERVICE RIFLE

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APPENDIX A

MANUAL OF ARMS WITH THE M1 SERVICE RIFLE

A-1. GENERAL

1. This Appendix is designed to provide detailed instructions for the manual of arms for the M1 service rifle for those units and organizations that use this weapon for ceremonial purposes.
2. The balance is the center of your rifle. (See figure A-1.) In performing the manual of arms it is often necessary to hold the rifle in your left hand for balance. (See figure A-2.) In so doing, the rifle is held between the thumb and fingers. Include the sling in your grip. Keep your fingers straight and together. Your thumb and fingers form a "U."
3. When the rifle is held across your body (see figure A-2), the barrel will cross the point where your neck and left shoulder join. The butt will be in front of your right hip. The rifle is held in the palm of your left hand at the balance. Your wrist is straight.
4. The cadence for rifle movement is 112 to 120 counts per minute.
5. While marching at double time, the rifle will be held across your body.
6. The manual of arms or the rifle is taught while halted. However, to add interest to drill or lessen fatigue, right (left) shoulder arms and port arms may be commanded when marching at quick time. These commands are given as the right foot strikes the deck and execution is begun as the left foot next strikes the deck.

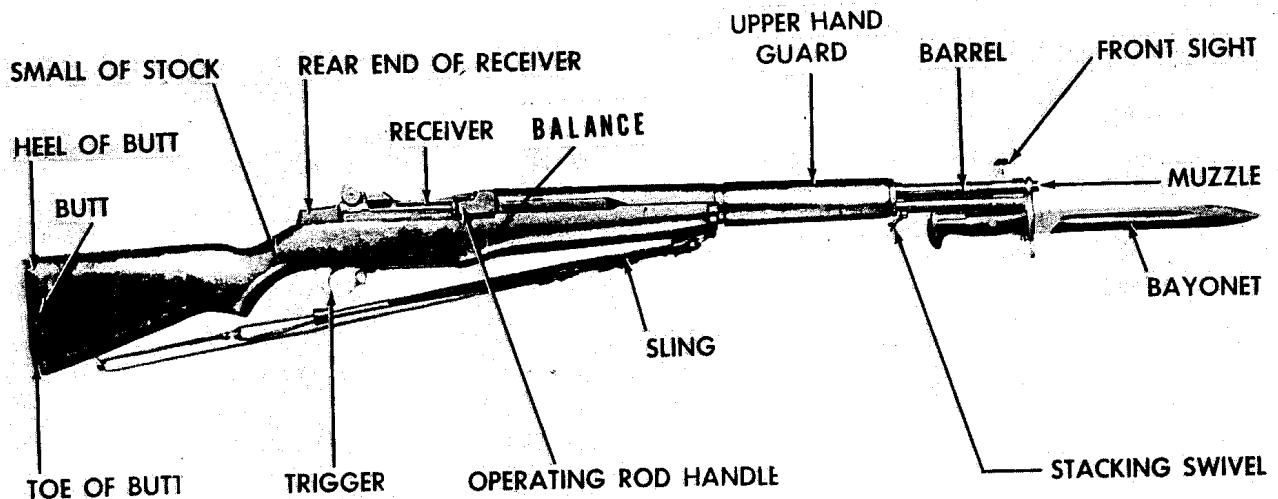


Figure A-1.--M1 Rifle Nomenclature.



Figure A-2.--Left Hand at the Rifle Balance.

A-2. ORDER ARMS

1. When halted, come to order arms when any of the following commands are given: **"Squad (Platoon or Company), ATTENTION; FALL IN; or Order, ARMS."**
2. At the command of execution, place the butt on the deck along the outer edge of the right shoe. The toe of the butt is on line with the toe of the shoe. The rifle's upper hand guard rests in a "V" formed by your thumb and forefinger. All fingers are straight and joined. Your right hand and arm are behind the rifle. This may cause a slight bend in your elbow. The tips of your thumb and forefinger are kept on line with the open edge of the upper hand guard. Your right thumb should also be along the trouser seam. Except for your right hand, the entire body is at attention. (See figure A-3.)



a. Front View



b. Side View.

Figure A-3.--Position of Order Arms.

A-3. TRAILS ARMS FROM ORDER ARMS

1. The command is **"Trail, ARMS."** It may be given only from order arms. It is executed in one count. On **"ARMS,"** close the fingers and thumb of your right hand around the upper hand guard. This will raise the rifle butt 2 inches from the deck and point the muzzle slightly forward. Do not bend your elbow. In the proper position the rifle will form a 15-degree angle with your leg. (See figure A-4.) Remain at trail arms until order arms is given.

2. Trail arms is used for short distance movements. If a marching movement (a side step, back step, or forward march) is ordered while at order arms come to trail arms automatically on the command of execution for the marching movement. The same applies for facing movements, while at order arms. Whenever trail arms is automatically assumed, come to order arms, without command, upon completion of the marching or facing movement.

3. Order Arms from Trail Arms. The command is **"Order, ARMS."** On **"ARMS,"** ease your rifle to the position of order by relaxing the grip of your right hand on the upper hand guard. Return your fingers to the position described in paragraph A-2.2.



Figure A-4.--Position of Trail Arms.

A-4. FIX BAYONETS

1. The command is "**Fix, BAYONETS.**" It is given only from order arms.
2. On "**BAYONETS,**" pass the muzzle across your body to the left front and grasp the rifle with your left hand just below the stacking swivel. Then grip the bayonet handle with your right hand. Push the bayonet handle down and forward and draw the bayonet from the scabbard. Fix the bayonet on the rifle without changing your grip on the handle. You may look down at the muzzle while doing so. Then come back to order arms.
3. These movements are not made in cadence, but should be carried out quickly and smartly.

4. Unfit Bayonets

a. The command is **"Unfix, BAYONETS."** It will be given only when at order arms.

b. On **"BAYONETS,"** move the rifle to your left hand as for fix bayonets. Grip the bayonet handle with your right hand and press the catch spring. You may look down while doing this. Raise the bayonet straight up until the handle is a foot above the muzzle. Keep watching the point of the bayonet. Rotate it so the point is down and the back of your hand is toward your body. Replace the bayonet in the scabbard. Then come back to order arms.

c. These movements are not made in cadence, but should be carried out quickly and smartly.

A-5. SLING ARMS

1. The command is **"Sling, ARMS."** It will be given only from order arms. The movements are not executed in cadence.

2. If the sling is not ready, on **"ARMS,"** place your left foot 6 inches to the rear and slightly left of your right heel. At the same time, lift the rifle until the butt is opposite your right hip. Take the rifle at the balance with your left hand, sling to the left. Let your body bend slightly forward. Place the butt in the crotch formed by your hip and right leg. Move the balance of the rifle to the inside of your right elbow and cradle it there so both hands will be free to loosen the sling. Then sling the rifle on your right shoulder in the easiest manner and, except for your right hand, come back to attention. At sling arms, your right hand grips the sling directly in front of your right armpit, the sights point rearward and the barrel straight up.

3. On **"ARMS,"** if the sling is ready, sling the rifle on your right shoulder in the easiest way.

4. This position is used for long parades and marches.

5. Unslung Arms from Sling Arms

a. The command is **"Unslung, ARMS."** It will be given only when at sling arms.

b. On **"ARMS,"** swing the rifle, by the sling, from your shoulder. Catch the rifle at the balance with your left hand. Release the sling and grasp the upper hand guard with your right hand. Lower the rifle to the order. These movements are not done in cadence, but should be executed smartly.

6. Adjust Slings from Order Arms. For the manual to be executed with snap, it is necessary for the rifle sling to be tight. The command is **"Adjust, SLINGS."** It will be given only when at order arms with loose slings. On the command of execution take up the same position used to loosen sling (see paragraph A-5.2 above) and tighten the sling. Then return to order arms. This is done without cadence.

