

PART 2 - CHAPTER 1

PAYING COMPLIMENTS

REASON FOR SALUTING

1. Saluting is a recognition of the Sovereign's Commission, being indirectly a salute to the Crown through the individual holding the Queen's authority. The Sovereign is paid the highest compliment, the Royal Salute. Because of their link with the Sovereign, the following are also paid some form of compliment:

- a. Members of the Royal Family.
- b. Governors and Ministers to whom the Sovereign delegates authority.
- c. Formed bodies of troops on the Sovereign's business.
- d. All Colours and Standards of the Royal Air Force and their equivalent in the Royal Navy, Royal Marines and Army.
- e. All Officers, as holders of the Sovereign's commission.

2. In origin, the salute with the hand, the Present Arms, and the salute with the sword were methods by which the person paying the compliment could show the person to whom that compliment was paid that no offence was meant. They are all gestures symbolic of loyalty and trust. Saluting represents the fundamental values of the Royal Air Force and it is the responsibility of all personnel to ensure that it is carried out correctly.

3. Personnel are to salute with the right hand unless physically unable to do so, in which case they are to salute with the left hand.

OCCASIONS FOR SALUTING

SALUTING BY NON-COMMISSIONED PERSONNEL

4. Personnel are to salute commissioned officers of the Royal Air Force, the Royal Navy, the Royal Marines, the Army, Commonwealth and Foreign Services at all times, and at any time when they recognise officers who are dressed in plain clothes. A list of comparative ranks of the 3 services is contained in Annex A.

5. An individual is to salute 3 paces before passing an officer, at the same time turning the head smartly in the direction of the officer. The salute is to be finished on the third pace after passing the officer, by smartly lowering the hand to the side and turning the head to the front.

6. When the individual is not wearing head-dress or is carrying anything other than a weapon, which prevents saluting, the head is to be turned smartly towards the officer being passed. When stationary the individual is to stand to attention as the officer passes.

7. A non-commissioned person when approaching to address an officer is to halt 2 paces from the officer, salute and then address the officer. Personnel take their leave by saluting again before turning to withdraw. No backward step is taken before saluting.

8. On entering a room personnel are to salute entitled officers as usual; they are also to salute before leaving the room. Personnel are to remain standing until given permission to sit by the senior person present. Head-dress is not to be removed until permission is given. However, if the senior person has already uncovered it is appropriate for male personnel to remove their head-dress when permitted to sit. If the senior person remains covered, then all present are to follow suit. Head-dress is to be replaced on rising to leave.

9. An individual carrying a weapon and approaching to address an officer is to halt 2 paces from the officer before saluting with the weapon in accordance with the procedures detailed in Part 1 Chp 5 Lesson 19. Before turning to withdraw the individual is to take leave by saluting for a second time. No backward step is taken before saluting.

10. A stationary individual, on seeing an officer approaching is to stand at Attention, face the officer and salute when the officer is 3 paces away. The salute is to finish and the hand returned to the side after a pause equal to 5 paces. When personnel are sitting or standing together, the senior person present is to stand facing the officer and call the whole party to Attention before saluting.

11. An individual standing with a weapon is to turn towards an officer and salute as detailed in para 9. The actions to be taken when an individual carrying a weapon is passing an officer are detailed in Part 1 Chp 5 Lesson 21.

12. Personnel in a group already being addressed by an officer or NCO are not to take individual action to salute another officer; the responsibility lies with the senior person present who will give orders as appropriate.

13. When a number of personnel are walking together as individuals, they are all to salute when passing an officer; however, when they are being marched in a party it is the responsibility of the senior person to give orders as appropriate.

SENTRIES

14. Instructions on saluting by sentries are given in Part 3.

CADETS

15. Cadets are subject to the same regulations for saluting as airmen.

SALUTING BY OFFICERS

16. Officers using the salute to pay compliments are to salute in the same way as airmen. Officers are to return all salutes made to them.

17. Officers below the rank of squadron leader are to salute officers of and above that rank. Officers of the rank squadron leader and above are to salute their superiors in rank. Officers of all ranks are to salute their superiors before addressing them formally whilst on duty (eg on a parade). There is no regulation or custom which calls upon an officer to salute an officer of junior rank, such as when entering or leaving an office; however, it is common courtesy for an officer to salute when entering or leaving the office of another officer of equal rank.

18. Officers are to salute those officers of the Royal Navy, the Royal Marines, the Army, Commonwealth and Foreign Services who would be saluted by officers of corresponding rank in those Services.

19. When a number of officers are together it is the responsibility of the senior officer present to return a salute. If the senior officer fails to see the salute it is the duty of the next senior officer in the party to acknowledge it.

20. Officers who are on parade with armed men are to salute with the hand, or with swords if already drawn. In either case officers are to time their movements to start and finish with the respective movements of the armed personnel.

OFFICERS IN ATTENDANCE

21. Officers in staff attendance are not to salute when a national anthem, royal or general salute is played for the VIP or other officer upon whom they are in attendance.

WEARING PLAIN CLOTHES

22. When wearing plain-clothes personnel are to pay and return compliments by raising the hat. If not wearing head-dress personnel should pay compliments as laid down in para 6.

ROYAL AIR FORCE ENSIGN

23. On occasions when the Royal Air Force Ensign is being hoisted or lowered at a Royal Air Force establishment all ranks within view of the ensign or within hearing of the Alert call (whistle) are to face the flagstaff and stand to attention, officers only are to salute. These general rules are to be applied by the Air Training Corps in relation to their Corps' ensign.

COLOURS AND STANDARDS

24. The colours and standards of all Services are entitled to the highest compliments. Full details of compliments to be paid in respect of colours and standards are given in Part 2 Chp

12. The basic rules to follow are:

- a. Formed bodies will Present Arms, or if on the march and passing stationary colours or standards will give: **“EYES RIGHT/LEFT”**.
- b. Individuals and groups of personnel who are not formed up for parade, will halt, face passing colours or standards and salute, or if passing will salute to the right/left.
- c. A cased colour or standard is not saluted; however, the bearer is to be accorded compliments as appropriate.

BANNERS

25. These general rules are to be applied by the Air Training Corps in relation to their Corps' banner.

GUARD SALUTES

26. Personnel are to stand to Attention when a guard salute is being played.

NATIONAL ANTHEMS

27. When the National Anthem or a foreign national anthem is played formally, compliments are paid as follows:

- a. **When on Parade in an Organised Party.** If on the move, parties should be halted. All ranks will be at Attention, but only officers and warrant officers salute. NCOs will only salute if they are in charge of an organised party.
- b. **When not on Parade but in Uniform.** All ranks will stand to Attention facing the required direction and, if wearing uniform head-dress, salute.
- c. **When not on Parade and in Plain-Clothes.** All ranks will stand to Attention. Men wearing head-dress are to remove it; women do not.
- d. **Officers with Drawn Swords.** They will stand at the Carry.
- e. **Sentries.** They will Slope Arms.
- f. **When in a Building.** Individuals are to stand to Attention and do not salute unless otherwise ordered.

SALUTING BY OFFICERS IN COMMAND

28. An officer commanding an armed party is to return the salute of an NCO IC of an unarmed party, but is not to call his armed party to Attention.
29. When in command of either an armed or unarmed party officers are to salute superiors under the usual rules.

UNARMED PARTY

30. Unarmed parties passing each other are to be called to Attention and the officer or NCO IC then orders the Eyes Left/Right if appropriate.

PARTIES ON THE MARCH

31. The commander in charge of a party on the march is to pay compliments by giving the command: **“EYES RIGHT/LEFT”** and is to salute at the same time. These compliments are also to be paid when the party passes an armed sentry. If the sentry is unarmed, no compliments are to be paid.

COMPLIMENTS BY UNITS

32. A unit is to be ordered to Attention by its commander when passing or being passed by:
- a. Members of the Royal Family.
 - b. Armed parties on the march and commanded by an officer.
 - c. Guards, escorts etc.
 - d. Officers of air rank and those of equivalent rank in the other 2 Services (see Annex A).

33. When persons who are entitled to a salute approach from the rear, unit compliments are not to be given, but officers are to salute. This procedure does not apply to members of the Royal Family for whom units are to be ordered to stand at Attention and pay the usual compliments.

COMPLIMENTS TO MEMBERS OF THE ROYAL FAMILY

34. A unit on the march, meeting a Sovereign when accompanied by an escort on an official or state occasion, is to be halted and turned towards them and when under arms is to be ordered to present arms.
35. A unit on the march is not to halt and present arms to a Sovereign when the personage is travelling in a motor car, unless previous warning has been given of the approach. Instead, the compliments are to be given, with arms carried at the slope, by the Eyes Left/Right. Compliments to other entitled persons are to be given in a similar manner.

VEHICLES

36. The rider of a cycle or driver of a vehicle is not to salute when the vehicle is in motion. When stationary, the driver is to salute by turning the head smartly towards the officer passing. The hands are always to remain in the steering position.
37. Personnel, when seated in a vehicle, are to sit to Attention; they are to look straight to their front.
38. Officers, when seated in a vehicle are, if possible, to pay compliments with the hand otherwise, if driving, they are to follow the procedure in para 38.
39. Personnel are to salute the entitled occupant of a vehicle flying a distinguishing flag, showing starplates or in any case when they recognise the occupant as being entitled to a salute.

SHIPS

40. Royal Air Force personnel are to conform to Royal Navy customs on saluting in ships.
41. **Boarding or leaving Ship.** When boarding or leaving any of HM ships or a foreign warship, it is naval custom for all personnel to salute individually as they board or leave. In this case it is also custom for personnel to salute the ship with the hand, in the usual fashion, when bareheaded or in plain clothes.
42. **Quarterdeck.** When stepping onto or off the quarterdeck it is naval custom to salute each time.

FUNERALS

43. Personnel are to salute the coffin when passing a funeral cortege.

WAR MEMORIALS

44. It has always been customary for Service personnel to salute as they passed the Cenotaph in Whitehall. This tradition is embodied in orders to this effect, issued by the General Officer Commanding London District. Royal Air Force personnel are to conform to this custom.
45. Personnel are to conform to local custom with regards to courtesy salutes at ceremonies at other memorials. The general rule is that uniformed officers and warrant officers are to salute when the Last Post is played, but not during the Reveille. Other ranks are to stand to Attention throughout.

SERVICE OFFICERS' RANKS

(Reference QRJ126)

NATO CODE	RN	MILITARY including RM and QARANC	ROYAL AIR FORCE including PMRAFNS
OF-10	Admiral of the Fleet	Field Marshal	Marshal of the Royal Air Force
OF-9	Admiral	General	Air Chief Marshal
OF-8	Vice-Admiral	Lieutenant-General	Air Marshal
OF-7	Rear Admiral (2)	Major-General (3)	Air Vice-Marshal
OF-6	Commodore	Brigadier	Air Commodore (4)
OF-5	Captain	Colonel	Group Captain
OF-4	Commander	Lieutenant-Colonel	Wing Commander
OF-3	Lieutenant-Commander	Major(5)	Squadron Leader
OF-2	Lieutenant	Captain	Flight Lieutenant
OF-1	Sub-Lieutenant(6)	Lieutenant	Flying Officer
	Midshipman (6)	Second Lieutenant	Pilot Officer

Notes:

- (1) The first five senior ranks in all these Services are given NATO star ratings (from 5 to 1 in descending order) to assist in identifying rank status.
- (2) This naval rank and those above are known as flag ranks.
- (3) This military rank and those above are known as general ranks.
- (4) This air force rank and those above are known as air ranks.
- (5) This military rank is known as the field rank.
- (6) This rank is junior to its military and air force equivalents.

PART 2 - CHAPTER 2

CHEERING

1. On occasions, it is appropriate for three cheers to be given during a parade or assembly for a member of the Royal Family. This may be in the course of the presentation of a Queen's Colour or in the course of a visit to a unit.

2. The parade commander (or if not a parade, the senior officer present of the unit) is to ensure that personnel are standing to Attention (when armed, with arms at the Shoulder). The parade commander gives the command:

“(UNIT) WILL REMOVE HEAD-DRESS – REMOVE”

whereupon all male personnel are, with the left hand, to grasp the top of the head-dress above the badge. Female personnel do not remove head-dress and are therefore to remain still during the removal and replacement of head-dress.

3. The commander is to follow with the command:

“HEAD-DRESS”

whereupon the hat is to be removed and brought down to a position in front of the left breast pocket.

4. The parade commander then orders:

“THREE CHEERS FOR .. (PERSONAGE)”

and then leads the cheers in the usual fashion. With each cheer, all personnel are to raise the head-dress to the full extent of the left arm and lower again. Female personnel are similarly to raise the left arm for each cheer.

