

# *Drill and Ceremonies*



## **AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS (AFJROTC)**

V-2627T

# Drill and Ceremonies

*Produced and Edited by*  
**Naomi L. Mitchell**

*Editorial Assistance*  
**Evelyn Diane Clark**

*Contributing Editor*  
**Major Steven J. Soller**

**Revised**

**1996**



**Air Force Reserve Officer Training Corps  
Junior Program Branch  
Maxwell Air Force Base, Alabama 36112-6106**

**V-2627T**

# Acknowledgment

All photographs included in this textbook were taken by the Base Visual Information Services at Maxwell Air Force Base of cadets from Air Force Junior Reserve Officer Training Corps Units AL-11, Robert E. Lee High School, Montgomery AL, and AL-951, Prattville High School, Prattville, AL, and KY-933, Shelby Valley High School, Pikeville, KY. We would like to give special thanks and recognition to these cadets for giving their time and energy to be in the production of this textbook. Also a special thanks to the Aerospace Science Instructors at Robert E. Lee High School; Colonel James V. Smith, SMSgt Larry E. Jones, CMSgt Zacchaeus Buckner, Major Barbara Marshall Coleman; and Major Stephen Whitehead and SMSgt Robert L. Patrick from Prattville High School; and Lt Col James S. Norman from Shelby Valley High School.

## **Photographs and Illustrations:**

Special thanks also to the Base Visual Information Services at Maxwell Air Force Base for taking the photographs of the cadets.

The illustrations used in this text are from Air Force Manual 36-2203, *Personnel, DRILL AND CEREMONIES*.

# Preface

This textbook was prepared to cover the basic aspects of drill and ceremonies. Air Force Regulation 50-14, *Drill and Ceremonies*, was recently replaced by Air Force Manual 36-2203, entitled *Personnel DRILL and CEREMONIES*, dated 3 June 1996. AFMAN 36-2203 was used in preparation of this text. If you feel you need more detailed information, please see Air Force Manual 36-2203.

We welcome your comments or suggestions concerning this textbook. Please forward them to HQ AFROTC/DOJC.

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# CHAPTER 1

## Customs and Courtesies

Custom and Courtesy may be defined as an act or expression that shows respect and consideration. Although the two are practically inseparable in the service and go hand in hand in civilian life, they will be separated here momentarily for the purpose of obtaining a better understanding of these two closely related subjects.

A custom is an act or ceremony that stems from tradition and is enforced as an unwritten law. On the other hand, if guidance is in written form, it is a military courtesy. Most courtesies are also customs. They have developed over a period of time and have become traditional. Customs include things to do as well as things not to do. Not only do customs have the effect of unwritten law, but they also tend to become written into directive or law. For example, in 1942, by joint resolution, Congress embodied traditional customs of displaying and honoring the flag into a code of general rules. This resolution became Public Law 829-77. Customs and courtesies play an important part in our lives, both in civilian and military activities. In order to unify the members of a military organization and to keep before them the knowledge of the importance of discipline, there must be a set of symbols. The large body of Air Force customs and courtesies serve this purpose by symbolizing the importance of discipline.

Military courtesy points out the need for mutual respect among men in arms, and it is not and cannot be one-sided. It demands from you a polite and considerate behavior toward others; but you may expect the same from them, whether they are your superiors

or subordinates in the military structure. Military customs and courtesies go beyond basic politeness. The lack of military customs and courtesies has a direct relationship in decreasing esprit de corps, morale, discipline, and mission effectiveness. Courtesy is an attitude—an attitude that leads to success.

### Saluting

One of the most important courtesies done in the military is saluting. Saluting has always been a privilege enjoyed by military personnel of honorable standing. Not only was it used in the early days of recorded history as a salutation, but also to express mutual trust and respect. The salute is a courteous exchange of greetings, with the junior member always saluting first.