A-6. PORT ARMS FROM ORDER ARMS

1. The command is **"Port, ARMS."** This movement is executed in two counts.

2. On **"ARMS,"** lift the rifle to the left front until your right hand is in front and slightly left of your face and your forearm is parallel to the deck. On the same count take the rifle by the balance with your left hand.
3. On the second count, move your right hand from the upper hand guard to the small of the stock. Grip it palm down. Upon completing the movement, both elbows will be against your sides and your right forearm parallel with the deck. Your left thumb is 4 inches in front of the center of your chest. (See figure A-5.)



a. Count One.



b. Count Two.

Figure A-5.--Port Arms from Order Arms.

A-7. PRESENT ARMS FROM ORDER ARMS

1. The command is **"Present, ARMS."** This movement is executed in two counts and is used as a salute in ceremonies and interior guard duty. When executed from any position of the manual other than order arms the rifle is first brought to port arms upon the command **"Present, ARMS."** Present arms is then executed without loss of cadence.
2. On **"ARMS,"** raise the rifle to a position 4 inches in front of the center of your body, barrel toward you and pointing straight up. At the same time grasp the balance of the piece with your left hand, thumb on the rear hand guard band, fingers joined, sling included in your grip, and elbows against your body. The stacking swivel is at the same level as your eyes.
3. Do the second count, move your right hand to the small of the stock and grasp it. Both elbows are at your sides. (See figure A-6.)



a. Count One.



b. Count Two.

Figure A-6.--Present Arms from Order Arms.

A-8. ORDER ARMS FROM PRESENT AND PORT ARMS

1. The command is **"Order, ARMS."** It is a three-count movement from either position and will be executed the same way from each.
2. On **"ARMS,"** move your right hand smartly from the small of the stock to the upper hand guard.
3. On the second count, release the balance with your left hand and lower the rifle to a point where the butt is 3 inches from the deck, slightly to the right of your right toe, and the muzzle pointing straight up. While lowering the rifle move your left hand, thumb and fingers are straight and joined, to a point near the stacking swivel. This is merely to steady the piece. Keep your palm facing to the rear so it will not resemble a rifle salute. The forearm and wrist are straight.
4. On the third count, lower the butt gently to the deck and your left hand smartly back to your left side. After this you are at the position of order arms. (See figures A-7 and A-8.)



a. Count One.



b. Count Two.



c. Count Three.

Figure A-7.--Order Arms from Present Arms.



a. Count One.



b. Count Two.



c. Count Three.

Figure A-8.--Order Arms from Port Arms.

A-9. INSPECTION ARMS FROM ORDER ARMS

1. The command is **"Inspection, ARMS."** It is a five-count movement. When executed from any position of the manual other than order arms the rifle is first brought to port arms upon the command of **"Inspection, ARMS."** Inspection arms is then executed without loss of cadence. (See figure A-9.)

2. On **"ARMS,"** lift the rifle to the left front until your right hand is in front and slightly left of your face and your forearm is parallel with the deck. At the same time, grasp the piece at the balance with your left hand as for port arms.

3. On the second count, move your right hand from the upper hand guard to the small of the stock. Grip it palm down.

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4. On the third count, release the balance with your left hand. Double your fingers into a fist. Place your thumb on the operating rod handle and push smartly to the rear until engaged by the operating rod catch. In doing this don't raise your elbow from your side.
5. On the fourth count move your left hand back to the balance. At the same time look into the receiver by bending your head forward smartly. If the receiver is not empty, empty it.
6. On the fifth count, raise your head back to attention.



a. Count One.



b. Count Two.



c. Count Three.



d. Count Three--Continued.

Figure A-9.--Inspection Arms from Order Arms.



e. Count Four.



f. Count Five.

Figure A-9.--Inspection Arms from Order Arms--Continued.

A-10. PORT ARMS FROM INSPECTION ARMS

1. The command is **"Port, ARMS."** It is a one count movement and the only command that may be given from inspection arms.
2. On **"Port,"** place the heel edge of your right hand on the operating rod handle and push to the rear. Your fingers should be straight and joined. At the same time, push the follower down with your thumb. Allow the bolt to slide forward about a quarter-inch.
3. On **"ARMS,"** allow the bolt to go home by lifting your hand smartly. Pull the trigger and replace your right hand on the small of the stock. (See figure A-10.)



a. Movement on Port.



b. Movement on Arms.

Figure A-10.--Port Arms from Inspection Arms.

A-11. RIGHT SHOULDER ARMS FROM ORDER ARMS

1. The command is **"Right Shoulder, ARMS."** It is a four-count movement.
2. On **"ARMS,"** lift the rifle across your body. At the same time, take the balance in your left hand.
3. On the second count, release the upper hand guard with your right hand. Take the heel of the butt between the first two fingers of your right hand and close your fingers and thumb around the stock. Your thumb and index fingers touch.
4. On the third count, place the rifle in your right shoulder without changing your grip on the butt. The sights are up; the piece is tilted at an angle of 45 degrees to the deck, and held so it points directly fore and aft. Your right elbow is against your side and your right forearm level with the deck. While placing the rifle on your shoulder, allow your left hand to slide to the small of the stock. Your left hand guides the rifle to your shoulder. The first joint of the your left forefinger touches the rear of the receiver. Your left wrist is straight and left forearm level with the deck. Keep your palm facing to the rear, so it will not resemble a rifle salute.
5. On the fourth count, move your left hand smartly back to your side. (See figure A-11.)



a. Count One.



b. Count Two.

Figure A-11.--Right Shoulder Arms from Order Arms.



c. Count Three



d. Count Four.

Figure A-11.--Right Shoulder Arms from Order Arms--Continued.

A-12. PORT ARMS FROM RIGHT SHOULDER ARMS

1. The command is **"Port, ARMS."** It is a two-count movement.
2. On **"ARMS,"** jerk the butt down so the rifle will spring from your shoulder. As it leaves your shoulder, twist the butt clockwise one quarter-turn so the rifle will fall in front of your chest, barrel up. Keep your grip on the butt. Raise your left hand smartly to catch the balance 4 inches in front of the center of your chest.
3. On the second count, move your right hand to the small of the stock. (See figure A-12.)



a. Start.



b. Count One.



c. Count Two.

Figure A-12.--Port Arms from Right Shoulder Arms.

A-13. ORDER ARMS FROM RIGHT SHOULDER ARMS

1. The command is **"Order, ARMS."** It is executed in four counts.
2. At **"ARMS,"** remove the rifle from your shoulder in the same manner as described for port arms from right shoulder arms. (See paragraph A-12.2.)
3. On the second count, remove your right hand from the butt and smartly grasp the upper hand guard. Keep your elbow up and your forearm level.
4. On the third count, release the balance with your left hand and lower the rifle to a point where the butt is 3 inches from the deck, slightly to the right of your right toe, and the muzzle pointing straight up. While lowering the rifle move your left hand, thumb and fingers straight and joined to a point near the stacking swivel. This is merely to steady the piece. Keep your palm facing the rear, so it will not resemble a rifle salute. The forearm and wrist are straight.
5. On the fourth count, lower the butt gently to the deck and move your left hand smartly back to your left side. After this you are at the position of order arms. (See figure A-13.)



a. Count One.



b. Count Two.

Figure A-13.--Order Arms from Right Shoulder Arms.



c. Count Three.



d. Count Four.

Figure A-13.--Order Arms from Right Shoulder Arms--Continued.

A-14. RIGHT SHOULDER ARMS FROM PORT ARMS

1. The command is **"Right Shoulder, ARMS."** It is executed in three counts.
2. On **"ARMS,"** release the small of the stock and grip the heel of the butt between the first two fingers of your right hand. Close your thumb and fingers around the stock. Your thumb and index finger touch.
3. On the second count, place the rifle on your right shoulder without changing your grip on the butt. The sights are up; the piece is tilted at an angle of 45 degrees to the deck, and held so it points directly fore and aft. Your right elbow is against your side and your right forearm level with the deck. While placing the rifle on your shoulder, allow your left hand to slide to the small of the stock. Your left hand guides the rifle to your shoulder. The first joint of the your left forefinger touches the rear of the receiver. Your left wrist is straight and left forearm level with the deck. Keep your palm facing to the rear, so it will not resemble a rifle salute.
3. On the third count, move your left hand smartly back to your side. (See figure A-14.)



a. Start.



b. Count One.



c. Count Two.



d. Count Three.