5. The parade commander then orders:

“UNIT WILL REPLACE HEAD-DRESS – REPLACE”

whereupon personnel are to replace and adjust the hat quickly with the left hand, coming to rest with the hand still, above the badge (as for para 2).

6. The parade commander, when satisfied that personnel are ready, gives the order:

“HEAD-DRESS”

whereupon all personnel resume the position of Attention.

PART 2 - CHAPTER 3

SQUAD DRILL

DIRECTING FLANK

1. When a squad moves off, the Directing Flank is to be indicated in the command eg:

“BY THE LEFT/RIGHT, QUICK MARCH”.

2. When a squad is moving diagonally, the Directing Flank is to be that towards which the squad is inclined.
3. When a squad is marching in line by a flank and it is intended to change the direction to the opposite flank, the new flank of direction is to be indicated (before the actual command to change direction) by the command:

“BY THE RIGHT”.

The Directing Flank is to be that on which the change of direction is to be made; the forward movement on the completion of the change is to be directed by that flank unless otherwise ordered.

4. When a squad or unit is marching on a road the flank directed is usually that of the offside, according to the local rule of the road.
5. When a squad is required to wheel, the pivot flank is to be the Directing Flank during the wheeling movement. On completion of the wheel, the squad is to revert, without further orders, to marching by the original flank.

MOVING WITH ARMS

6. When carrying rifles a squad is to be brought to the Slope Arms position before marching more than five paces in either Quick or Slow Time.
7. The rifle is to be carried at the Shoulder when carrying out moves to Open or Close Order, moving sideways, forwards or backwards for given numbers of paces or for forming two or three ranks. Dressing is usually to be carried out from the Shoulder Arms position; in exceptional circumstances it may be carried out with the rifle in the Slope Arms position.

SIZING A SQUAD

8. When sizing a squad, the tallest person of the squad is to be placed as a marker in front of the right-hand person.

9. On the command:

**“TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN SINGLE RANK –
SIZE”**

personnel, with the exception of the marker, are to right incline, break ranks and fall in on the left of the marker in a single rank, according to size, and dress off shoulder to shoulder. Individuals can most easily access their correct position by comparing their shoulder height with the person next to them. The NCO IC can make further minor adjustments before the next order is given.

10. Then, on the command:

“SQUAD FROM THE RIGHT NUMBER”

all personnel, except the right marker, are to turn their head and eyes smartly to the right. At the same time the right marker is to start the numbering by calling out:

“ONE”.

This is to be followed immediately by the next person on the marker's left turning the head to the front and at the same time calling out:

“TWO”

and so on, until all personnel are numbered. Numbering is sometimes necessary while personnel are in three ranks. In this case the procedure is the same, the personnel in each rank taking on the number of the person calling out in the front rank for the file as a whole. Only personnel in the front rank are to turn their heads and call out the numbers; the rest pay attention to hear their numbers called.

11. This is followed by the command:

“ODD NUMBERS, TWO PACES FORWARD, MARCH”

whereupon the odd numbered personnel take the paces forward, while even numbers stand fast. On the command:

“NUMBER 1 STAND FAST, RANKS RIGHT AND LEFT TURN”

personnel of the front rank (odd numbers), except No 1, are to turn to the right and those of the rear rank (even numbers) are to turn to the left.

12. On the command:

“FORM SQUAD, QUICK MARCH”

personnel, except No 1, who stands fast, are to step off in the direction they are facing. The rear rank is to wheel to the right and follow the last person of the front rank. Personnel are to halt as follows:

- a. No 3 is to halt one pace to the rear of No 1.
- b. No 5 is to halt one pace to the rear of No 3 (to form the first file of threes).
- c. No 7 halts to the left of No 1.
- d. Those following continue to form files of three until all are assembled.

On coming to a halt at their positions, each individual is to pause and then turn to face the front, taking up the dressing by the right and adopting the position of Attention.

FORMING TWO RANKS FROM THREE

13. Before forming two ranks from three ranks remember to number off the centre rank. On the command:

“SQUAD, FORM TWO RANKS”

- a. Odd numbers of the centre rank are to take a pace to the left with the left foot, a pace forward with the right foot, bend the left knee and bring the left foot to the right to assume the position of Attention, standing in the front rank.
- b. At the same time the even numbers of the centre rank are to take a pace to the left with the left foot, a pace to the rear with the right foot, bend the left knee and bring the left foot to the right to assume the position of Attention, standing in the rear rank.

On completion of the movement, the squad is to be dressed (usually) without intervals.

RETURNING TO THREE RANKS FROM TWO

14. On the command:

“SQUAD, FORM THREE RANKS”

- a. The odd numbers of the original centre rank are to take a pace to the rear with the left foot, a pace to the right with the right foot, bend the left knee and bring the left foot to the right to resume the position of Attention in the centre rank.
- b. At the same time, the even numbers of the original centre rank are to take a pace forward with the left foot, a pace to the right with the right foot, bend the left knee and bring the left foot to the right to resume the position of Attention in the centre rank.

On completion of the movement the squad is to be dressed.

MOVEMENT OF A SQUAD IN LINE

15. On the command:

“BY THE LEFT/RIGHT, QUICK/SLOW MARCH”

the squad is to step off. The front person of the file on the directing flank ordered, is to select a point ahead so that by marching towards the point, direction is maintained.

16. The personnel of each rank, with the exception of the directing file, are (without turning the head) to glance occasionally to the directing flank in order to maintain their dressing. Personnel of the centre and rear ranks are to maintain their correct covering and distance from the rank in front.

17. A blank file consisting of one person is at all times to be with the leading rank. Thus, when a squad is turned about on the march, the single person of the blank file on hearing the cautionary command: **“ABOUT”** is to mark time for two paces, thus gaining the new correct position before the turn is completed.

18. Similarly, when the squad is turned about at the Halt the single person is without further orders to take two paces forward after turning about.

19. When a squad is required to move to the rear for a short distance before resuming the original direction, the following commands are to be given:

“SQUAD WILL RETIRE, ABOUT TURN”

and after completion:

“SQUAD WILL ADVANCE, ABOUT TURN”.

The ranks in these instances are not changed and consequently the blank file is not adjusted.

MOVEMENT OF A SQUAD IN COLUMN OF THREES

20. When a squad is required to move from one point of assembly to another, they are to march in column of threes. When there is a blank file consisting of one person this person is to be on the directing flank.

INCLINED TURNS

21. On the command:

“SQUAD LEFT/RIGHT INCLINE”

the squad turns in the direction ordered. While marching, formation and direction are maintained as described in para 16. When the squad is required to face/move in the original direction, a similar order is given.

TURNING TO A FLANK FROM LINE (WHEN HALTED)

22. To turn a squad to a flank, the order is to be given:

“MOVE TO THE LEFT/RIGHT, LEFT/RIGHT TURN”.

FORMING LINE FROM THREES FACING A FLANK (WHEN HALTED)

23. To form Line from threes, the order is to be given:

“INTO LINE, LEFT/RIGHT TURN”.

TURNING TO A FLANK FROM LINE (WHEN MARCHING)

24. To turn to a flank when marching, the order is to be given:

“MOVE TO THE LEFT/RIGHT, LEFT/RIGHT TURN”.

FORMING LINE FROM THREES (WHEN MARCHING)

25. To Form Line when marching, the order is to be given:

“INTO LINE, LEFT/RIGHT TURN”.

CHANGING DIRECTION (THE WHEEL)

26. If a change of direction is required the following command is given:

“LEFT/RIGHT WHEEL”

(in this case only, the executive word: **“WHEEL”** is to be drawn out in length). The Left/Right hand person of the leading line of threes, on the inside of the turn is to move round on the arc of a circle radius 4 ft (120 cms) and step short 1 ft (30 cms) for 6 paces to enable the other 2 persons of the line to wheel in unison.

27. When a squad is ordered to halt or mark time and only part of it has completed a wheel, the command is to be given:

“REAR FILES COVER”

whereupon those lines of threes that have not yet wheeled are to cover those that have, by moving by the shortest route.

28. If a squad is required to wheel at an angle less than a complete right or left wheel, the command given when the leading line of threes is facing in the required direction is:

“FOR – WARD”.

FORMING TWO FILES FROM THREE (IN COLUMN)

29. On the command:

“FORM TWO FILES”

- a. The odd numbered personnel of the centre rank are to disengage to the left rear and take up their positions behind their respective front rank numbers.
- b. At the same time the even numbered personnel of the centre rank are to disengage themselves to the right rear and take up their positions behind their respective rear rank numbers. Personnel are then to adjust their distances in succession from front to rear without further orders.

FORMING SINGLE FILE FROM TWO (IN COLUMN)

30. On the command:

“FORM SINGLE FILE”

personnel of the right file are to take up positions behind the personnel immediately on their left. Personnel are then to adjust their distances in succession from front to rear without further orders.

RETURNING TO TWO FILES FROM SINGLE

31. On the command:

“FORM TWO FILES”

the personnel of the original right hand file are to return to their positions on the right of the number immediately in front of them. During this movement the leading person (of the left file) is to step short. The remainder are then to correct their distance and dressing and are then to step short. When the squad is reformed, the order is to be given:

“QUICK MARCH”.

RETURNING TO THREE FILES FROM TWO

32. On the command:

“FORM THREE FILES”

- a. The odd numbered personnel of the original centre file are to disengage to their right front.
- b. The even numbered personnel of the original centre file are to disengage to their left front and return to their positions abreast of their respective left and right numbers.

- c. During this movement, the leading persons of the left and right files are to step short. The remainder are to correct their distance and dressing and are then to step short. When the squad is reformed, the order is to be given:

“QUICK MARCH”.

Notes Forming Files:

1. References above to the left, centre and right files refer to the original front, centre and rear ranks of the squad whilst in line.
2. The movements detailed above are, for simplicity, given assuming the squad is moving in column of threes to the right. It follows, therefore, that if the squad is moving to the left, the moves by personnel changing file are to be different.

FALLING OUT

33. On the command:

“SQUAD FALL OUT”

personnel are to proceed as described in Part 1 Chp 2.

DISMISSING (WITHOUT ARMS)

34. On the command:

“SQUAD DISMISS”

personnel are to proceed as described in Part 1 Chp 2.

35. With an officer present:

- a. If an officer gives the order to Dismiss, all personnel, after having inclined to the right, are to pause, then salute, pause again on completion of the salute, then leave the parade ground. The officer is to return the salute.
- b. If the senior rank taking the parade obtains permission for dismissal, the command given is:

“OFFICER ON PARADE, DISMISS”.

DISMISSING (WITH ARMS)

36. Armed personnel are first to be brought to the Slope position before being ordered to dismiss when an officer is on parade.

PART 2 - CHAPTER 4

FLIGHT DRILL

FORMATIONS

1. A flight may be formed up as follows:
 - a. In Line (see Annex A).
 - b. In Column of Route (see Annex B).
 - c. In Column of Threes.

APPOINTMENTS

2. The positions of officers and NCOs appointed to executive parade appointments and of officers and NCOs appointed to supernumerary positions are shown at the Appendices to Annexes A and B. Except where specially detailed, officers in front and supernumeraries in the rear move together with the front and rear ranks respectively. Corporals not required as markers or guides are to be in the ranks. Similarly, on formal parades it may be necessary for SNCOs to be in the ranks. In these circumstance NCOs are to carry the same arms as other personnel.

PARADE AND INSPECTION

3. On assembling a flight for parade the NCO IC of the flight is to give the command:

“RIGHT MARKER”

whereupon the detailed right marker is to come to Attention, Slope Arms and march out in Quick Time, halt facing the NCO IC at a distance of three paces, Shoulder Arms and Stand At Ease. The NCO IC is then to give the order:

“ON PARADE”

whereupon the marker and personnel waiting at the side of the parade ground, all come to Attention, Slope Arms, and move out individually in Quick Time and form up on the left of the marker in three ranks. After halting they are to pause, Shoulder Arms, take up their dressing from the right and Stand At Ease to await further orders.

4. The NCO IC is then to call the roll. In response, personnel are to come momentarily to Attention and answer only by calling out the NCO's rank in acknowledgement. Similarly, if a nominal roll is called by an officer or warrant officer, or if either are present, individuals are to answer: “Sir/Ma'am”.

5. The NCO IC is then to prepare the flight for inspection by giving the commands:

**“FLIGHT SHUN
OPEN ORDER MARCH
RIGHT DRESS
EYES FRONT
FLIGHT WILL FIX BAYONETS
FIX BAYONETS
SHUN”**

6. On completion of this preparation the NCO IC awaits the arrival of the flight commander. The flight commander is to approach from the front of the flight and halt three paces in front of the NCO IC. When the flight commander has halted, the NCO IC is to salute and make this report:

**“FLIGHT PRESENT (OR OTHERWISE) AND READY FOR INSPECTION
SIR/MA’AM”.**

7. **Supernumerary Officers.** While the flight is being prepared for inspection, the supernumerary officers are to march up and down in pairs on the right flank of the parade area. When the NCO IC calls the flight to Attention prior to handing over to the flight commander, the supernumerary officers are to prepare to fall in; they are to form up in line, facing the flight at about 20 paces from it, and Stand At Ease.