Since the earliest days of warfare, individuals have used various types of salutes to greet one another. The salute had its beginning dating back to medieval times. During this time, military men often wore armor which included a helmet and a visor. Upon encountering a stranger, a knight would lift his hand and raise his visor, thus uncovering his face for recognition. If recognized as a friend, each man left his visor up and dropped his hand and the greeting was completed. Today, the salute is a respectful greeting used between military personnel notwithstanding differences in military grade.

Though it varies in form across the globe, the rendering of the hand salute says, in effect, "I greet you." By returning the salute you say, in effect, "I return your greeting." The gesture is always friendly and is rendered cheerfully and willingly. It is rendered with pride and as a signal of recognition and respect between comrades in the honorable profession of arms.

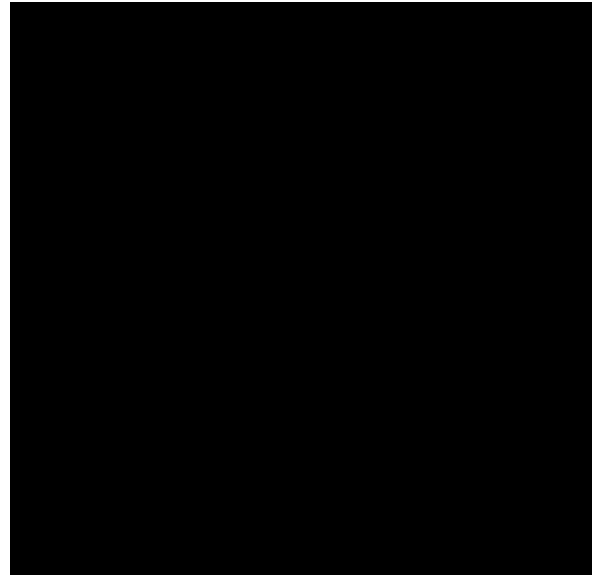
## Hand Salute

The hand salute is used for training purposes only. The command is **Hand, SALUTE** and it is performed in two counts. Upon receiving the command **SALUTE**, the individual raises the right hand smartly in the most direct manner while at the same time extending and joining the fingers. Keep the palm flat and facing the body. Place the thumb along the forefingers keeping the palm flat, forming a straight line between the fingertips and elbows (see figure 1-1). Tilt the palm slightly toward the face. Hold the upper arm horizontal, slightly forward of the body, and parallel to the ground. Ensure the tip of the middle finger touches the right front corner of the headdress, or if wearing a nonbilled hat, ensure the middle finger touches the outside corner of the right eyebrow or the front corner of glasses. The rest of the body will remain at the position of attention. This is count one of the movement. To complete count two of the movement, bring the arm smoothly and smartly downward, retracing the path used to raise the arm. Cup the hand as it passes the waist and return to the position of attention.

## When to Salute

Your guide for saluting should be recognition. Distance and uniform should

**Figure 1-1. Hand Salute.**



not be criteria for saluting. When outdoors, salute your seniors, regardless of uniform or civilian clothes. Salute them regardless of location. There often seems to be some misunderstanding in the area of exactly when to salute. The following information should answer some common questions about when to salute. When returning or rendering an individual salute, the cadet turns his or her head and eyes toward the Colors or person saluted. When in ranks, he or she holds his or her head and eyes at attention unless otherwise prescribed. Members of the Armed Forces in uniform exchange salutes under the following conditions.

Outdoor salutes are exchanged upon recognition between officers and warrant officers, and between officers or warrant officers and cadets or enlisted members of the Armed Forces. Saluting outdoors means salutes are exchanged when the persons involved are outside a building. This includes areas such as open porches, covered sidewalks, bus stops, covered or open entry ways, and reviewing stands. The salute will be exchanged with a person on the sidewalk or with a person approaching or in the same structure. This applies both on and off military installations. The junior

member should initiate the salute in time to allow the senior officer to return it. To prescribe an exact distance for all circumstances is not practical, but good judgment indicates when exchanging salutes is appropriate. When you engage in conversation with an officer while outdoors, salute both before and after the conversation. A superior carrying articles in both hands need not return the salute; but the junior member must salute, and the senior member should nod in return or verbally acknowledge the salute. An exchange of verbal greetings is also appropriate if the junior member is carrying articles in both hands. Judgment and common sense play an important role in determining when you should render a salute. Also use these procedures when greeting an officer of a friendly foreign nation.