A-15. LEFT SHOULDER ARMS FROM ORDER ARMS

1. The command is **"Left Shoulder, ARMS."** It is a four-count movement.
2. On **"ARMS,"** carry the rifle across your body with your right hand. At the same time, take the balance in your left hand.
3. On the second count, release the upper hand guard and grip the small of the stock with your right hand.
4. On the third count, release the balance with your left hand and place the rifle on your left shoulder with your right hand. At the same time take the heel of the butt between the first two fingers of your left hand. Close your left hand. Close your left thumb and fingers around the stock. Your thumb and index finger touch. The piece is at a 45-degree angle to the deck, and the sights up. Keep the rifle pointing directly fore and aft. Your left elbow is against your side, your left forearm level with the deck.
5. On the fourth count, move your right hand smartly back to your side.

A-16. PORT ARMS FROM LEFT SHOULDER ARMS

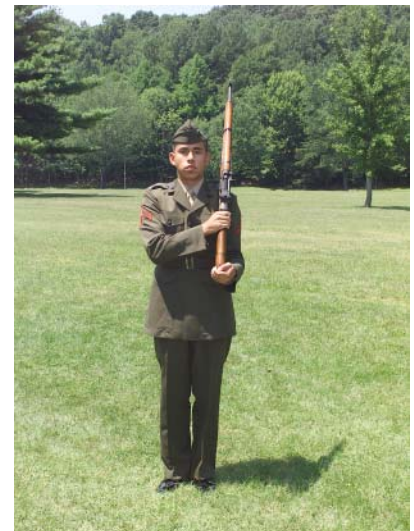
1. The command is **"Port, ARMS."** It is executed in two counts.
2. On **"ARMS,"** grip the small of the stock with your right hand.
3. On the second count, release the butt with your left hand. At the same time, move the rifle across your body with your right hand and grip the balance with your left. The rifle's and your position are the same as described in paragraph A-12.2. (See figure A-15.)



a. Start.



b. Count One.



c. Count Two.

Figure A-15.--Port Arms from Left Shoulder Arms.

A-17. ORDER ARMS FROM LEFT SHOULDER ARMS

1. The command is **"Order, ARMS."** This is a five-count movement.
2. On **"ARMS,"** grip the small of the stock with your right hand.
3. On the second count, release the butt with your left hand. At the same time, move the rifle across your body with your right hand and grip the balance with your left. The rifle is now at the position of port arms.
4. On the third count, move your right hand to the upper hand guard, with your forearm level with the deck.
5. On the fourth count, release the balance with your left hand. Lower the rifle to a position in which the butt is 3 inches from the deck, slightly to the right of your right toe, and the muzzle straight up. While lowering the rifle move your left hand, thumb and fingers straight and joined, to a point near the stacking swivel. This is merely to steady the piece. Keep your palm facing the rear and your forearm and wrist straight.
6. On the fifth count, ease the rifle to the deck and move your left hand smartly to your side.

A-18. LEFT SHOULDER ARMS FROM PORT ARMS

1. The command is **"Left Shoulder, ARMS."** It is executed in two counts.
2. On **"ARMS,"** release the balance with your left hand. Place the rifle on your left shoulder with your right hand. The barrel should point upward, tilted at an angle of 45 degrees to the deck. At the same time, take the heel of the butt between the first two fingers of your left hand. Wrap your thumb and fingers around the stock. Your index finger and thumb touch. Keep your left elbow against your side. Keep your left forearm level with the deck.
3. On the second count move your right hand smartly back to your right side.

A-19. RESTS WITH THE RIFLE

1. Parade Rest from Order Arms. The command is **"Parade, REST."** It is executed in one count. It may be given only from order arms. On **"REST,"** move your left foot smartly 12 inches to the left. Keep your legs straight so your weight rests equally on both feet. Keep the butt of the rifle on the deck, toe online with the front of your right shoe. Slide your right hand upward, re-grasping the upper hand guard just below the stacking swivel. Fingers joined and curled around touching the thumb. Straighten your right arm directly to the front so that the muzzle points forward and up. Place your left hand behind you, just below your belt. Your fingers should be straight and joined your palm flat and facing rear. (See figure A-16.) Parade rest will also be assumed on the preparatory command to **"ATTENTION,"** if not already at parade rest. Parade rest is assumed as described herein except if at sling arms, the rifle remains slung; if at unsling arms, sling arms first; if at stack arms, assume parade rest without taking arms.
2. At Ease. The command is **"AT EASE."** It is a one-count movement. It may be given only when halted at attention at order arms, sling arms or unsling arms,

or stack arms. After the command **"AT EASE,"** you may move your left leg, but must keep your right in place. The rifle is held as in parade rest, but with a relaxed arm, when executed from order arms or unsling arms. You may move, but must not talk.

3. Rest. The command is **"REST."** It may be given only when halted at attention at order arms, sling or unsling arms, or stack arms, and is executed in one count. At the command **"REST,"** keep your right foot in place. Your rifle is held as in parade rest, but with a relaxed arm when executed from order arms or unsling arms. If at sling arms, the rifle may be unslung. You may move and talk.

4. Fall Out from Attention. The command is **"FALL OUT."** It may be given only when halted at attention with your rifle at order, port, stack, or unsling arms. On the command **"FALL OUT,"** leave your place in ranks, but remain in the immediate vicinity unless otherwise instructed.



a. Front View.



b. Side View.

Figure A-16.--Parade Rest with the Rifle.

A-20. ATTENTION FROM REST POSITIONS

1. The command is **"Squad (Platoon, or Company), ATTENTION."**

a. On **"Squad (Platoon or Company),"** come to parade rest as described in paragraph A-19.1.

b. On **"ATTENTION,"** come to order arms in one count, except if at sling arms, come to attention at sling arms; if at stack arms, come to attention.

c. From Fall Out. The command is **"FALL IN."** On the command **"FALL IN,"** go back to your place in ranks and come to attention at order arms or unsling arms. If your rifle is stacked, come to attention.

A-21. RIFLE SALUTES

1. Rifle Salute at Right Shoulder Arms. This is a one-count movement, executed on each of two sets of commands "**Rifle, SALUTE**" and "**Ready, TWO.**" It cannot be executed at left shoulder arms.

a. On "**SALUTE,**" move your left hand smartly to the small of the stock. Keep your left forearm level with the deck, palm down, your thumb and fingers straight and joined. The first joint of your forefinger touches the rear of the receiver. (See figure A-17.) When not in ranks, turn your head and eyes toward the person or colors saluted.

b. On "**TWO,**" move your left hand smartly back to your side.



Figure A-17.--Rifle Salute at Right Shoulder Arms.

2. Rifle Salute at Order or Trail Arms. These are one-count movements executed on each of two sets of commands "**Rifle, SALUTE**" and "**Ready, TWO.**"

a. On "**SALUTE,**" move your left hand smartly to your right side, palm down, thumb and fingers straight and joined. The first joint of your forefinger touches the barrel between the stacking swivel and the bayonet lug. (See figure A-18.) When not in ranks, turn your head and eyes toward the person or colors saluted.

b. On "**TWO,**" move your left hand smartly back to your side.



a. Rifle Salute at Order Arms.



b. Rifle Salute at Trail Arms.

Figure A-18.--Rifle Salute at Order or Trail Arms.