8. **NCO IC Flight.** When the NCO IC has handed over the flight, and having been ordered to fall in, the NCO is to salute, turn left and march to parade position at the rear of the flight.

9. **Officers Fall In.** The flight commander then gives the order:

“FALL IN THE OFFICERS”

whereupon the officers are to fall in (see Part 1 Chp 6 Lesson 1) to the positions shown at Annex A.

INSPECTION

10. The flight commander is then to inspect the airmen. For the inspection, the NCO IC is to fall out from position and accompany the flight commander. During the inspection the flight commander may instruct the NCO IC to stand the other two ranks At Ease. In this case, the NCO IC is to call to Attention each next rank for inspection as the flight commander is finishing the inspection of the previous rank. The NCO IC is then to Stand At Ease the rank that has just been inspected. As the flight commander finishes inspecting the rear rank, the NCO IC brings the whole flight to Attention before saluting and returning to parade position at the rear of the flight.

DRESSING

11. If it is necessary for the flight commander to correct dressing, it is to be carried out with arms at the Shoulder.

12. **NCO IC Flight.** When the order for the Left/Right Dress is given the NCO IC flight, alone, is to fall out from position and supervise the prompt adjustment of flight dressing from the directed flank. When satisfied the report given is:

“FLIGHT STEADY”

whereupon the flight commander gives the order for the Eyes Front and the NCO IC returns to parade position at the rear of the flight.

13. **Dressing on the March.** When the flight is marching, the marker or guide on the directing flank is responsible for maintaining direction.

CHANGING RANKS

14. When ranks are changed, the command is given:

“FLIGHT, ABOUT TURN”.

All appointments are to turn with the flight and then after a pause:

- a. The flight commander is to turn to the right.
- b. The supernumeraries are to turn to their left.

All then march round the flight and gain their new positions where they are to halt individually, pause and turn to face the front. The about-turn and stepping off are carried out in unison; the halt and turning to face the front are carried out individually. Attempts to co-ordinate the latter movements lead to artificial posturing and signals which are unnecessary and are not to be encouraged.

15. When a flight is required only to retire to the rear for a short distance before resuming the original direction, appointments turn about with the ranks, but retain their positions.

COMPLIMENTS

16. **Stationary.** A flight required to pay compliments is to be given the orders:

**“NUMBER X FLIGHT, SLOPE ARMS
GENERAL SALUTE, PRESENT ARMS
SLOPE ARMS
SHOULDER ARMS”.**

The flight commander is to salute, with the hand or sword as appropriate, so that the final movements in each case coincide with the final movement of the rifles.

17. **On the March.** Similarly a flight required to pay compliments on the march is to be given orders:

**“NUMBER X FLIGHT, EYES LEFT/RIGHT
EYES FRONT”.**

The flight commander is to salute, with the hand or sword as appropriate, so that the final movements coincide with the movement of the heads of the flight as a whole.

DISMISSING

18. **Officers Fall Out.** When a flight is to be dismissed, the flight commander is to give the orders:

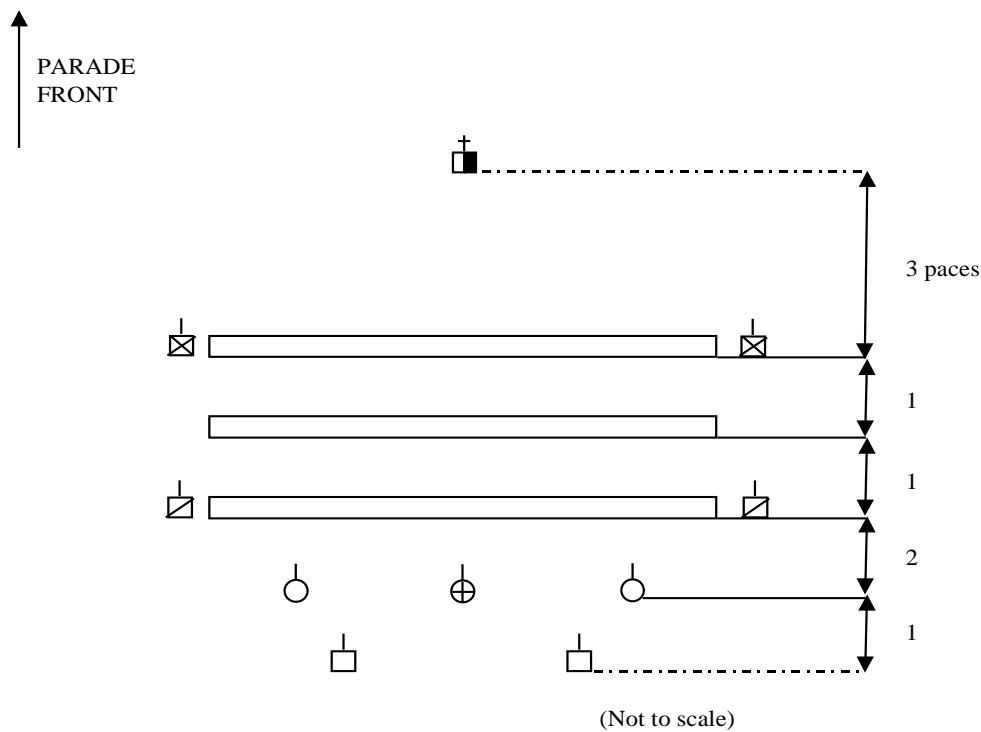
**“FLIGHT SHUN
FALL OUT THE OFFICERS”.**

The supernumerary officers are to fall out (see Part 1 Chp 6 Lesson 1). The flight commander then Returns Swords and calls for, and hands over to, the NCO IC before leaving the parade area accompanied by the other officers. The NCO IC orders the flight to unfix bayonets before marching off to the place of dismissal.

Annexes:

- A. Flight in Line.
- B. Flight in Column of Route.

FLIGHT IN LINE



LEGEND	
	Flight Commander
	Supernumerary Officer
	NCO IC Flight
	Supernumerary NCO
	Marker
	Guide

Appendix 1. Flight In Line - Positions of Executives and Supernumeraries.

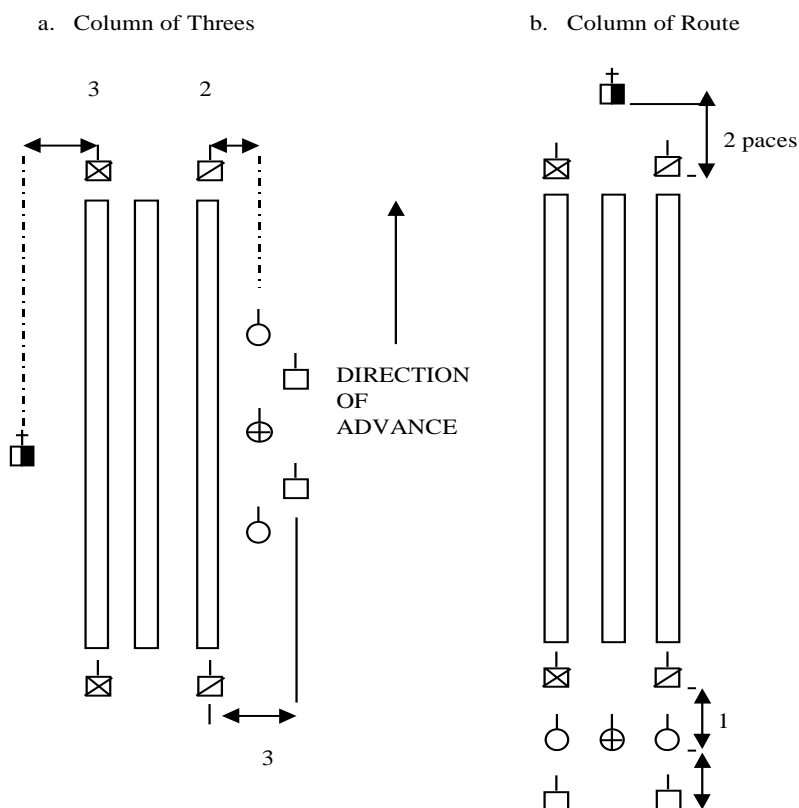
FLIGHT IN LINE - POSITION OF EXECUTIVES AND SUPERNUMERARIES

Appointment (a)	Position (b)
1. Flight Commander	3 paces in front of the centre of the flight.
2. Supernumerary Officers	Equally spaced, 3 paces to the rear of the rear rank.
3. NCO IC of the Flight	2 paces to the rear of the centre of the rear rank.
4. Supernumerary NCOs	Equally spaced, 2 paces to the rear of the rear rank (starting from the right).
5. Markers	One on each flank of the front rank.
6. Guides	One on each flank of the rear rank.

Notes:

1. While it is not normal to have supernumerary warrant officers on parade, such warrant officers are to be in the supernumerary NCOs rank.
2. These positions are also held when the flight has turned to form Column of Threes.

FLIGHT IN COLUMN



(Not to scale)

LEGEND	
	Flight Commander
	Supernumerary Officer
	NCO IC Flight
	Supernumerary NCO
	Marker
	Guide

Appendix 1. Flight in Column - Positions of Executives and Supernumeraries.

**FLIGHT IN COLUMN OF ROUTE - POSITION OF EXECUTIVES AND
SUPERNUMERARIES**

Appointment (a)		Position (b)
1.	Flight Commander	3 paces in front of the centre of the flight.
2.	Supernumerary Officers	In lines of threes, one pace in the rear of the supernumerary NCOs.
3.	NCO IC of the Flight and Supernumerary NCOs	In lines of threes, one pace in the rear of the flight, each line of three one pace in the rear of the one before.
4.	Markers and Guides	In their same relative positions as for Flight in Line.

Note: While it is not normal to have supernumerary warrant officers on parade, such warrant officers are to form lines to the rear of the supernumerary NCOs while in Column of Route.

PART 2 - CHAPTER 5

SQUADRON DRILL

FORMATIONS

1. A squadron may consist of two or more flights. The instructions in this Chapter are for such a squadron, but they also apply to a squadron consisting of any other number of flights.
2. A squadron may be formed up in:
 - a. **Column of Flights.** Flights on parallel and successive lines at a distance from one another equal to their frontage (see Annex A). If flights are at 14 paces distance, the squadron is said to be in Close Column of Flights.
 - b. **Line.** Flights on one alignment at 6 paces interval (see Annex B).
 - c. **Column of Route (or Threes).** Flights in Column of Route (or Threes) at 6 paces distance between flights (see Annex C).
3. Unless otherwise ordered, a squadron is to be formed up in Close Column of Flights and is to dress by the right flank.

APPOINTMENTS

4. When a squadron is formed up, the positions of executives and supernumeraries are to be as shown in the Annexes.
5. The squadron commander is to give the executive commands for movements that are to be carried out simultaneously by flights.

DRESSING

6. If it is necessary for the squadron commander or adjutant to correct dressing, it is normally to be done with arms at the Shoulder.
7. **Executives.** The squadron adjutant and flight commanders are to turn about to face the ranks during the dressing adjustment. When the Eyes Front is given, they are to turn about to the front.
8. **Squadron Warrant Officer.** When the order for the Left/Right Dress is given, only the squadron warrant officer is to fall out from his position and supervise the prompt adjustment of flights' dressing from the directed flank. When satisfied, the squadron warrant officer is to give the report:

“SQUADRON STEADY”

whereupon the squadron commander gives the order for the Eyes Front and the squadron warrant officer returns to his parade position.

9. **In Column of Flights.** Each flight is to dress on the markers and guides on the flank of direction; markers and guides cover off those in front.

10. **In Line.** Each flight is to dress on the marker and guide of the flight furthest on the flank of direction.

11. **Dressing on the March.** When the squadron is marching, the marker and guide on the directing flank are responsible for maintaining direction. The markers and guides in the rear flights are to be responsible for the covering and correct distancing of their flights.

THE PARADE, TELLING OFF AND INSPECTION

12. Prior to parading, the squadron commander will issue any instructions to the adjutant about the parade (sizing, equalizing numbers in flights etc). These requirements will be actioned through the warrant officer at the forming up point.

13. The squadron warrant officer is to call:

“MARKERS”

whereupon the right marker of each flight is to march, at the Slope, onto the squadron parade ground. They are to halt individually, in line, facing the warrant officer at 3 paces distance, Shoulder Arms, and Stand At Ease. The marker of No 1 Flight is to be on the right and the remainder in their correct sequence to the left.