If you are in formation and an officer approaches, the person in charge of the group calls the members to attention and renders a salute for the group. If you are part of a small group that is not in formation, the first person to see the officer calls the group to attention, and all members face the officer and salute. If an officer addresses the group or an individual in the group, all members should remain at attention, (unless otherwise ordered) until the end of the conversation, at which time they salute the officer. If you are in charge of a work detail, salute for the entire group when encountering an officer. Any airman, noncommissioned officer, or officer recognizing a need to salute or a need to return one may do so anywhere at any time.

Just as there are instances when you must salute, there are situations that do not require a salute. Do not salute indoors unless in a formal reporting situation. Don't try to salute when approaching an officer from the rear. In these cases, extend a verbal greeting only. Also, do not salute

when you are at a public gathering such as a sports event or meeting (for example, an outside commander's call) or when a salute would be inappropriate or impractical such as during a fire drill.

Exchange of salutes between military pedestrians (including gate sentries) and officers in moving military vehicles is not mandatory. However, when officer passengers are readily identifiable (for example, officers in appropriately marked vehicles), the salute must be rendered.

Civilians may be saluted by persons in uniform. The President of the United States, as Commander in Chief of the Armed Forces, is always accorded the honor of a salute. Also, if the exchange of salutes is otherwise appropriate, it is customary for military members in civilian clothes to exchange salutes upon recognition.

Tradition has it that if you are junior, you salute first. The only exception to this occurs when a unit commander gives an official report to an adjutant who might be junior. The one saluted always returns the salute unless unable to do so by reason of physical incapacity or because the right hand cannot be freed, as when carrying packages.

Any commissioned and warrant officer in the Army, Navy, Air Force, Marine Corps, and Coast Guard, as well as commissioned officers of friendly foreign countries is entitled to a salute. You should also normally salute the President of the United States, Secretary of Defense, and Secretary of the Air Force. Further, the salute need not be restricted entirely to officers and senior officers. The fact that you should return salutes rendered to you by subordinates goes without saying, and it is often courteous to greet peers of the same rank with a salute.

## **How to Salute**

Whether you initiate a salute or return one, the salute should be executed smartly and with pride. A sloppy salute is not a “more friendly” salute, it’s just sloppy.

To salute properly: (1) Raise your right hand smartly so that the tip of your forefinger touches the lower part of your headgear just to the right of your right eye (when you are not wearing headgear, your forefinger should just touch your right eyebrow); (2) your arm, shoulder to elbow, should be parallel to the ground at a natural angle (about 115 degrees forward) from your body. Your thumb and fingers are extended and joined with a straight line between the tip of your middle finger and your elbow; (3) your posture should be erect and alert; head and eyes should be turned toward the person being saluted, be careful not to tilt your head toward your hand; bring your hand all the way up; and, (4) drop the salute smartly, you should move your hand smoothly to your side in one motion, you should not slap your side and never have a cigarette, cigar, or pipe either in your mouth or right hand when saluting.

## **Present Arms and Order Arms**

The only other time that a salute is required through command is **Present, ARMS**. The commands are **Present, ARMS** and **Order, ARMS**. On the command **Present, ARMS**, the cadet executes the first count of hand salute. Count two of hand salute is performed when given the command **Order, ARMS**.

## CHAPTER 2

### Flag Honors

The next area of customs and courtesies is related to honoring the flag at the beginning and closing of the day. Most schools have a United States flag that is flown from a flagstaff located on campus. The United States Flag represents the heritage of our nation. It has flown victoriously over some of history's most bloody battlefields. The flag today flies over embassies in all parts of the world and is among the most prominent among those in the United Nations.