3. Hand Salute at Sling Arms. This is executed in the same manner as a hand salute without arms, except your left hand must hold the rifle sling to steady it. As you salute, move your left hand smartly toward your right shoulder. Grip the sling in front of your right shoulder. When the salute is finished, re-grasp the sling with your right hand. If the rifle is slung on the left shoulder, the hand salute is rendered in the normal manner.

A-22 TO STACK ARMS

1. Members of the squad stack arms from their positions in line at normal or close interval. Squad members numbered 3, 7, and 11 make the stacks except when there is no one to their left. In squads larger than 14 men, additional stackmen are designated. In squads so armed that it is not feasible for numbers 3, 7, and 11 to make the stacks, other squad members may be designated as stackmen. The command is **"Stack, ARMS."**

2. At the command **"ARMS,"** the man on the left of the stackman grips his/her rifle by the upper hand guard, raises it, with the muzzle straight up, until his/her right arm is level with the deck. The Marine passes it to the stackman, who grips it with the left hand at the upper hand guard just below the stacking swivel. (See figure A-18a.)

3. The stackman places the butt of the left rifle between his/her feet, with the barrel to the front, muzzle tilted forward. The Marine raises the stacking swivel of the left rifle with his/her left thumb and forefinger. Then the Marine swings the butt of his/her own rifle 2 feet in front and 6 inches to the right of his/her right toe. The Marine then shifts his/her right hand to the stacking swivel, which the Marine engages with that of the left rifle. (See figure A-18b.)

4. The member on the right of the stackman grips his rifle with his/her right hand at the small of the stock, his/her left hand near the stacking swivel. Without moving his right foot, the Marine steps to the left front and carries his/her rifle well forward, barrel up. With the forefinger of his/her left hand, the Marine hooks his stacking swivel to the free hook of the center rifle's stacking swivel. Then the Marine rotates his/her rifle so the barrel rests in the angle formed by the other two rifles. (See figure A-18c.) The Marine pulls the butt toward him/her until the stack is tight and then lowers the butt to the deck. The Marine then resumes the position of attention. (See figure A-18d.) Figure A-18e shows details of the stacking swivels at stack arms.

5. Other rifles are passed to the nearest stack on the right. When passing extra weapons to the stack, the right hand grips the upper hand guard and the left hand grips the balance. The muzzles of these weapons point straight up while they are being passed to the stack. They are laid on the stack by the stackman, sights inboard, and tilted so they remain in place.



Figure A-18a.--Stack Arms, Passing the Left Rifle.



Figure A-18b.--Stack Arms, Placing the Left Rifle.



Figure A-18c.--Stack Arms, Placing the Right Rifle.



Figure A-18d.--Stack Arms, Stack Complete.



Figure A-18e.--Close Up of Stacking Swivels.

A-23. TO TAKE ARMS

1. The squad, in line behind the stacks, takes arms at the command **"Take, ARMS."**
2. At the command **"ARMS,"** the extra weapons are passed back. Weapons are held as when passed to the stack. As members receive their weapon, they resume order arms.

3. When extra weapons have been passed, the stackman grips his/her rifle and the rifle of the stackman on his/her left. The member on the right of the stackman steps to the left front as in stacking, takes his/her rifle, and resumes order arms.

4. The stackman then disengages the two remaining rifles. The Marine passes the left rifle back to the member on his/her left. The member on the stackman's left grips his/her rifle at the upper hand guard and resumes order arms. Then the stackman resumes order arms.

A-24. LOADING AND CEREMONIAL FIRING OF THE RIFLE

1. General Rules

a. For ceremonial firing, only the front rank of units larger than a squad executes the loading and firing.

b. Rifles are loaded while locked.

c. Except during the actual firing, loaded rifles are kept locked without command until **"UNLOAD"** or **"Inspection, ARMS"** is ordered.

2. To Load

a. The unit being at attention in any formation the command is **"With Blank Cartridges, LOAD."** The movements are executed quickly and smartly, but not in cadence.

b. Each front rank rifleman faces half right and places his/her right foot 12 inches to the rear. The legs are kept straight, so the weight of the body rests equally on both feet.

c. The rifle is raised with the right hand and grasped at the balance with the left. The right hand is then moved to the small of the stock. The rifle is now at the position of port arms.

d. The operating rod handle is pulled smartly to the rear with the left thumb. (See figures A-19.)

e. A fully loaded (blank) clip is then removed from the cartridge belt and placed in the receiver with the right hand. The rear edge of the right hand is placed against the operating rod handle and the cartridge pressed down against the follower with the right thumb until the follower engages the clip latch. The operating rod handle is released and the thumb lifted to allow the bolt to slide forward. The rear of the operating rod handle is then pushed forward with the heel of the right hand to ensure the proper seating of the bolt.

f. The right hand is then returned to the small of the stock at port arms.

g. For instruction in loading, the command is **"Simulate, LOAD."** The movements are executed as described in paragraph A-24.2, except that the handling of cartridges is simulated.

h. To use the rifle as a single loader, the procedure is the same except one cartridge is placed in the chamber rather than a clip in the receiver. Instead of depressing the clip against the follower, the follower is directly depressed with the right thumb.



Figure A-19.--Engaging the Operating Rod Handle.

3. To Unload. The command is **"UNLOAD,"** hook the left thumb over the operating rod handle and push it to the rear. Hold the bolt open. Re-grasping the rifle with the left hand, steady the piece by placing the butt on the right hip. Place the right hand over the receiver and release the clip latch with the right thumb. Catch the ejected clip in the right hand and replace it in the belt. After ensuring there is not a round in the chamber, allow the bolt to close. Pull the trigger and bring the piece to the order.

4. To Fire by Volley

a. After the rifles are loaded as prescribed in paragraph A-24.2, the noncommissioned officer in charge of the firing detail orders, **"Ready, Aim, FIRE."**

b. On **"Ready,"** take the position of load if not already in that position.

c. On **"AIM,"** raise the rifle to a position of 45 degrees from the horizontal, the butt firmly in the right shoulder, the balance resting in the V formed by the thumb and forefinger of the left hand. All fingers of the left hand are extended and joined. The left wrist is straight. The right hand is wrapped around the small of the stock from the right. The right elbow is raised to shoulder height. The right cheek is pressed firmly against the stock (or thumb on top of the stock) as far forward as comfortable. The left eye is closed, the right looking over the rear sight. Press the safety to its unlock position with the right forefinger. (See figure A-20.)

d. On **"FIRE,"** squeeze the trigger quickly and lower the rifle to the position of **"LOAD."** If the rifle has been loaded with a single round, it is reloaded without command, unless directed otherwise.

e. To continue the firing, the commands are **"Ready, Aim, FIRE."** Each command is executed as explained above.

f. To cease firing, the command is **"CEASE FIRING."** On this command the riflemen will know that no more rounds are to be fired. They bring their rifles to the position of load. The command **"UNLOAD"** is then given and executed as explained in paragraph A-24.3.



Figure A-20.--Firing Party at Position of Fire.

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APPENDIX B

RIFLE MANUAL FOR THE M14 SERVICE RIFLE

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APPENDIX B

RIFLE MANUAL FOR THE M14 SERVICE RIFLE

B-1. GENERAL

1. This appendix is designed to provide detailed instructions for the manual of arms for the M14 service rifle for those units and organizations that use this weapon for ceremonial purposes.
2. Execute "FALL IN" with the rifle at order arms.
3. Facings, alignments, and short distance marching movements are executed from order arms. Side step, backward march, open and close ranks, and close and extend are short distance movements. Forward march may be given from order arms to march units forward for a short distance. When these movements are commanded while at order arms, it is necessary to come automatically to trail arms on the command of execution for the movement. The rifle is returned to order arms upon halting.
4. Before a command for any marching movement (other than the exceptions stated in c, above) is given to armed troops, they are faced in the direction of march and their weapons brought to right shoulder, port, or sling arms by the appropriate command. After a marching movement has been completed and it is desired to execute a facing movement, the command to order or unsling arms is given, followed by the command for the facing movement.
5. When in a position other than sling arms, the troops must come to port arms for double time. When the troops are in formation, the commander gives the appropriate commands.