14. The warrant officer is to give the commands:

“MARKERS SHOULDER ARMS SHUN NUMBER”

whereupon the markers (except the right hand one) turn their head and eyes to the right and call out in sequence from the right (see Part 2 Chp 3 para 10), turning head and eyes to the front as they call.

15. The warrant officer then orders: **“SLOPE ARMS”**.

16. The warrant officer then orders either:

a. For Squadron in Column of Flights:

“NUMBER 1 STAND FAST-REMAINDER, ABOUT TURN”.

b. For Squadron in Line:

“NUMBER 1 STAND FAST, REMAINDER, LEFT TURN”.

Then, stating the number of paces distance required between markers, the warrant officer is to give the command:

“TO (NUMBER) PACES INTERVALS, QUICK MARCH”

whereupon the markers are to step off together for the number of paces ordered. They achieve this by each marker commencing the interval count as the marker behind halts. As they reach their positions they are to halt and turn individually to face the parade front. When all markers are in position, facing the front, they are to be covered off by the warrant officer who is then to give the command:

“MARKERS SHOULDER ARMS”.

While the warrant officer is preparing the parade ground the adjutant is to march across the head of the parade ground. When turning about the adjutant is always to turn inwards towards the parade area. When the squadron warrant officer is covering off the markers, the adjutant is to take this as the sign to take over, and is to march onto the parade ground to a position three paces in front of the warrant officer.

17. When the adjutant is in position the warrant officer is to salute and report that the markers have been positioned. The adjutant is to instruct the warrant officer to stand the markers At Ease; whereupon the warrant officer salutes in acknowledgement, turns about, carries out the instruction, turns left and marches to a position approximately 10 paces beyond the first marker (to observe the marching on). The warrant officer, in accordance with custom, remains freelance to supervise the marching on and dressing.

18. The adjutant orders the March On, whereupon the markers come to Attention to await the arrival of their respective flights.

19. Each flight is to be marched on to its marker from the reverse flank by the flight commander. When the flight arrives on its alignment, the flight guide (marching on the directed flank of the flight) is to lead the flight directly on to its squadron marker. At approximately 5 paces from the halt the guide is to move quickly across the path of the following ranks. This is in order to take up parade position ahead of the rear rank and to leave space for the marker in the front rank.

20. The flight commanders halt their flights on their respective markers. Each flight commander then orders the flight to turn to the front, Shoulder Arms and Stand At Ease. The markers work with their flights upon the order to Shoulder Arms. The flight commander then turns about and Stands At Ease.

21. When all flights are in position, the adjutant is to give the commands:

**“SQUADRON SHUN
OPEN ORDER MARCH
RIGHT DRESS”.**

When the squadron is reported steady by the squadron warrant officer, the adjutant orders:

**“EYES FRONT
SQUADRON WILL FIX BAYONET
FIX BAYONETS
SHUN”.**

When the squadron commander has instructed that an inspection is not to be carried out, the commands to Open Order and Fix Bayonets are to be omitted at this stage.

22. If officers have not marched on with flights, the adjutant then gives the orders:

“FALL IN THE OFFICERS”

whereupon officers are to fall in (see Part 1 Chp 6 Lesson 1). The adjutant is to Draw Swords as the officers are marching on, after having first acknowledged their salutes. If bayonets are not already fixed, officers are not to Draw Swords as they fall in but are to do so if/when Fix Bayonets is subsequently ordered. The officers will Draw Swords on the executive word of command: **“BAYONETS”**. Followed by:

“TELL OFF BY FLIGHTS”

whereupon the flight commanders are to call out the number of their flights in sequence from front to rear (in (Close) Column of Flights) or from right to left (in Line of Flights) as follows:

**“NUMBER 1 FLIGHT
NUMBER 2
NUMBER 3 FLIGHT”.**

Only the first and last (of any number of) flight commanders finish with the word “Flight”. The numbers are parade numbers in succession from No 1. Flights retain these numbers throughout the parade.

23. The adjutant is then to give the commands:

**“NUMBERS 1 AND 3 FLIGHTS STAND AT EASE
NUMBER 2 FLIGHT STAND AT EASE”.**

The adjutant then turns about, and Stands At Ease to await the approach of the squadron commander.

24. When the squadron commander approaches, the adjutant is to come to Attention and give the command:

“SQUADRON SHUN”.

25. The squadron commander is to approach from the front of the squadron and halt 3 paces in front of the adjutant who is to salute and report that the squadron is ready for inspection. The following points are to be noted:

- a. The report is made with arms at the Shoulder.
- b. The report should be concise and not detailed, eg: "Squadron present (or otherwise) and ready for inspection, Sir/Ma'am". The word: "Sir/Ma'am" indicates the end of the report.
- c. If swords are drawn, the squadron commander is to Draw Swords as the adjutant is marching away to parade position after having made the report.

THE INSPECTION

26. When the adjutant has fallen in, the squadron commander may indicate a wish to inspect the squadron by giving the command:

"NUMBER 1 FLIGHT STAND FAST, REMAINDER STAND AT EASE STAND EASY"

whereupon the flight commander of No 1 Flight turns to the right and marches to meet the squadron commander on the right of flight. There, the flight commander faces the squadron commander, salutes, and briefly reports the flight ready for inspection. The squadron adjutant and warrant officer fall out and join the inspection party; they do not salute as they join the inspection party. The NCO IC flight does not accompany the squadron commander's inspection party.

27. The squadron commander proceeds with the inspection accompanied by the flight commander (they walk side by side with the flight commander furthest from the rank being inspected), the squadron adjutant is immediately behind the squadron commander and the squadron warrant officer is behind the flight commander, (see insert diagram at Annex A). The inspection starts from the right of No 1 Flight. When the flight has been inspected the squadron commander will go to No 2 Flight.

28. As the squadron commander is leaving the first flight, No 2 Flight Commander is to give the command:

"NUMBER 2 FLIGHT SHUN".

The flight commander then turns to meet the squadron commander on the right of the flight.

29. In the meantime the flight commander of the first flight salutes the squadron commander upon departure. The flight commander then returns to parade position, stands the flight At Ease, and Stand Easy (if required), turns to the front and Stands At Ease/Easy. The procedure is carried out by each successive flight until the inspection is over.

30. The squadron commander, adjutant and warrant officer all return to their parade positions (by which time all flights have been stood At Ease/Easy).

ALTERNATIVE PARADE PROCEDURE

31. Because of limitations of parade area, it may sometimes be necessary for the squadron to fall in centrally on parade, rather than march on by flights. In this case the squadron warrant officer places the markers, orders the airmen on parade, checks the parade state, calls the squadron to Attention, reports to the squadron adjutant and hands over. When the squadron warrant officer calls the squadron to Attention prior to handing over to the adjutant, the supernumerary officers are to take this as the sign for their own preparation to fall in; they are to form up in line on the right flank facing their respective flights at about 20 paces from them, and stand At Ease.

32. The adjutant then gives the command:

“SQUADRON STAND AT EASE”.

Parade procedures then continue as detailed from para 21.

GENERAL MOVEMENTS OF SQUADRON DRILL

33. When arms are carried, the squadron is normally to be exercised in squadron drill without fixed bayonets. The squadron commander would therefore first bring the squadron to Attention and then order bayonets to be unfixed. If the squadron commander orders the unfixing of bayonets and officers are still on parade, the officers are to sheath their swords on the executive word of command: **“BAYONETS”**, wait, and then resume the position of Attention with the airmen on the command.

34. In exercising squadron drill, the squadron commander is to be positioned to best advantage to control sub-units.

35. During squadron drill manoeuvres where flights are required to take up new alignments etc, the squadron warrant officer may supervise the movement of markers and guides and hence the dressing of flights being guided by them.

TURNING ABOUT OR RETIRING

36. The entire squadron is to turn about to take up a new direction on the command:

“SQUADRON ABOUT TURN”.

All appointments are to turn with the squadron and then after a pause:

- a. Executives in front of flights are to turn to their right.
- b. Supernumeraries who have been positioned to the rear of flights are to turn to their left.

All then march round the flights and gain their new positions where they are to halt individually, pause and turn to face the front. The turns and stepping off are carried out in

unison; the halt and turning to face front are carried out individually. Attempts to co-ordinate the latter movements lead to artificial posturing and signalling.

MOVEMENT OF A SQUADRON IN COLUMN OF FLIGHTS

37. When a squadron is required to move back a short distance as one entity before resuming the original front, the executives and supernumeraries, after turning about, do not move to gain new positions but remain in their positions relative to each flight. In this case the order given is:

“SQUADRON WILL RETIRE, ABOUT TURN”.

When the squadron is required to resume the original front the order is given:

“SQUADRON WILL ADVANCE, ABOUT TURN”.

38. Other commands and movements for a squadron in Column of Flights are:

a. **Advancing:**

“SQUADRON, BY THE LEFT/RIGHT, QUICK MARCH”.

b. **Moving to a Flank with Flights in Threes.** Executives and supernumeraries keep their relative positions. To move the whole squadron as one entity the following commands are given:

**“SQUADRON MOVE TO THE LEFT/RIGHT, LEFT/RIGHT TURN
BY THE LEFT/RIGHT, QUICK MARCH”.**

The following orders may also be given:

**“FLIGHTS INTO LINE, LEFT/RIGHT TURN
SQUADRON HALT”**

c. **Forming Column of Three (Moving to a Flank):**

**“SQUADRON, MOVE TO THE LEFT/RIGHT IN COLUMN OF THREES,
LEFT/RIGHT TURN”**

whereupon all personnel turn as ordered and then the leading flight commander is to give the command:

“NUMBER X FLIGHT, BY THE LEFT/RIGHT, QUICK MARCH”.

The commander of each successive flight is to give the command:

**“NUMBER X FLIGHT, LEFT/RIGHT WHEEL
BY THE LEFT/RIGHT, QUICK MARCH”.**

This order has to be given in sufficient time to gain the flight's position in Column of Threes. The flight is to wheel into line with the rear of the preceding flight. A squadron in Column of Flights is normally to move to the right in Column of Threes from the right of the leading flight and is to move to the left from the left of the rear flight. A squadron may however be moved to a flank in Column of Threes in any order of flights specified by the squadron commander.

d. **Forming Column of Route (Moving to a Flank).**

**“SQUADRON
MOVE TO THE LEFT/RIGHT IN COLUMN OF ROUTE
LEFT/RIGHT TURN”.**

After the turn, executives and supernumeraries themselves turn again and take up position as for Column of Route (see Annex C). When these persons are steady in position, the flight commander of the leading flight gives the command:

“NUMBER X FLIGHT, BY THE LEFT/RIGHT, QUICK MARCH”

followed by each successive flight in turn. When the flight commander leads the flight it is not necessary to order a Wheel.

e. **Forming Line from Column of Flights (Facing the Same Direction).**

To move a squadron from Column of Flights to Line of Flights the following commands are given:

**“SQUADRON, ON THE LEFT, FORM LINE
NUMBER 1 FLIGHT STAND FAST
REMAINDER MOVE TO THE LEFT LEFT TURN”**

whereupon the leading flight is to stand fast and the remaining flights are to turn as ordered:

“BY THE LEFT, QUICK MARCH”.

Each flight is to be led by the left marker and guide by the shortest way to the position where it will be on the same alignment as the stationary flight. When each flight has reached its position in line, the flight commander is to give the command:

**“NUMBER X FLIGHT HALT
INTO LINE RIGHT TURN”.**

MOVEMENT OF A SQUADRON IN COLUMN OF ROUTE OR THREES

39. Commands and movements for a squadron in Column of Route or Threes are as follows:

- a. **Halting in Column of Flights.** To halt a squadron marching in Column of Route (or Threes), in Column of Flights, facing a certain direction, the squadron commander gives the order:

**“SQUADRON AT THE HALT
FACING LEFT/RIGHT
FORM (CLOSE) COLUMN OF FLIGHTS”**

whereupon the leading flight commander directs the marker and guide to lead on to the position of halting; at an appropriate moment, the flight commander turns off sharply to the left to take up parade position in front of the direction to be faced, halts, turns to face the flight and as they come up to the position for halting, gives the commands:

**“NUMBER X FLIGHT HALT
INTO LINE LEFT/RIGHT TURN”.**

The flight commander then turns about to face the front. Each successive flight commander takes the same action as the flight is guided into position for halting. If the squadron adjutant or warrant officer are marching in the column, they are to continue marching with the movements of the leading flight, halting and turning into line as usual on the flight commander's words of command, before taking up their parade positions.