The flag has flown through times of civil war and domestic crisis. During times of conflict and times of tranquillity, the American flag has flown as a symbol of what has been and is, the spirit of the United States of America.

The flag and National Anthem are symbols of all the people, their land and their institution. When you salute these symbols, you are saluting the nation. Air Force personnel follow specific procedures in showing their respect to the flag and the National Anthem. Flags and national anthems of friendly foreign nations are shown the same respect as our own. Flag ceremonies occur during parades, reveille, retreat, and prior to special events. The two daily ceremonies that you will be associated with are reveille and retreat. Reveille signifies the beginning of the military day; retreat marks its end. Both ceremonies pay respect to the flag. The courtesy rendered is a salute to the flag as it is raised or lowered. Most flag ceremonies are conducted with the National Anthem. Military personnel will render proper courtesies when the National Anthem or To the Colors is played.

The procedures for rendering these courtesies vary somewhat depending on whether the individual is indoors or outdoors and whether the individual is dressed in uniform or dressed in civilian clothing. The Pledge of Allegiance is a flag ceremony without music and is normally conducted indoors.

**When in Uniform in Formation.** When in uniform in formation, but not part of a ceremony, the unit commander commands present arms when the National Anthem or To the Colors is played. The unit should be faced toward the flag before being given present arms.

**When in Uniform but not in Formation.** Outdoors, at any ceremony where the U.S. flag is present, come to attention, face the flag in the ceremony, and salute. At sporting events, if the flag is visible, face the flag and salute. If the flag is not visible, face the band and salute in its direction. If the music is recorded, face the front and salute. At all other outdoor occasions, follow the same general principle; come to attention, salute, and face the flag (if visible) or the music.

**When Indoors and the National Anthem or To the Colors is Played.** Indoors, when the National Anthem or To the Colors is played, face the flag (if present) and assume the position of attention. If no flag is present, assume the position of attention facing the music. Do not salute unless under arms.

**When Outdoors in Uniform.** When in uniform and the National Anthem or To the Colors is played, stand at attention, face the flag (if the flag is not visible, face the

music) and render the military salute. The salute begins on the first note of the music and is held until the last note.

**When Outdoors in Civilian Clothes.**

When in civilian clothes and the National Anthem or To the Colors is played, stand at attention, face the flag (if the flag is not visible, face the music) and place your right hand over your heart. A male removes his headdress with the right hand and holds it at the left shoulder with the right hand over the heart. Male cadets without hats and female cadets salute by standing at attention and placing the right hand over the heart.

**When in Civilian Clothing Indoors.**

When in civilian clothing indoors, render the civilian salute by standing at attention and placing the right hand over the heart.

**To An Escorted Flag Outdoors.** If you are at any outdoor event and an uncased flag is escorted past you, stand at attention, face the front and render the appropriate salute. The salute is rendered approximately six paces before the flag is even with you and hold the salute until the flag has passed approximately six paces beyond you.

**On a Stationary Flagstaff.** Flags flown from stationary flagstaffs are saluted only at reveille, retreat, and special occasions. Small flags and flags on halfstaff are not saluted. Cased and folded flags are not saluted.

**During Indoor Ceremonies.** When ceremonies are occurring indoors and the National Anthem or To the Colors is being played or during the Pledge of Allegiance, face the flag and take the position of attention. If the flag is not visible, take the position of attention and face the music or the front. Do not salute unless under arms. While ceremonies are occurring outdoors and you are indoors, no action is required. Also, there is no requirement for you to stand or salute while ceremonies are being broadcast over radio or television.

**By Vehicle Passengers.** At the first sound of the music, all vehicles come to a complete stop. Occupants of a civilian or military vehicle, including the driver, sit at attention and remain seated at attention until the last note of music.