B-2. RULES FOR RIFLE MANUAL

1. The term "at the balance" refers to the point on the rifle (Figure B-1) just forward of the magazine well. In this position the little finger of the left hand is placed on the lower band. While this is not the true balance of the rifle, it is used as a reference point for instructional purposes and to facilitate the manipulation of the weapon while performing the manual of arms.

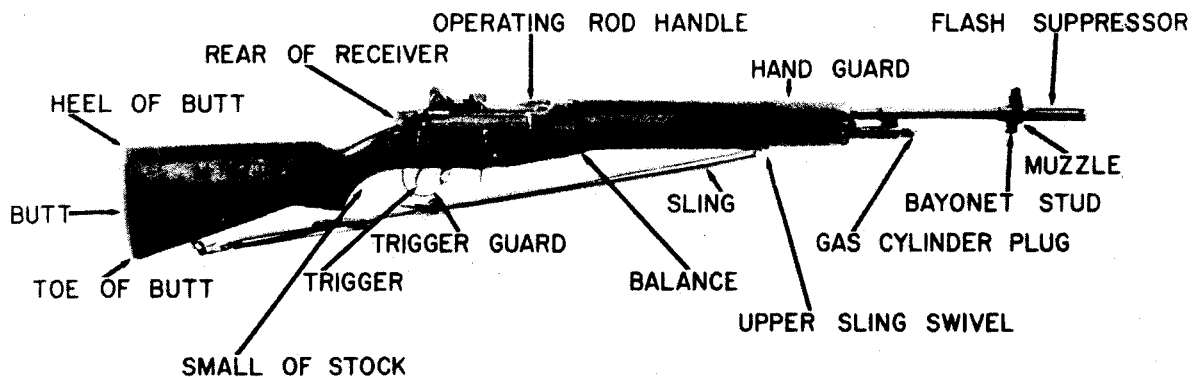


Figure B-1.--M14 Rifle Nomenclature.

2. The position of the rifle known as "diagonally across the body" (Figure B-2) is as follows:

a. The left hand is at the balance, with the thumb and fingers grasping the rifle and sling. To do this, extend and join the fingers so as to form a "U" with the thumb.

b. The barrel is up and at such an angle that it bisects the juncture of the neck and shoulder. The heel of the butt is on line with the right hip (Figure B-2).

c. The rifle is held at a height that allows the right forearm to be horizontal when the small of the stock is grasped with the right hand.

d. The distance of the rifle from the body depends upon the confirmation of the body, but it should be about 4 inches from the belt.



Figure B-2.--Rifle Held Diagonally Across the Body.

3. The cadence for rifle movement is quick time, but in the early stages of instruction the movements are done more slowly until the troops can execute them with precision. They are then practiced until the proper cadence is acquired.

4. The manual for the rifle is executed while standing at the position of attention. To add interest to drill and to lessen fatigue on long marches, movements between right and left shoulder and port arms may be commanded when marching at attention in quick time.

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a. To move the rifle from the right shoulder to the left shoulder, **"Left Shoulder, ARMS"** is commanded as the left foot strikes the ground. The first count of this movement is executed as the right foot strikes the ground and the left arm is swinging forward in a natural arc.

b. To move the rifle from the left shoulder to the right shoulder, **"Right Shoulder, ARMS"** is commanded as the right foot strikes the ground. The first count of this movement is executed as the left foot strikes the ground and the right arm is swinging forward in a natural arc.

5. The following positions are commanded from order arms only: inspection arms, trail arms, sling arms, fix and unfix bayonets, and the rest positions at order arms. Port arms is the only command that may be given from inspection arms.

6. The manual of arms with the magazine in the rifle is restricted to inspection arms, port arms, sling and unsling arms, order arms, trail arms, and fix and unfix bayonets.

B-3. ORDER ARMS

1. Order arms is the position of the individual at attention with the rifle. It is assumed on the commands **"ATTENTION"** from any of the rest positions except fallout. Order arms is assumed on the command **"FALL IN,"** and on the command **"Order, ARMS,"** from any position in the manual except inspection arms and sling arms.

2. At order arms the position of attention is maintained except for the right arm and rifle. The rifle butt is placed on the ground with the barrel to the rear and the toe of the butt against and on line with the toe of the right shoe. The upper part of the hand guard is grasped with the right hand in a "V" formed by the fingers and the thumb. The fingers are placed diagonally so the tips of the index finger and the thumb are grasping the sides of the stock; the right arm is kept behind the rifle so the thumb is along the trouser seam (Figure B-3).



a. Front View.



b. Side View.

Figure B-3.--Order Arms.

B-4. REST POSITIONS WITH THE RIFLE

1. Rest positions with the rifle are commanded and executed as without arms, with the following exceptions:
2. On the command **"Parade, REST,"** the left foot is placed 12 inches from and on line with the right foot. The rifle butt is kept against the right foot, the toe of the butt on line with the toe of the shoe. The barrel of the rifle rests against the hip along the seam of the trousers as in the position of attention. The grasp of the rifle is unchanged. The left hand is placed behind the back just below the belt line with the fingers and thumb extended and joined and the palm facing the rear (Figure B-4).
3. On the command **"AT EASE"** or **"REST,"** the right foot remains in place and the rifle is held as in parade rest with the right arm relaxed slightly.
4. When at sling arms, rest positions are commanded and executed as described in paragraph B-13.
5. Armed troops must be at attention at order arms, port arms, stack arms, or unsling arms before **"FALL OUT"** may be given.



a. Front View.



b. Rear View.

Figure B-4.--Parade Rest.

B-5. TRAILS ARMS FROM ORDER ARMS

1. For instructional purposes, the command **"Trail, ARMS"** may be used to teach the position at a halt. At the command **"ARMS,"** the rifle is raised vertically 3 inches off the ground with the wrist straight and the thumb along the seam of the trousers; the grasp of the rifle does not change (Figure B-5). This movement is executed in one count.

2. At the command **"Order, ARMS,"** the rifle is lowered vertically to the position of order arms. For instructional purposes when **"Trail, ARMS"** is commanded, the rifle is held at trail arms until **"Order, ARMS"** is given
3. Trail arms is used for short distance movements. If a marching movement (a side step, back step, or forward march) is ordered while at order arms come to trail arms automatically on the command of execution for the marching movement. The same applies for facing movements, while at order arms. Whenever trail arms is automatically assumed, come to order arms, without command, upon completion of the marching or facing movement.



B-6. PORT ARMS

1. The command is **"Port, ARMS."**
2. This movement is executed in two counts from order arms. At the command **"ARMS,"** the rifle is raised diagonally across the body with the right hand; the left hand grasps the rifle at the balance and holds it so that it is 4 inches from the belt. The right elbow is held down without strain. On the second count, the rifle is re-grasped with the right hand at the small of the stock, fingers and thumb closed around the stock. The right forearm is horizontal and the elbows are against the sides (Figure B-6).
3. From port arms to order arms is a three-count movement. At the command **"ARMS,"** the right hand is moved to re-grasp the upper part of the hand guard without moving the rifle (Figure B-6). On the second count, the left hand is removed from the balance, and the rifle is lowered to the right side with the

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right hand until the butt is 3 inches from the ground. The left hand is placed immediately below the bayonet stud, fingers and thumb extended and joined, palm to the rear, to steady the rifle and hold the barrel vertical (Figure B-7). On the third count, the left hand is cut sharply to the side while the rifle is lowered gently to the ground, and the position of order arms is assumed.



a. Start.



b. Count One.



c. Count Two.

Figure B-6.--Port Arms from Order Arms.



a. Start.



b. Count One.

Figure B-7.--Order Arms from Port Arms.



c. Count Two.



d. Count Three.

Figure B-7.--Order Arms from Port Arms.