- b. **Halting in Line of Flights.** To halt a squadron marching in Column of Route (or Threes), in Line of Flights, facing a certain direction, the squadron commander gives the order:

**“SQUADRON AT THE HALT
FACING LEFT/RIGHT FORM LINE OF FLIGHTS”**

whereupon the flight commanders turn left/right at an appropriate moment to take up their command position in front of the direction to be faced, halt, and turn to face their flights. As their flights successively come up to the position for halting, they give commands as follows:

**“NUMBER X FLIGHT HALT
INTO LINE LEFT/RIGHT TURN”.**

If the squadron adjutant or warrant officer are marching in the column, they are to continue marching with the movements of the leading flight, halting and turning into line as usual on the flight commander's words of command, before taking up their parade positions.

c. **Advancing in Column of Flights.** When a squadron, marching in Column of Threes, is required to Advance in Column of Flights, the squadron commander is to give the command:

“SQUADRON FACING LEFT/RIGHT ADVANCE IN COLUMN”

whereupon the leading flight commander is to give the command:

“NUMBER X FLIGHT INTO LINE LEFT/RIGHT TURN”

(see Part 1 Chp 3 Lessons 3/4). When the turn has been completed the new flank of direction is to be indicated by the flight commander giving the following instruction:

“NUMBER X FLIGHT BY THE LEFT/RIGHT”.

Each of the following flights, on arrival at the alignment on which the leading flight has turned, is to act in the same way.

MOVEMENT OF A SQUADRON IN LINE OF FLIGHTS

40. To move a squadron from Line of Flights to Column of Flights, the following commands are given:

**“SQUADRON ON THE RIGHT FORM (CLOSE) COLUMN OF FLIGHTS
NUMBER 1 FLIGHT STAND FAST
REMAINDER RIGHT TURN”**

whereupon No 1 Flight stands fast while all other flights are to turn as ordered. Executives and supernumeraries retain their relative positions.

“BY THE LEFT QUICK MARCH”.

Each of the remaining flights is to be led by its right marker and guide, by the shortest way, to its position in Column of Flights. The flight commanders then give the command:

**“NUMBER X FLIGHT HALT
INTO LINE LEFT TURN”.**

DISMISSING A SQUADRON

41. The squadron commander may dismiss the squadron or call for the squadron adjutant and instruct that the adjutant dismiss the squadron.

42. The squadron may be dismissed centrally or by flights.

43. **Officers Fall Out.** When a squadron is to be dismissed centrally, the squadron commander is to give the orders:

**“SQUADRON SHUN
FALL OUT THE OFFICERS”.**

All officers are to fall out (see Part 1 Chp 6 Lesson 1). NCOs IC flights are to turn to their left and march to the positions vacated by their flight commanders. The squadron commander then Returns Swords and calls for, and hands over to, the squadron warrant officer before leaving the parade area accompanied by the officers.

44. **Warrant Officer’s Action.** The warrant officer orders the squadron to unfix bayonets before marching off to the place of dismissal.

45. **Dismissal by Flights.** When flights are required to dismiss independently the squadron commander is to give the command:

**“SQUADRON SHUN
FLIGHTS ARE TO MARCH OFF AND DISMISS”**

whereupon:

- a. All flight commanders are to salute in acknowledgement and carry on as detailed.
- b. At the same time the squadron adjutant is to turn left and the warrant officer is to incline to the right, both salute then march off the parade ground. The adjutant Returns Swords once off the parade ground.
- c. After acknowledging the salutes the squadron commander Returns Swords and leaves the parade ground.

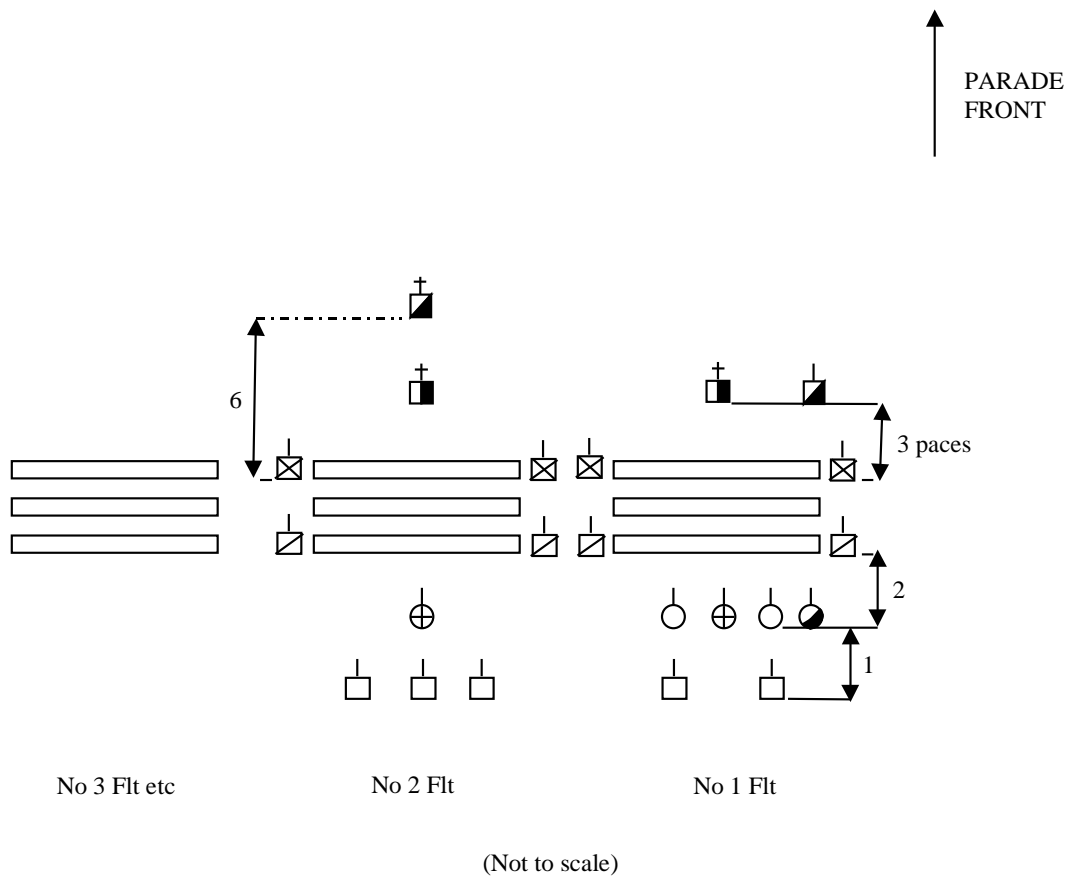
Annexes:

- A. Squadron in Column of Flights.
- B. Squadron in Line.
- C. Squadron in Column of Route (or Threes).

**SQUADRON IN COLUMN OF FLIGHTS - POSITIONS OF
EXECUTIVES AND SUPERNUMERARIES**

Appointment (a)	Position (b)
1. Squadron Commander	6 paces in front of the centre of the leading flight.
2. Squadron Adjutant	3 paces in front of the right file of the leading flight in line with the flight commander.
3. Squadron Warrant Officer	2 paces to the rear of the right file of the leading flight in line with the supernumerary NCOs.
4. Flight Commander	3 paces in front of the centre of the flight.
5. Supernumerary Officers	Equally spaced, 3 paces to the rear of the rear rank.
6. NCO IC of the Flight	2 paces to the rear of the centre of the rear rank.
7. Supernumerary NCOs	Equally spaced, 2 paces to the rear of the rear rank (starting from the right).
8. Markers	One on each flank of the front rank.
9. Guides	One on each flank of the rear rank.

SQUADRON IN LINE



Note: It is not normal to have supernumerary warrant officers on a parade; but if this is required such warrant officers are to stand in the supernumerary NCOs' line.

LEGEND	
	Squadron Commander
	Squadron Adjutant
	Squadron Warrant Officer

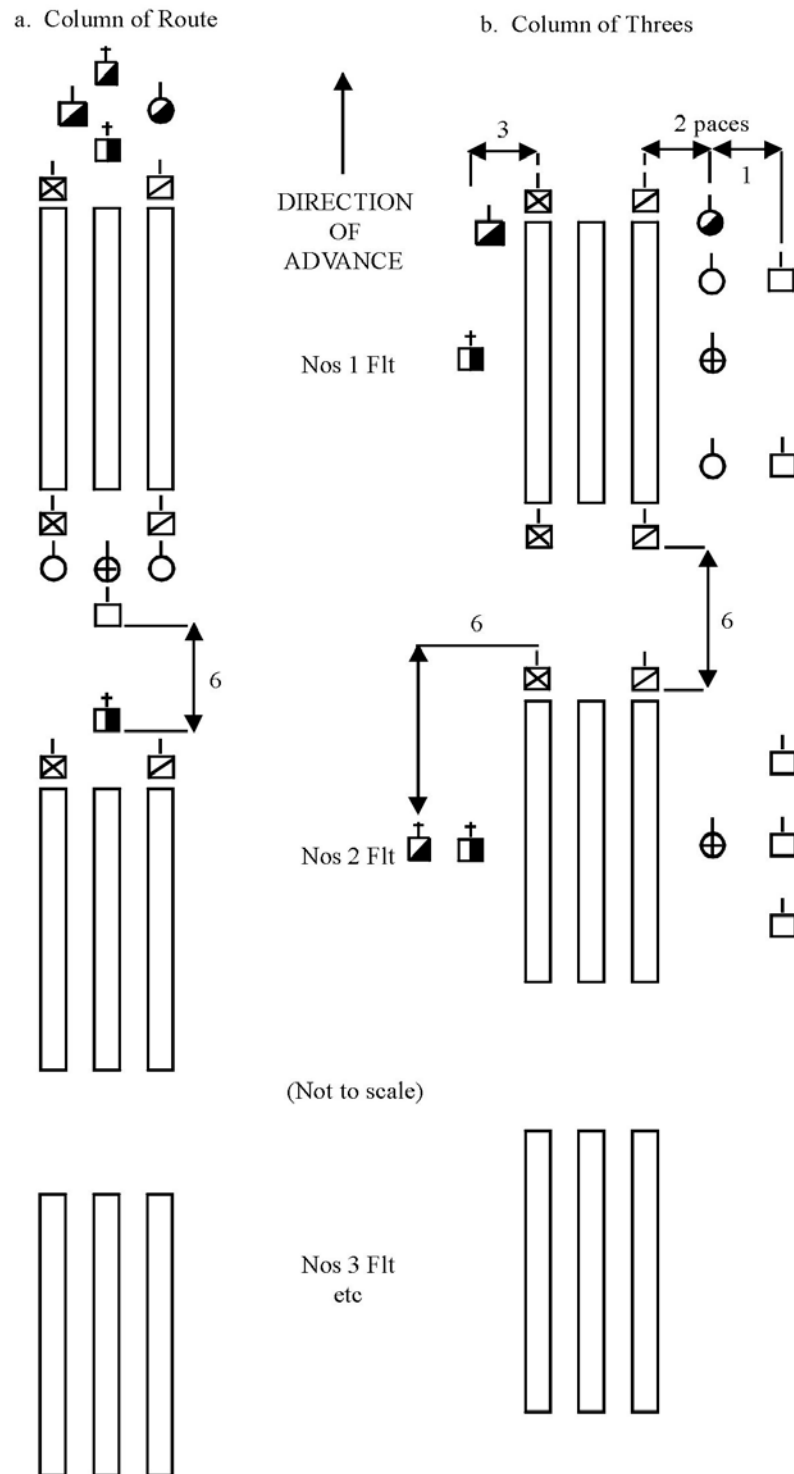
LEGEND	
	Flight Commander
	Supernumerary Officer
	NCO IC Flight
	Supernumerary NCO
	Marker
	Guide

Appendix 1. Squadron in Line - Positions of Executives and Supernumeraries.

SQUADRON IN LINE - POSITIONS OF EXECUTIVES AND SUPERNUMERARIES

Appointment (a)	Position (b)
1. Squadron Commander	6 paces in front of the centre of the squadron.
2. Squadron Adjutant	3 paces in front of the right file of the flight on the right of the line, in line with the flight commanders.
3. Squadron Warrant Officer	2 paces to the rear of the right file of the flight on the right of the line, in line with the supernumerary NCOs.
4. Flight Commander	3 paces in front of the centre of the flight.
5. Supernumerary Officers	Equally spaced, 3 paces to the rear of the rear rank.
6. NCO IC of the Flight	2 paces to the rear of the centre of the rear rank.
7. Supernumerary NCOs	Equally spaced, 2 paces to the rear of the rear rank (starting from the right).
8. Markers	One on each flank of the front rank.
9. Guides	One on each flank of the rear rank.

SQUADRON IN COLUMN OF ROUTE (OR THREES)



Appendix1. Squadron in Column of Route (or Threes) - Positions of Executives and Supernumeraries.