**At Half Staff.** The flag is flown at half staff to honor and pay respect to deceased persons of national importance. The Chief of Staff of the Air Force determines the number of days or periods that the flag will be flown at half staff. The flag is flown at half staff on all bases that make up the command of the deceased commander. Deceased cadets may also be honored in the same manner.

**Miniature Flags.** Miniature flags, such as those displayed at downtown parades and sporting events, are not saluted.

**Disrespect to the Flag.** The flag is never dipped in salute. The flag is never displayed with the union stars down, except as a distress signal. The flag is never permitted to touch the ground under any circumstances. If the flag is to be used as a casket cover, nothing is to be placed on top of it.

**Disposal of the Flag.** When a national flag is worn out, it should be destroyed by first cutting the blue field from the flag, then cremating the two pieces. This ceremony should be performed with respect and feeling.

## **U. S. Flag Ceremonies**

We have discussed the proper respect for the flag. Now, let's take a look at some of the ceremonies that afford us the opportunity to reflect upon our flag and what it stands for.

### **Pledge of Allegiance to the Flag**

In military formations and ceremonies, the Pledge of Allegiance is not recited. At protocol functions and social sporting events that include civilian participants, cadets should when in uniform outdoors, stand at attention, remain silent, face the flag, and render the hand salute. When in uniform indoors, cadets should stand at attention, remain silent, and face the flag. Do not render the hand salute. Where the participants are primarily civilians or in civilian attire, reciting the Pledge of Allegiance is optional for those in uniform. When in civilian attire, cadets should recite the Pledge of Allegiance standing at attention, facing the flag with the right hand over the heart. Male cadets should remove their headgear with the right hand and hold it over their left shoulder, hand over the heart.

## **Reveille and Retreat**

**Reveille.** Reveille signifies the start of the official duty day. Retreat marks its end. Both ceremonies pay respect to the flag. The courtesy rendered is a salute to the flag as it is raised or lowered. Because the time for the start of the duty day varies between bases, the commander designates the specified time for reveille. If the commander desires, a reveille ceremony may accompany the raising of the flag. This ceremony takes place, after sunrise, near the base flagstaff.

In the unit area, reveille is normally held, using the formation of squadron in line. This formation is used when a reveille ceremony is not held at the base flagstaff. Shortly before the specified time for reveille, troops are marched to a predesignated position near the base flagstaff, halted, faced toward the flagstaff, and dressed.

The flag security detail arrives at the flagstaff at this time and remains at

attention. The unit commander commands **Parade, REST.** At the specified time for reveille, the unit commander commands **SOUND REVEILLE.** The flag detail assumes the position of attention, moves to the flagstaff, and attaches the flag to the halyards.

After reveille has been played, the unit commander commands **Squadron, ATTENTION** and **Present, ARMS** and then faces the flagstaff and executes present arms. On this signal, the National Anthem to To the Colors is sounded. On the first note of the National Anthem or To the Colors, the flag security detail begins to raise the flag briskly. The senior member of the detail holds the flag to keep it from touching the ground.

The unit commander holds the salute until the last note of the music is played. Then he or she executes order arms, faces about, and commands **Order, ARMS.** The troops are then marched back to the dismissal area.

***Raising the Flag.*** When practical, a detail consisting of an adjutant and two cadets hoists the flag. This detail should carry sidearms (if the special equipment of the guard includes sidearms).

The detail is formed in line with a cadet adjutant carrying the flag in the center. The detail is then marched to the flagstaff and halted, and the flag is attached to the halyards. Always raise and lower the flag from the leeward (downwind) side of the flagstaff. The two cadets attend the halyards, taking positions facing the staff to hoist the flag without entangling the halyards. The adjutant continues to hold the flag until it is hoisted clear of the grasp, taking particular care that no portion of the flag touches the ground. When the flag is clear of the grasp, the adjutant comes to attention and executes present arms.

The flag is hoisted briskly at the first note of To the Colors or the National

Anthem, if music is played. It may be hoisted at a predetermined time without music. As soon as the flag has been hoisted to the staffhead, the cadets hold it there, grasping the halyards with their left hands, and without moving from their positions, they execute present arms.