B-7. RIGHT SHOULDER ARMS

1. The command is **"Right Shoulder, ARMS."**

2. When executed from order arms, right shoulder arms is a four-count movement. At the command **"ARMS,"** the first count of port arms is executed as described in paragraph B-6.2. The right elbow is held down without strain. On the second count, the rifle is re-grasped at the butt with the right hand, the heel of the butt between the first two fingers, and the thumb and fingers closed around the heel with the thumb and forefinger touching (Figure B-8). On the third count the rifle is placed on the right shoulder with the grasp of the right hand unchanged. At the same time, the left hand is moved from the balance to the small of the stock where it is used to guide the rifle to the shoulder. The thumb and fingers are extended and joined with the palm turned toward the body. The first joint of the left forefinger touches the rear of the receiver. The left elbow is kept down. On the fourth count, the left hand is cut smartly back to its position by the side, as at attention.

3. The return to order arms is a four-count movement. On the command **"ARMS,"** the rifle butt is pulled quickly toward the body with the right hand. As the rifle clears the shoulder, the right hand smartly twists the stock 90 degrees in a clockwise direction causing the rifle to be guided diagonally across the body. At the same time the left hand is brought up to catch the rifle at the balance, smartly and audibly. On the second count, the right hand is moved up to grasp the upper part of the hand guard. The third and fourth counts are executed the same as the second and third counts used in executing order arms from port arms (paragraph B-6.3).

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4. Right shoulder arms from port arms is a three-count movement. On the first count, the rifle is grasped at the butt with the right hand as in coming to right shoulder from order arms. The last two counts are the same as the last two counts in moving from order to right shoulder arms.

5. Port arms from right shoulder arms is a two-count movement. The first count is the same as the first count from right shoulder to order arms. On the second count, the rifle is re-grasped with the right hand at the small of the stock in the position of port arms.



a. Start.



b. Count One.



c. Count Two.



d. Count Three.



e. Count Four.

Figure B-8.--Order Arms to Right Shoulder Arms.

B-8. LEFT SHOULDER ARMS

1. The command is **"Left Shoulder, ARMS."**

2. To move the rifle to left shoulder arms from the order, the rifle is brought to port arms in the first two counts (Figure B-6). On the third count, the rifle is placed on the left shoulder with the right hand and at the same time the stock of the rifle is driven smartly and audibly into the palm of the left hand as the right arm comes across the body. The butt is grasped with the left hand (Figure B-9). On the fourth count, the right hand is cut smartly to the side as in the position of attention (Figure B-9).

3. Port arms from left shoulder arms is a two-count movement. On the first count, the right hand moves up and across the body and grasps the small of the stock and the right arm is pressed against the body (Figure B-9). On the second count, the rifle is brought from the shoulder and diagonally across the body with the right hand and re-grasped at the balance with the left hand as in the position of port arms (Figure B-6).

4. Order arms or right shoulder arms from left shoulder arms is a five-count movement. On the first two counts, the rifle is brought to port arms. On the last three counts, it is possible to go to order arms or right shoulder arms as described in paragraphs B-6 and B-7.



a. Start.



b. Count One.



c. Count Two.

Figure B-9.--Order Arms to Left Shoulder Arms.



d. Count Three.



e. Count Four.

Figure B-9.--Order Arms to Left Shoulder Arms--Continued.

B-9. PRESENT ARMS

1. The command is **"Present, Arms."**

2. Order arms to present arms is a two-count movement. On the first count, the rifle is raised and carried to the center of the body. It is held vertical, approximately 4 inches from the body with the barrel to the rear. The right elbow is down. The rifle and sling are grasped at the balance with the left hand. The left forearm is horizontal and the elbow is against the side (Figure B-10). On the second count, the right hand re-grasps the rifle at the small of the stock.

3. Order arms from present arms is a three-count movement. On the first count, the rifle is grasped at the upper part of the hand guard with the right hand (Figure B-9) with the right elbow kept down and against the side. The rifle is lowered to the ground with the right hand on counts two and three as in port arms to order arms (Figure B-7).

4. Port arms from present arms is executed in one count. The rifle is raised and twisted with the right hand, the muzzle moves to the left, the rifle is re-grasped at the balance with the left hand (Figure B-6).

5. Present arms is executed in one count. The rifle is lowered and twisted with the right hand while being moved into a vertical position where it is re-grasped at the balance with the left hand.



a. Start.



b. Count One.



c. Count Two.

Figure B-10.--Order Arms to Present Arms.

B-10. INSPECTION ARMS (WITHOUT MAGAZINE)

1. The command is **"Inspection, ARMS."** It is a four-count movement, executed only from order arms.
2. At the command **"ARMS,"** the rifle is raised diagonally across the body with the right hand and is grasped with the left hand at the balance as in the first count of port arms (paragraph B-6.2b). On the second count, the right hand grasp is released and the right hand slides down the rifle with the fingers extended and joined, until the knife-edge of the hand comes in contact with the operating rod handle. At this time, the thumb is on the opposite side of the receiver (Figure B-11). On the third count, the operating rod handle is pressed sharply to the rear and the bolt lock is depressed with the thumb so that the bolt is locked in the rearmost position. At the same time, the head and eyes are lowered to check the receiver (Figure B-11). On the fourth count, having found the receiver empty or having emptied it, the head and eyes are raised to the front and the rifle is re-grasped at the small of the stock as in port arms.
3. **"Port, ARMS"** is the only command that is given from inspection arms. On the preparatory command, the grip on the small of the stock is relaxed to permit the index finger to hook around the operating rod handle, pulling it slightly to the rear so that the bolt lock will be released (Figure B-12). At the command **"ARMS,"** the operating rod handle is released, the trigger pulled, and the small of the stock re-grasped in the position of port arms.

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a. Start.



b. Count One.



c. Count Two.



d. Count Three.



e. Count Four.

Figure B-11.--Inspection Arms without Magazine.



a. Movement to **"Port."**



b. Movement to **"ARMS."**

Figure B-12.--Port Arms from Inspection Arms with and without Magazine.

B-11. INSPECTION ARMS WITH THE MAGAZINE

1. The command is **"Inspection, ARMS."** It is a four-count movement with the first two counts the same as inspection arms without the magazine. On the third count, the operating rod handle is pressed sharply to the rear with the knife-edge of the right hand until the bolt engages the magazine follower. At the same time, the head and eyes are lowered to check the receiver. On the fourth count, having found the receiver empty or having emptied it, the head and eyes are raised and the rifle is re-grasped at the small of the stock as in port arms.

2. **"Port, ARMS"** is the only command given from inspection arms. On the preparatory command, the right hand releases the rifle and, with fingers extended and joined, the knife-edge of the hand is pressed against the operating rod handle. After the operating rod handle is pressed slightly to the rear, the thumb is inserted in the rearmost part of the receiver to depress the magazine follower. The bolt is allowed to slide forward slightly. On the command **"ARMS,"** the operating rod handle is released. The right hand is returned to the small of the stock, the trigger pulled, and the position of port arms is assumed.

B-12. RIFLE SALUTE

1. This movement may be executed from order arms, trail arms, right shoulder arms, or left shoulder arms. For instructional purposes, the command **"Rifle, SALUTE"** may be used. The rifle salute is a two-count movement.

2. When at order arms, the left arm moves across the body on the first count, with the forearm and wrist straight, fingers and thumb extended and joined, and palm down. The first joint of the forefinger touches the rifle at a point below the bayonet stud (Figure B-13). If not in the ranks, the head and eyes turn

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toward the person or color saluted. On the second count, the left hand is cut smartly to the side and the head and eyes are turned to the front.

3. When saluting at trail arms, the movements are identical with those for saluting at order arms, except that the rifle is held in the trail arms position.

4. At right shoulder arms, the movement is executed by moving the left arm across the chest and touching the first joint of the forefinger to the rear of the receiver. The left elbow is held so that the left forearm is horizontal. Fingers, thumb, and wrist are held as described in b, above. The palm is down (Figure B-14). The second count of the rifle salute at right shoulder arms is executed by cutting the left hand smartly to the side.