SQUADRON IN COLUMN OF ROUTE (OR THREES) - POSITIONS OF EXECUTIVES AND SUPERNUMERARIES

Column of Route

	Appointment (a)	Position (b)
1.	Squadron Commander	6 paces centrally in front of the leading guide and marker.
2.	Squadron Adjutant	2 paces to the rear and one pace to the left of the squadron commander (directly in front of the marker).
3.	Squadron Warrant Officer	2 paces to the rear and one pace to the right of the squadron commander (directly in front of the guide).
4.	Flight Commander	3 paces in front of the centre of the flight.
5.	Supernumerary Officers	In lines of threes, one pace in the rear of the supernumerary NCOs.
6.	NCO IC of the Flight and Supernumerary NCOs	In lines of threes, one pace in the rear of the flight, each line of three one pace in the rear of the one before.
7.	Markers and Guides	In their same relative positions as for Flight in Line.

Note: While it is not normal to have supernumerary warrant officers on a parade, if this is required such warrant officers are to form the rear lines of supernumerary NCOs while in Column of Route.

Column of Threes

Officers and NCOs are to be in the same relative positions as for Squadron in Line of Flights, but facing the required direction.

PART 2 - CHAPTER 6

WING DRILL

FORMATIONS

1. A wing may consist of two or more squadrons. The instructions in this Chapter are for such a wing, but they also apply to a wing consisting of any other number of squadrons.
2. A wing may be formed up in:
 - a. **Close Column of Squadrons (in Line of Flights).** Squadrons in Line or parallel and successive alignment at 18 paces distance (with flights in line). See Annex A.
 - b. **Line of Squadrons (in Close Column of Flights).** Squadrons in Close Column of Flights on the same alignment at 10 paces interval. See Annex B.
 - c. **Column of Route.** Squadrons in Column of Route with 10 paces distance between squadrons. See Annex C.
3. Unless otherwise ordered, a wing is to form in Line of Squadrons (in Close Column of Flights) and is to dress by the right flank. The movement of a wing in column of threes is not readily manageable therefore any move of a unit in column of threes is to be carried out by squadrons.

APPOINTMENTS

4. When a wing is formed up, the positions of executives and supernumeraries are to be as shown in the Annexes.
5. The wing commander is to give the executive commands for movements that are subsequently to be carried out simultaneously by squadrons or flights. When a movement is to be carried out by squadrons in succession, the squadron commanders, unless marching, are to turn about to face their squadrons and give the subordinate executive commands.

DRESSING

6. If it is necessary for the wing commander or adjutant to correct dressing, it is normally to be done with arms at the Shoulder.
7. **Executives.** Wing, squadron and flight commanders and adjutants are to turn about to face the ranks during the dressing adjustment. When the Eyes Front is given, they are to turn about to their front.
8. **Wing Warrant Officer.** When the order for the Left/Right Dress is given the wing warrant officer, alone, is to fall out from his position and supervise the prompt adjustment of squadrons' dressing from the directed flank. When he is satisfied he is to give the report:

“WING STEADY”

whereupon the wing commander gives the order for the Eyes Front and the wing warrant officer returns to his parade position.

9. **In Close Column of Squadrons (in Line of Flights).** Each squadron is to dress on the markers and guides on the flank of direction; markers and guides cover off those in front.

10. **In Line of Squadrons (in Close Column of Flights).** Each flight of each squadron is to dress on the marker and guide furthest on the flank of direction. Successive flights are to cover off the leading flight.

11. **Dressing on the March.** When the wing is marching, the markers and guides are responsible for maintaining direction and distancing as in squadron drill.

THE PARADE, TELLING OFF AND INSPECTION

12. The wing warrant officer will place out markers, and reports to the wing adjutant as in squadron drill (see Part 2 Chp 5).

13. When the adjutant orders the March On, each squadron is to be marched on to its marker from the reverse flank by its squadron commander. As each squadron approaches its alignment, the squadron commander himself is to peel off to the left (leaving the squadron adjutant and warrant officer to continue to lead the squadron on course) and gives this order while on the march:

“NUMBER X SQUADRON AT THE HALT FACING LEFT FORM LINE/CLOSE COLUMN OF FLIGHTS”

whereupon flight commanders proceed as detailed in Part 2 Chp 5. The squadron commander halts when in parade position and, after a pause, turns to face the squadron. When the whole squadron is in position and facing front, the squadron commander gives the orders to Shoulder Arms and Stand At Ease (and Stand Easy if required). The squadron commander then turns about and Stands At Ease/Easy.

14. When the squadrons are in position, At Ease, the wing adjutant is to give the commands:

**“WING SHUN
OPEN ORDER MARCH
RIGHT DRESS
EYES FRONT
WING WILL FIX BAYONETS
FIX BAYONETS
SHUN”.**

Note: Officers will draw swords on the executive word of command: **“BAYONETS”**.

15. The wing adjutant then orders:

“TELL OFF BY SQUADRONS”

whereupon the squadron commanders are to call out the number of their squadrons from front to rear (in Close Column of Squadrons) or from right to left (in Line of Squadrons). Only the first and last (of any number of) squadron commanders finish with the word “Squadron”. The numbers are parade numbers in succession from “No 1”. Squadrons retain these numbers throughout the parade.

16. The wing adjutant is then to give the commands:

**“NUMBERS 1 AND 3 SQUADRONS STAND AT EASE
NUMBER 2 SQUADRON STAND AT EASE”.**

17. The adjutant then turns about and Stands At Ease to await the approach of the wing commander.

18. When the wing commander approaches, the adjutant is to come to Attention and give the command:

“WING SHUN”.

19. The wing commander is to approach from the front of the wing and halt in front of the adjutant who is to salute and report. See Part 2 Chp 5 para 25.

THE INSPECTION

20. When the adjutant has fallen in, the wing commander may indicate that an inspection is required. This will be done using the command:

**“NUMBER 1 SQUADRON STAND FAST
REMAINDER STAND AT EASE (STAND EASY IF REQUIRED)”**

whereupon the squadron commander of No 1 Squadron and the flight commander of No 1 Flight of that squadron both turn to the right and march to meet the wing commander on the right of that flight. There, they face the wing commander, salute and in turn briefly report their squadron and flight ready for inspection.

21. The wing adjutant and wing warrant officer fall out and join the inspection party, but do not salute as they join the inspection party. Neither the squadron adjutants, squadron warrant officers nor the NCOs IC Flight accompany the wing commander’s inspection party.

22. The wing commander proceeds with the inspection accompanied by the flight commander (who walks side by side with the wing commander and furthest from the rank being inspected. The squadron commander walks immediately behind the wing commander, side by side with the wing adjutant. The wing warrant officer is behind the squadron commander (see insert diagram at Annex A). The inspection starts from the right of No 1 Flight of the squadron. The wing commander instructs the squadron commander to stand the

remaining flights At Ease. When the first flight has been inspected the wing commander will go to No 2 Flight.

23. As the wing commander is leaving the first flight, No 2 Flight commander is to order the flight to Attention, then turn to meet the wing commander on the right of the flight.

24. In the meantime, as the wing commander leaves, the flight commander of the first flight salutes, returns to parade position, stands the flight At Ease (Stand Easy if required), turns to the front and stands At Ease/Easy. Each successive flight commander carries out this procedure until the inspection is over.

25. As the wing commander is leaving the first squadron, No 2 Squadron commander turns about and orders No 2 Squadron to Attention, before turning, with No 1 flight commander, to meet the wing commander on the right of the first Flight.

26. As the wing commander finishes inspecting the rear rank of the last flight in the first squadron, the squadron commander is to order No 1 Squadron to Attention (the last flight remains at Attention) and with the last flight commander is to salute the wing commander upon departure. The squadron and flight commander both return to their parade positions and the squadron commander stands the squadron At Ease (Stand Easy if required), turns about and stands At Ease/Easy. This procedure is carried out by each successive squadron commander until the inspection is over.

27. When the inspection is finished the wing commander, adjutant and warrant officer all return to their parade positions (by which time all squadrons have been stood At Ease and at the Order Arms, if required).

GENERAL MOVEMENTS OF WING DRILL

28. When arms are carried, units are normally to be exercised in wing drill without bayonets fixed. The wing commander would therefore first bring the wing to Attention and then order the bayonets to be unfixed. If the wing commander orders the unfixing of bayonets and officers are still on parade, the officers Return Swords on the executive word of command: **“BAYONETS”** and resume the position of Attention with the other personnel.

29. In exercising wing drill, the wing commander will be positioned to control sub-units to best advantage.

30. During wing drill manoeuvres where units are required to take up new alignments etc, the wing warrant officer, assisted by the squadron warrant officers, as necessary, may supervise the movement and dressing of units.

TURNING ABOUT

31. When the entire wing is turned about, action is to be as detailed for squadron drill (see Part 2 Chp 5 para 36).

MOVEMENTS OF A WING IN CLOSE COLUMN OF SQUADRONS (IN LINE OF FLIGHTS)

32. When the following movements are carried out by a wing in Close Column of Squadrons:

- a. Advancing or retiring (see Part 2 Chp 5 paras 36 and 37).
- b. Moving to a flank with squadrons in Column of Threes (see Part 2 Chp 5 para 39).
- c. Forming Column of Route (see Part Chp 5 para 37d).

The detail is the same as for corresponding movements in squadron drill except for the appropriate substitution of unit and sub-unit designations. Intervals and distances between squadrons and flights are to be maintained.

MOVEMENTS OF A WING IN LINE OF SQUADRONS (IN CLOSE COLUMN OF FLIGHTS)

33. **Advancing or Retiring.** Detail is the same as for corresponding squadron drill movements except for the substitution of appropriate unit designations (see para 32a above).

34. **Moving to a Flank in Column of Route (or Threes).** When the following order is given:

**“WING MOVE TO THE LEFT/RIGHT IN COLUMN OF ROUTE/THREES
NUMBER X SQUADRON LEADING”**

Squadron commanders are to turn about on the word “leading” and, commencing with the designated squadron commander, give in succession the appropriate order to their flights (see Part 2 Chp 5 para 38c and d).

MOVEMENT OF A WING IN COLUMN OF ROUTE

35. **Forming Line of Squadrons (in Close Column of Flights).** The following order is given:

**“WING AT THE HALT FACING LEFT/RIGHT
FORM LINE OF SQUADRONS IN CLOSE COLUMN OF FLIGHTS”**

whereupon the squadron commander of the leading squadron is then to give the command:

**“NUMBER X SQUADRON AT THE HALT FACING LEFT/RIGHT
FORM CLOSE COLUMN OF FLIGHTS”**

whereupon the squadron is to act as in squadron drill (see Part 2 Chp 5 para 39a). As the leading marker and guide of each of the remaining squadrons approaches the position where

the right flank of its leading flight is to rest in the new formation, each squadron commander is to act similarly as in squadron drill. The wing adjutant and wing warrant officer are to act on the word of command of No 1 Flight commander of the leading squadron.