On the last note of the music or after the flag has been hoisted to the staffhead, all members of the detail execute order arms at the command of the senior member. The halyards are then secured to the cleat of the staff (or if appropriate, the flag is lowered to halfstaff and the halyard secured). The detail is formed again and marched to the dismissal area.

**Retreat Ceremony.** The retreat ceremony serves a twofold purpose. It signals the end of the official duty day and is a ceremony for paying respect to the U.S. flag. Because the time for the end of the duty day varies, the commander designates the specific time for the retreat ceremony. It may take place at the squadron area, the base parade ground, or in the vicinity of the flagstaff. If the retreat ceremony takes place at the parade ground, retreat is a part of the parade ceremony. If conducted within the squadron area, it is usually a ceremony not involving a parade. If the retreat ceremony takes place at the flagstaff, the units participating may be formed in line or mass, depending upon the size and number of units and the space available. Presentation of awards, retirements, or other similar military events may be included as part of the retreat ceremony.

When persons not assigned to a formation are outdoors and in uniform, on the first note of retreat (song played before the National Anthem), they should face the flag (if it is visible) or music and assume the position of parade rest. Upon completion of retreat, they should assume the position of attention and salute on the first note of the National Anthem or To the Colors.

Shortly before the specified time for retreat, the band and troops participating in the ceremony are positioned facing the flagstaff and dressed. If marching to and from the flagstaff, the band precedes the troops participating in the ceremony. If the band and troops march to the flagstaff, a flag security detail also marches to the flagstaff and halts, and the senior member gives the command **Parade, REST**.

As soon as the troops are dressed, the commander commands **Parade, REST**. The commander then faces the flagstaff, assumes the position of the troops, and waits for the specified time for retreat. At the specified time, the commander orders the band leader to sound retreat by commanding **SOUND RETREAT**.

The band plays retreat. If a band is not present, recorded music may be played over the public address system. During the playing of retreat, junior members of the flag security detail assume the position of attention and move to the flagstaff to arrange the halyards for proper lowering of the flag. Once the halyards are arranged, the junior members of the flag security detail execute parade rest in unison.

After the band finishes playing retreat, the commander faces about and commands **Squadron (Group, etc.), ATTENTION**. The commander then commands **Present, ARMS**. As soon as the troops execute present arms, the commander faces to the front and also assumes present arms. The members of the flag security detail execute present arms on the command by the commander.

The band plays the National Anthem, or the bugler plays To the Colors. The junior members of the flag security detail lower the flag slowly and with dignity.

The commander executes order arms when the last note of the music is played and the flag has been securely grasped. The

commander faces about, gives the troops **Order, ARMS**, and then faces to the front.

The flag security detail folds the flag. The senior member of the detail remains at attention while the flag is being folded unless needed to control the flag.

When the flag is folded, the flag security detail, with the senior member on the right and the flagbearer in the center, marches to a position three paces from the commander. (In an informal ceremony, the detail marches three paces from the officer of the day). The senior member salutes and reports **Sir (Ma'am), the flag is secured**. The commander returns the salute, and the flag security detail marches away. The troops are then marched to their areas and dismissed.

*Lowering the Flag.* When practical, the personnel required to lower the flag are an adjutant and three cadets for the all-purpose flag and an adjutant and five cadets for the state or base flag. The detail is formed, marched to the flagstaff, and the halyards are detached and attended from the leeward side. On the first note of the National Anthem or, if no band is present, on the first note of To the Colors, the adjutant and members of the detail not lowering the flag execute present arms. The lowering of the flag is coordinated with the playing of the music so that the two are completed at the same time. The adjutant commands the detail, **Order, ARMS**, when the flag is low enough to be received. If at halfstaff, the flag is hoisted briskly to the staff head while retreat is being sounded and then it is lowered on the first note of the National Anthem or To the Colors. After the flag is detached and folded, the halyards are secured to the staff.