5. At left shoulder arms, the movement is executed by moving the right arm across the chest and touching the first joint of the forefinger to the rear of the receiver. The right elbow is held so that the right forearm is horizontal. Fingers, thumb, and wrist are held as described in b, above. The palm is down (Figure B-14). The second count of the rifle salute at left shoulder arms is executed by cutting the right hand smartly to the side.



a. Order Arms Position.



b. Trail Arms Position.

Figure B-13.--Rifle Salute at Order Arms and Trail Arms.



a. Right Shoulder Position.



b. Left Shoulder Position.

Figure B-14.--Rifle Salute at Right and Left Shoulder Arms.

B-13. SLING AND UNSLING ARMS

1. The command is **"Sling, ARMS."** It will be given only from order arms. The movements are not executed in cadence. If the sling is not adjusted, on **"ARMS,"** the butt of the rifle is placed on the right hip and the rifle cradled in the crook of the right arm (Figure B-15a). The sling is adjusted with both hands and the rifle is then slung over the right shoulder in the most convenient manner. When at sling arms, the sling is grasped with the right hand, keeping the right forearm horizontal and holding the barrel of the rifle vertical (Figure B-15b). If the sling is already adjusted, the rifle is slung in the most convenient manner at the command of execution.
2. The command **"Unslung, ARMS"** is given only from the position of sling arms. At the command of execution, the rifle is unslung and brought to a position of unslung arms by steadying the rifle with the left hand. The positions of order arms and unslung arms are the same except that at unslung arms the sling is loose.
3. So that precise movements of the manual can be executed, the command **"Adjust, SLINGS"** is given. At the command **"SLINGS,"** the sling is tightened while holding the rifle as described in paragraph B-13.1, above.



a. Adjust Sling.



b. Sling Arms.

Figure B-15.--Sling Arms.

4. To salute while at sling arms, on the command of **"ARMS"** of **"Present, ARMS,"** the sling is grasped with the left hand to steady the rifle. The palm of the left hand is to the rear and the forearm is horizontal. At the same time, the sling is released with the right hand and the first count of the hand salute is executed as described in paragraph 2104 (Figure B-16). At the command of **"ARMS"** of **"Order, ARMS,"** the right hand and arm are moved smartly to the side as in the position of attention and then the original position of sling arms is assumed.



Figure B-16.--Rifle Salute at Sling Arms.

5. When at sling arms, parade rest, rest, and at ease are executed as from order arms except that the rifle is held slung with the right hand. When the command **"REST"** is given, the rifle may be unslung. When calling a unit to attention, the position of parade rest at sling arms is assumed on the preparatory command.

B-14. FIX BAYONETS AND UNFIX BAYONETS

1. These movements are not executed in cadence.

2. On the command **"Fix, BAYONETS,"** the muzzle of the rifle is moved across the body and re-grasped with the left hand below the gas cylinder plug. The snap on the scabbard is unfastened and the bayonet is grasped with the right hand. The bayonet is drawn from the scabbard. The point of the bayonet is turned skyward and the bayonet is fixed on the muzzle of the rifle with a downward motion. After the bayonet is fixed, the position of order arms is assumed.

3. The command **"Unfix, BAYONETS"** is given only at the position of order arms.

4. At the command **"BAYONETS."** The rifle is moved to the left hand as when fixing bayonets. The rifleman glances down and grasps the handle of the bayonet with the right hand, the palm toward the body. The bayonet catch spring is pressed with the inside of the forefinger. The bayonet is raised vertically until the handle is approximately a foot above the muzzle of the rifle. Then, keeping the eyes on the point of the bayonet, the rifleman returns the bayonet to the scabbard, reversing the movements of its withdrawal. The snap on the bayonet scabbard is fastened with the left hand and the position of order arms is assumed. The bayonet is carried in the scabbard with the ring to the front.

5. Safety precautions should be observed when fixing bayonets while the rifle is held diagonally across the body with the left hand. Tap the base of the bayonet handle with the heel of the right hand, to make sure that the bayonet is secure. If resistance is met when unfixing the bayonet, thrust the bayonet into the ground, blade facing the right toe. Then press the bayonet release with the toe of the right shoe and remove the rifle from the bayonet. The blade of the bayonet is not touched with the bare hand.

B-15. STACK ARMS

1. The members of the squad stack arms from their position in line at normal interval on the command of **"Stack, ARMS."** After the squad counts off, the commander designates the stackmen by numbers and then gives the command, **"Prepare, SLINGS."**

2. At the command **"SLINGS,"** the stackman places the butt of their rifle on their right hip and cradles it in the crook of their right arm (Figure B-17). The individual then adjusts the sling keeper to form a four-inch loop (a palm's width within the loop) next to the upper sling swivel (Figure B-18). As soon as he/she has prepared the loop, the stackman returns to order arms. After all stackmen are at order arms, the command **"Stack, ARMS"** is given.



Figure B-17.--Prepare Sling.



Figure B-18.--Sling Loop.

3. At the command **"ARMS,"** the stackman places their rifle directly in front of and centered on their body with the sling facing to the front (Figure B-19). The heel of the rifle butt is on the ground on line with the toes of the stackman. The stackman grasps the rifle by the hand guard with their left hand. The first two fingers of the left hand hold the inner part of the loop against the rifle. The individual reaches across the front of the rifle with the right hand, grasps the outer part of the loop, and holds it open for the insertion of the other rifles (Figure B-20). The individual holds the rifle vertical at all times.



Figure B-19.--Prepare the Stack.



Figure B-20.--Preparing the Loop.

4. After the stackman has positioned their rifle, the individuals on their right and left perform the following movements simultaneously:

a. The man on the stackman's left raises and rotates their rifle, sling up, to a horizontal position across their body, muzzle to the right. At the same time, he/she grasps the rifle at the small of the stock with the left hand, palm downward, over the sling. The individual continues to grasp the upper part of the hand guard with their right hand. The individual allows both arms to hang naturally, holding the weapon in a horizontal position (Figure B-21).

b. The man on the stackman's right moves their rifle vertically and across their body with their right hand until their wrist is shoulder high in the center of their body. The individual grasps the rifle with their left hand immediately under the right hand, palm over the sling. The individual then lowers their right hand to the small of the stock, palm facing the sling, and turns the rifle until the sling is up, muzzle to the left, and the rifle is in a horizontal position. The individual lets their arms hang naturally (Figure B-21).



Figure B-21.--Stacking Arms--Continued.

c. As soon as both individuals have completed these movements, each moves their foot that is nearest the stackman 18 inches to the oblique and toward the stackman. In a continuing motion, the man on the stackman's left inserts the muzzle of their rifle into the loop held by the stackman until the bayonet stud protrudes past the far in of the loop (Figure B-22). The individual holds their weapon in this position until the man on the stackman's right inserts the muzzle of their rifle through the loop in the same manner. The muzzle of the second rifle is on top.



Figure B-22.--Forming the Stack.

5. When both rifles have been inserted into the loop, the individuals on each side of the stackman swing the butts of their rifles outward and down to the ground until the stack is tight with the rifle butts on line and approximately 2 feet from the base line (Figure B-23).



Figure B-22.--Forming the Stack--Continued.



Figure B-23.--Adjusting the Stack Arms.

6. After necessary adjustments have been made, all three individuals come back to the position of attention (Figure B-24).



Figure B-24.--Stack Arms.

7. Extra rifles are passed to the nearest stack on the right. As each rifle is passed, is grasped at the upper part of the hand guard with the right hand. Then, with the rifle held vertically, it is passed with fully extended arm to the right front. The man on the right grasps the rifle at the balance with their left hand, brings the rifle to the center of their body, and re-grasps it at the upper part of the hand guard with their right hand. This action continues until the stackman receives the rifle and places it on the stack with their right hand as nearly vertical as possible. The individual places the rifle on the stack with the slings away from the stack.