36. **Forming Close Column of Squadrons (in Line of Flights).** On the command:

**“WING AT THE HALT FACING LEFT/RIGHT
FORM CLOSE COLUMN OF SQUADRONS”**

the commander of the leading squadron is to give the commands:

**“NUMBER X SQUADRON HALT
INTO LINE LEFT/RIGHT TURN”.**

Each of the remaining squadrons is to be led by its adjutant, warrant officer and marker and guide by the shortest way to its position in Close Column of Squadrons and the squadron commander is to give the commands:

**“NUMBER X SQUADRON HALT
INTO LINE LEFT/RIGHT TURN”.**

DISMISSING A WING

37. A wing may be dismissed on the wing parade ground or may be marched off by squadrons for dismissal. The wing commander may dismiss the wing or the wing adjutant may be instructed to carry out the procedures. When the squadrons are required to dismiss independently on their own parade grounds the wing commander is to give the command:

**“WING SHUN
SQUADRONS ARE TO MARCH OFF AND DISMISS”.**

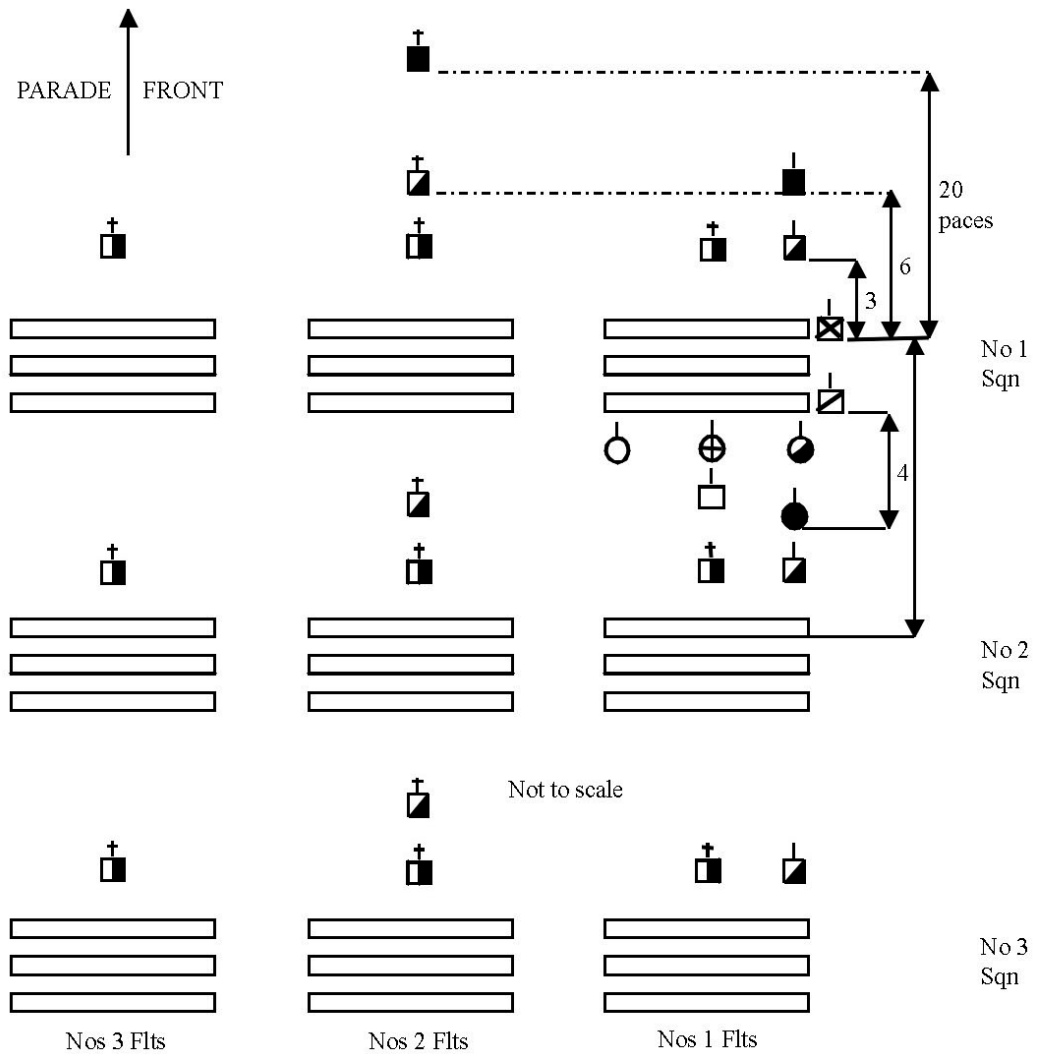
38. Upon this command, the following actions take place:

- a. All squadron commanders are to salute in acknowledgement and carry on as detailed.
- b. At the same time the wing adjutant is to turn left and the warrant officer is to incline to the right, both salute then march off the parade ground. (The adjutant Returns Swords once off the parade ground).
- c. After acknowledging the salutes, the wing commander Returns Swords and leaves the parade ground.

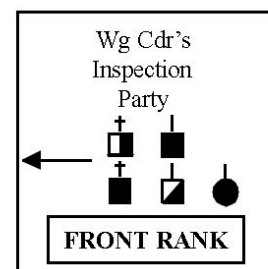
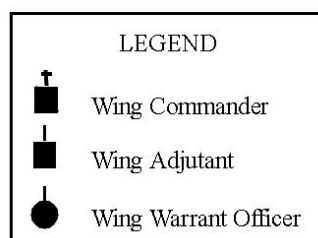
Annexes:

- A. Wing in Close Column of Squadrons (with Flights in Line).
- B. Wing in Line of Squadrons (in Close Column of Flights).
- C. Wing in Column of Route (in Close Column of Squadrons)

WING IN CLOSE COLUMN OF SQUADRONS (WITH FLIGHTS IN LINE)



Note: Only sufficient of the appointments are shown to display the pattern of layout. Other officers and airmen are to be positioned accordingly.

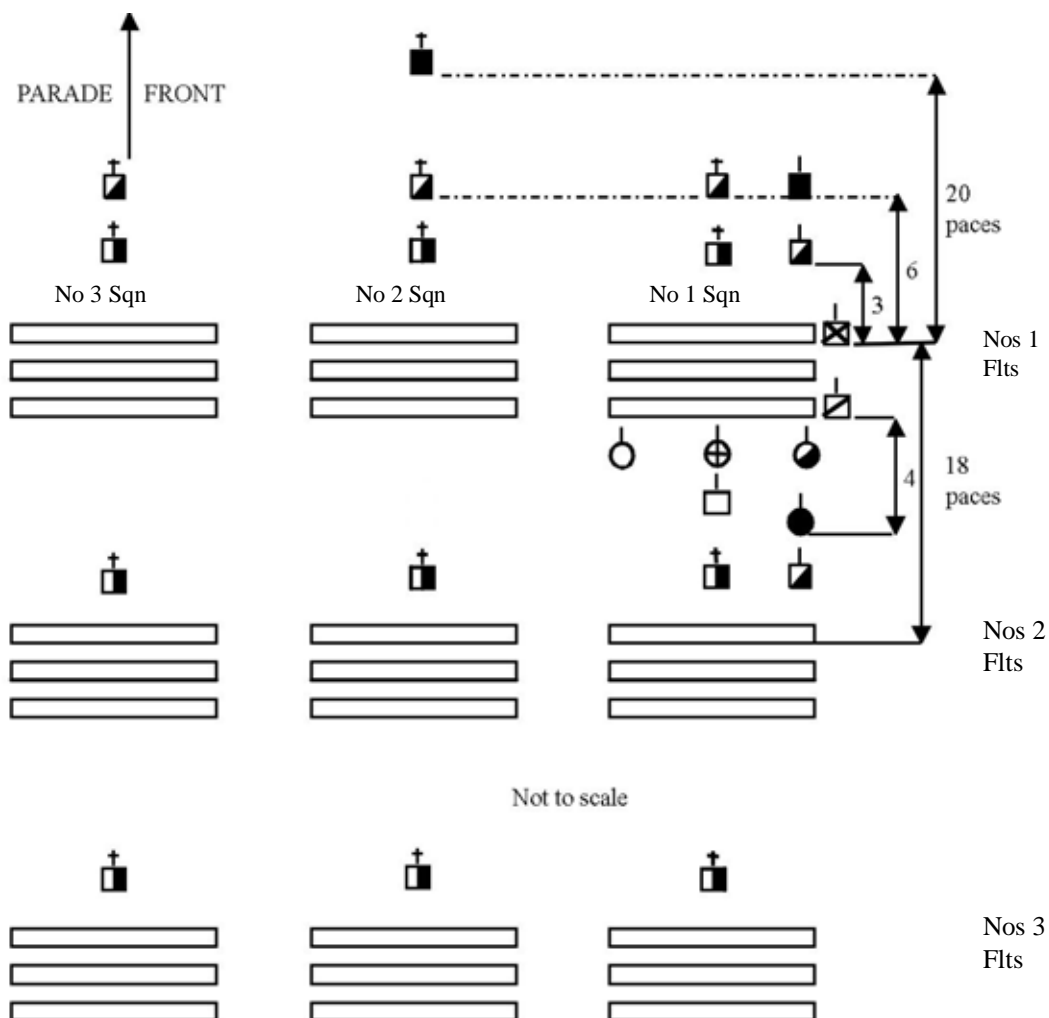


Appendix 1. Wing in Close Column of Squadrons (with Flights in Line) - Positions of Executives and Supernumeraries.

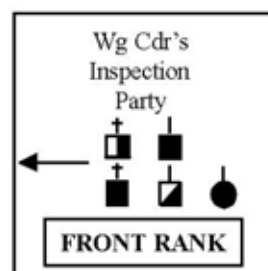
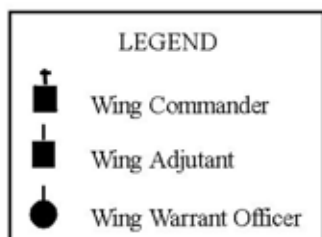
**WING IN CLOSE COLUMN OF SQUADRONS (WITH FLIGHTS IN LINE)
- POSITIONS OF EXECUTIVES AND SUPERNUMERARIES**

	Appointment (a)	Position (b)
1.	Wing Commander	20 paces in front of the centre of the leading squadron (14 paces in front of the commander of the leading squadron).
2.	Wing Adjutant	6 paces in front of the right file of the flight on the right of the line of the leading squadron (in line with the squadron commander).
3.	Wing Warrant Officer	4 paces to the rear of the right file of the flight on the right of the line of the leading squadron (one pace behind the line of supernumerary officers).
4.	Squadron Commander	6 paces in front of the centre of the squadron.
5.	Squadron Adjutant	3 paces in front of the right file of the flight on the right of the line, in line with the flight commanders.
6.	Squadron Warrant Officer	2 paces to the rear of the right file of the flight on the right of the line, in line with the supernumerary NCOs.
7.	Flight Commander	3 paces in front of the centre of the flight.
8.	Supernumerary Officers	Equally spaced, 3 paces to the rear of the rear rank.
9.	NCO IC of the Flight	2 paces to the rear of the centre of the rear rank.
10.	Supernumerary NCOs	Equally spaced, 2 paces to the rear of the rear rank (starting from the right).
11.	Markers	One on each flank of the front rank.
12.	Guides	One on each flank of the rear rank.

WING IN LINE OF SQUADRONS (IN CLOSE COLUMN OF FLIGHTS)



Note: Only sufficient of the appointments are shown to display the pattern of layout. Other officers and airmen are to be positioned accordingly.

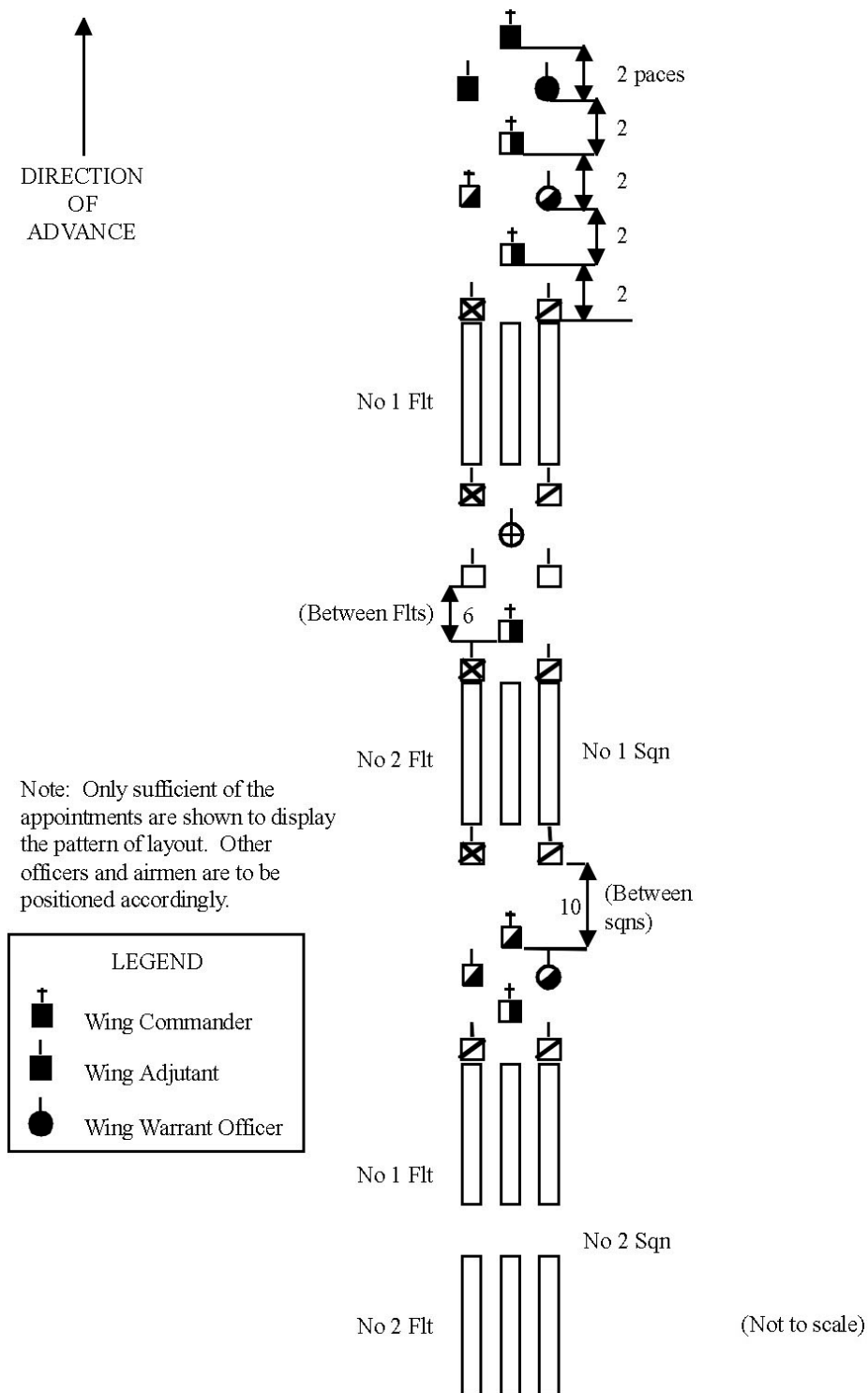


Appendix 1. Wing in Line of Squadrons (in Close Column of Flights) - Positions of Executives and Supernumeraries.