B-16. TAKE ARMS

1. The squad in position, on line behind the stacks, takes arms at the command **"Take, Arms."**
2. At the command **"ARMS,"** the stackman passes each extra rifle towards its bearer. The rifles are handled in the manner described for passing them to the stack (left hand at the balance, right hand at the upper part of the hand guard). As the individuals receive their rifles, they resume the position of order arms.
3. After all extra rifles have been returned, the stackman grasps the base rifle, holding the loop open as in stack arms.
4. The individuals to the right and left of the stackman take one step to their left and right fronts, respectively. They reach down and grasp their rifles, bringing them to the horizontal position. They grasp them as shown in Figure B-22. The man to the right of the stackman frees their rifle from the stack first. Each man returns to order arms after retrieving their rifle. The individual does this by guiding and steadying the rifle with their left hand as in the next to last count of order arms (Figure B-3).
5. The stackman adjusts the sling of their rifle before returning to order arms.

B-17. LOADING AND CEREMONIAL FIRING OF THE M14 RIFLE

1. General

- a. For ceremonial firing of the rifle, only the front rank of units larger than a squad executes the loading and firing of the rifle.
- b. Normally a firing detail will consist of one noncommissioned officer and seven riflemen. When inadequate manpower is available to provide a full firing detail then one noncommissioned officer and at least three riflemen should be provided. The firing detail should be composed of an odd number of riflemen to honor ancient naval superstitions and traditions.
- c. Except during actual firing, loaded rifles are kept on SAFE without command until **"UNLOAD"** or **"Inspection, ARMS"** is ordered.
- d. In order to enhance the appearance of the firing party, magazines with three rounds will be inserted into the rifle out of view of spectators. Two expended cartridges should be placed in the magazine below the three blank cartridges so that adequate tension will be placed on the magazine spring. To insert the magazine, insert the top front first, and pull backwards and upwards

until the magazine latch snaps into position. A round will not be placed in the chamber until the command "**LOAD**" is given.

2. To Load

a. The firing party is formed in line, with the noncommissioned officer in charge 3 paces in front of and 1 pace to the right of the firing party.

b. With the firing party formed and at attention (Figure B-25), the command is "**With Blank Ammunition, LOAD.**" The movements are executed quickly and smartly.



Figure B-25.--Firing Party Formed for Ceremonial Firing.

c. On the command "**LOAD,**" members of the firing party execute the following sequence of movements:

(1) Face half right. (Figure B-26)



Figure B-26. -- Riflemen Face Half Right.

(2) Move the left foot 12 inches to the left (Figure B-27). The legs are kept straight so the weight of the body rests equally on both feet.



Figure B-27.--Riflemen Moves the Left Foot 12 Inches to the Left.

(3) Raise the rifle to port arms. (Figure B-28)



Figure B-28.--Rifle to Port Arms.

(4) The operating rod handle is pulled smartly to the rear with the right thumb and released, thus chambering a round of blank ammunition. The rear of the operating rod handle is then pushed forward with the heel of the right hand to ensure the proper seating of the bolt. (Figure B-29)



Figure B-29.--Chambering a Round.

(5) The right hand is then returned to the small of the stock at port arms.

3. To Fire by Volley

a. After the rifles are loaded as described above, the noncommissioned officer in charge of the firing party orders, "**Ready, Aim, FIRE.**"

b. On "**Ready,**" press the safety to its unlock position with the right forefinger.

c. On "**Aim,**" each rifleman raises the rifle to a position of 45 degrees from the horizontal, places the butt of the rifle firmly in the right shoulder, and rests the balance in the "U" formed by the thumb and forefinger of the left hand. The fingers are extended and joined. The left wrist is straight. The right hand is wrapped around the small of the stock from the right. The right elbow is raised to near shoulder height. Keep eyes open; look over rear sight. (Figure B-30)



Figure B-30. -- Firing Party in Position of Aim and Fire.

d. On "**FIRE**," squeeze the trigger quickly and lower the rifle to the position of port arms.

e. To continue firing the commands are "**LOAD, Aim, FIRE.**"

(1) On "**LOAD**," each rifleman manually chambers the next round by pulling the operating rod handle smartly to the rear with the right thumb and release it, thus chambering a round of blank ammunition. The rear of the operating rod handle is then pushed forward with the heel of the right hand to ensure the proper seating of the bolt. (Figure B-29)

(2) "**Aim**" and "**FIRE**" are executed as describe above.

(3) After the last round has been fired, rifles are brought to the position of port arms. From this position the noncommissioned officer of the firing party gives the command of "**Present, ARMS.**" This movement is executed in 3 steps on the command of execution "**ARMS.**"

(a) With the left foot extended, pivot on the heel of the left foot and toe of the right foot, as in the first count of a left face.

(b) Bring the heel of the right foot smartly against the heel of the left foot, completing the left face.

(c) The riflemen then move the rifle to present arms. The noncommissioned officer in charge of the firing party then executes a right face and presents sword.

(4) After the ceremony, (memorial service, funeral, etc.) the firing party is brought to order arms, faced to the right and marched from the site of the ceremony.

4. To Unload

a. The weapons will be unloaded and inspected as soon as possible after leaving the site of the ceremony and out of sight of the spectators, if possible.

b. The command is "**UNLOAD.**" It is executed by executing inspection arms with magazine as describe in paragraph B-11.

APPENDIX: B

U.S. Flag Code

The Flag Code

Title 4, United States Code, Chapter 1

As Adopted by the National Flag Conference, Washington, D.C., June 14-15, 1923, and Revised and Endorsed by the Second National Flag Conference, Washington, D.C., May 15, 1924. Revised and adopted at P.L. 623, 77th Congress, Second Session, June 22, 1942; as Amended by P.L. 829, 77th Congress, Second Session, December 22, 1942; P.L. 107 83rd Congress, 1st Session, July 9, 1953; P.L. 396, 83rd Congress, Second Session, June 14, 1954; P.L. 363, 90th Congress, Second Session, June 28, 1968; P.L. 344, 94th Congress, Second Session, July 7, 1976; P.L. 322, 103rd Congress, Second Session, September 13, 1994; P.L. 225, 105th Congress, Second Session, August 12, 1998; and P.L. 80, 106th Congress, First Session, October 25, 1999.

§ 4. Pledge of Allegiance to the flag; manner of delivery

The Pledge of Allegiance to the Flag, "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

§ 5. Display and use of flag by civilians; codification of rules and customs; definition

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined according to sections 1 and 2 of this title and Executive Order 10834 issued pursuant thereto.

§ 6. Time and occasions for display

- (a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.
- (b) The flag should be hoisted briskly and lowered ceremoniously.
- (c) The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.
- (d) The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King, Jr.'s birthday, the third Monday in January; Lincoln's Birthday, February 12; Washington's

Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.

(e) The flag should be displayed daily on or near the main administration building of every public institution.

(f) The flag should be displayed in or near every polling place on election days.

(g) The flag should be displayed during school days in or near every schoolhouse.

§ 7. Position and manner of display

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.

(b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

(c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

(f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

(l) The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

(m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event

of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection -

(1) the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;

(2) the term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and

(3) the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.

(n) When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(o) When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

§ 8. Respect for flag

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

(a) The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

(b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

(c) The flag should never be carried flat or horizontally, but always aloft and free.

- (d) The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.
- (e) The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- (f) The flag should never be used as a covering for a ceiling.
- (g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
- (h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- (i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.
- (j) No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.
- (k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

§ 9. Conduct during hoisting, lowering or passing of flag

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in a moving column should be rendered at the moment the flag passes.

§ 10. Modification of rules and customs by President

Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.

ACKNOWLEDGMENTS

U.S. Marine Corps Drill and Ceremonies Manual (MCO P5060.20)

U.S. Army Drill and Ceremonies Manual (FM 3-21.5)