**WING IN LINE OF SQUADRONS (IN CLOSE COLUMN OF FLIGHTS)
- POSITIONS OF EXECUTIVES AND SUPERNUMERARIES**

	Appointment (a)	Position (b)
1.	Wing Commander	20 paces in front of the centre of the alignment.
2.	Wing Adjutant	6 paces in front of the right file of the flight on the right of the line of the squadron on the right (in line with the Squadron commanders).
3.	Wing Warrant Officer	4 paces to the rear of the right file of the flight on the right of the line of the squadron on the right (one pace behind the line of supernumerary officers).
4.	Squadron Commander	6 paces in front of the centre of the leading flight.
5.	Squadron Adjutant	3 paces in front of the right file of the leading flight in line with the flight commander.
6.	Squadron Warrant Officer	2 paces to the rear of the right file of the leading flight in line with the supernumerary NCOs.
7.	Flight Commander	3 paces in front of the centre of the flight.
8.	Supernumerary Officers	Equally spaced, 3 paces to the rear of the rear rank.
9.	NCO IC of the Flight	2 paces to the rear of the centre of the rear rank.
10.	Supernumerary NCOs	Equally spaced, 2 paces to the rear of the rear rank (starting from the right).
11.	Markers	One on each flank of the front rank.
12.	Guides	One on each flank of the rear rank.

WING IN COLUMN OF ROUTE (IN CLOSE COLUMN OF SQUADRONS)



Appendix 1. Wing in Column of Route (in Close Column of Squadrons) - Positions of Executives and Supernumeraries.

**WING IN COLUMNS OF ROUTE - POSITIONS OF EXECUTIVES
AND SUPERNUMERARIES**

	Appointment (a)	Position (b)
1.	Wing Commander	10 paces centrally in front of the leading marker and guide.
2.	Wing Adjutant	2 paces to the rear and one pace to the left of the wing commander (directly in front of the squadron adjutant).
3.	Wing Warrant Officer	2 paces to the rear and one pace to the right of the wing commander (directly in front of the squadron warrant officer).
4.	Squadron Commander	6 paces centrally in front of the leading guide and marker.
5.	Squadron Adjutant	2 paces to the rear and one pace to the left of the squadron commander (directly in front of the marker).
6.	Squadron Warrant Officer	2 paces to the rear and one pace to the right of the squadron commander (directly in front of the guide).
7.	Flight Commander	3 paces in front of the centre of the flight.
8.	Supernumerary Officers	In lines of threes, one pace to the rear of the supernumerary NCOs.
9.	NCO IC of the Flight & Supernumerary NCOs	In lines of threes, one pace to the rear of the flight, each line of three one pace to the rear of the one before.
10.	Markers and Guides	In their same relative positions as for Flight in Line.

PART 2 – CHAPTER 7

PARADES - GENERAL INSTRUCTIONS

GENERAL

1. The object of ceremonial drill is to enable a reviewing officer to judge the standard of drill and the steadiness of the units on parade. The standard of ceremonial drill indicates to a great degree the efficiency of a unit's discipline. The ceremonial drill for the review of a flight, squadron, or wing, is dealt with in this section.

2. It is not easy to explain in words the sequence and detail of ceremonial drill. The text is therefore enhanced with the use of diagrams, which are contained in the annexes to the relevant chapters. The key to be used with all such diagrams is shown at Annex A.

THE REVIEW PARADE GROUND

3. The parade ground on which the unit receives and marches past the reviewing officer is shown at Annex B. It is normally to be a rectangle of 160 x 30 inch paces in length and 80 x 30 inch paces in width, or such other size as is dictated by the parade formation and the space available. The four corners, numbered 1, 2, 3 and 4, are to be so positioned as to allow all drill movements to be carried out within the limits of the parade ground.

4. The area is to be marked out with continuous or interrupted lines.

5. The point termed the "saluting point" is to be marked in the centre of the side between Points 2 and 3 and set five paces back from the line joining these two points. Two points, A and B, are to be marked 10 x 30 inch paces to the left and right respectively of the saluting point in line with Points 2 and 3. The distance of 20 x 30 inch paces between A and B is termed the "saluting base".

6. A point is to be marked on the side of the review parade ground opposite the saluting point and between Points 1 and 4 so as to mark the position of the centre of that line. The whole line between Points 1 and 4 is termed the "receiving base".

7. Points A, B, 1, 2, 3 and 4, are to be marked by the unit commander's flag on poles 8 ft (2.4 metres) high. The saluting point is to be marked by the Royal Air Force Ensign, 6 ft x 3 ft (1.8 metres by 91 cms) on a pole 12 ft (3.6 metres) high.

THE CEREMONIAL OF REVIEW - GENERAL

8. The ceremonial of the review of a flight, squadron or wing consists of:

- a. The reception of the reviewing officer.
- b. The inspection by the reviewing officer.
- c. The march past the reviewing officer.
- d. The advance in review order.

9. The following drill formations are to be employed for:
- a. **A Flight.** When a flight is to be paraded independently, it is to be formed up in Line and is to carry out the ceremonial in that formation.
 - b. **A Squadron.** When a squadron is to be paraded independently it is to be formed up on the receiving base in Line. The Squadron is to march past independently by flights, after which it is to march past in Close Column of Flights. The advance in review order is to be carried out in Line.
 - c. **A Wing.** When a wing is to be paraded, it is to be formed up on the receiving base in Line of Squadrons in Close Column of Flights. The wing is to march past by flights then by squadrons in Close Column of Flights. The advance in review order is to be carried out in Line of Squadrons in Close Column of Flights.
10. Normally squadrons are to march past by flights at column distance, but so that two flights shall not be on the saluting base at the same time a minimum distance of 25 paces is to be maintained between flights when marching past. The distance between squadrons marching past independently is to be 60 paces.
11. When the space for the ceremonial is limited, the march past may exceptionally be carried out in Column of Route.
12. Units are to be in Open Order during the reception and inspection phases. Officers are to take post in Review Order for the reception and inspection phases and for the Advance in Review Order.
13. During the Advance in Review Order, the band is to play the “Advance in Review Order” and the units are to halt after 14 paces (14, 1, 2). This is about 30 paces from the reviewing officer. If necessary the distance may be reduced.
14. The flight, squadron or wing is to be drawn up on the receiving base in the drill formation ordered, with its centre opposite the saluting point.
15. The band is to be formed up in the rear of the centre of the flight, squadron, or wing, at 10 paces distance.
16. Supernumerary officers are to be armed with swords when on parade. Supernumerary NCOs on the other hand, are not armed.
17. The following movements are to be carried out when parading:
- a. **A Flight.**
 - (1) Once the flight has received the reviewing officer and been inspected, it is to wheel round Point 1, halt as its leading guide reaches Point 2, turn into line and march past. The band is to remain in its position and play a quick march while the flight is moving from the receiving base. As the flight turns into Line at Point 2, the drum-major or bandmaster is to signal the band to

move forward and halt with its front rank in line with Points 1 and 4, where it is to continue to play during the march past.

(2) The flight is to march past and halt when the right marker reaches Point 3. The flight is to be turned about and marched past in Quick Time, and when its rear rank is abreast of Point 2 it is to be halted and turned about. The band is to play in Quick Time during the march past. From Point 2 the flight is to be wheeled round Point 1 and form up in its original position in Line on the receiving base with its centre opposite the saluting point. The band is to counter-march to its original position in rear of the receiving base. The flight is then to Advance in Review Order, the band advancing at the same time playing the “Advance in Review Order”.

b. **A Squadron.**

(1) After the review and inspection a squadron is to wheel round Point 1 in Column of Threes and advance in column facing left. Each flight is to be turned into Line at the Halt when its leading guide reaches Point 2, and is to march past independently.

(2) After marching past by flights in Column the squadron is to be halted in its original formation with the right marker of its rear flight abreast of Point 3, after which it is to be turned about. It is then to march past in Quick Time as a squadron in Close Column of Flights, and is to be halted and turned about when its rear flight is abreast of Point 2. The band is to act as detailed for a flight parading independently.

(3) From Point 2 the squadron is to wheel round Point 1 in Column of Threes, and form up in its original formation on the receiving base with its centre opposite the saluting point for the advance in review order. The band is to act as detailed for a flight parading independently.

(4) The squadron is to advance in review order, the band advancing at the same time playing the “Advance in Review Order”.

c. **A Wing.** A wing is to act in a similar manner, independently by squadrons. The band is to act as detailed for a flight parading independently.

18. During the parade of a flight, squadron or wing, flights halt at Point 2 prior to the first March Past (by flights). Where parade personnel are of a sufficiently high standard of training, flights may turn into line on the march. Note that whilst this looks impressive, the dressing of the parade is likely to suffer. The wording of subsequent chapters reflects a Halt at Point 2.

19. When a flight, squadron, or wing, is to march past in Column of Route the band is to be 10 paces in front of the commander and is to change direction when ordered.

20. The term “Band” is used to include pipes, drums and trumpets.

21. The ceremonial of the review may be carried out by any unit or formation organized into flights or squadrons.

22. When an officer of superior rank to that of the formation or unit commander is on parade he is to be 10 paces in front of that commander.

DRESSING

23. In ceremonial drill the dressing is to be carried out as laid down for flight, squadron and wing drill. Personnel are to take up their dressing rapidly and correctly.

24. The guides and markers are to be responsible for maintaining the correct direction, covering, and distance, when marching. They are not to turn their heads towards the reviewing officer when the “Eyes Right/Left” is given during the march past.

COMPLIMENTS

25. When the reviewing officer is being received, and for the salute at the end of the Advance in Review Order, all officers are to salute with their sword.

26. When a wing marches past by Squadrons in Close Column of Flights, the wing commander and squadron commanders only are to salute.

27. In Column of Route, compliments are to be paid by flights; the wing commander, squadron commander, flight commanders, wing and squadron adjutants, and wing and squadron warrant officers, are to salute. Supernumerary officers are not to salute.

28. When a squadron marches past by flights, compliments are to be paid by flights; the squadron commander, flight commanders, and adjutant, are to salute. Supernumerary officers are not to salute.

29. When a squadron marches past in Close Column of Flights, the commanding officer only is to salute.

30. Non-commissioned officers acting as guides and markers are to carry rifles and bayonets, irrespective of their rank. Warrant officers and non-commissioned officers in command of flights are to salute when marching past.

31. The honours and salutes to be given by air forces on parade are laid down in QR(RAF)J152 and J158.





















RULES FOR SPECTATORS AT CEREMONIAL PARADES

- | | | | |
|-----|-----|--|---|
| 31. | a. | Marching On Colours or Standards.
Whenever a colour/standard is marched on and or/passes directly in front of spectators. | Spectators stand and salute or uncover. |
| | b. | Arrival of Reviewing Officer. | Spectators stand. |
| | (1) | Royal Salute. | Spectators stand and salute or uncover. |
| | (2) | General Salute. | Spectators stand and salute or uncover. |
| | c. | Reviewing Officer returns from the Inspection. | Spectators remain seated. |
| | d. | Presentation of Colour/Standard.
When the new colour/standard is marched on parade. | Spectators stand and salute or uncover. |
| | e. | March Past. | |
| | (1) | With colour/standard. | Spectators stand and salute or uncover as colour/standard passes directly in front of them. |
| | (2) | Without colour/standard. | Spectators remain seated. |
| | f. | Advance in Review Order. | |
| | (1) | Royal Salute. | Spectators stand and salute or uncover. |
| | (2) | General Salute. | Spectators stand and salute or uncover. |
| | g. | Marching Off Colour/Standard.
Whenever a colour/standard is marched off and/or passed directly in front of spectators. | Spectators stand and salute or uncover. |

Annexes:

- A. Key to Diagrams.
- B. The Review Parade Ground.

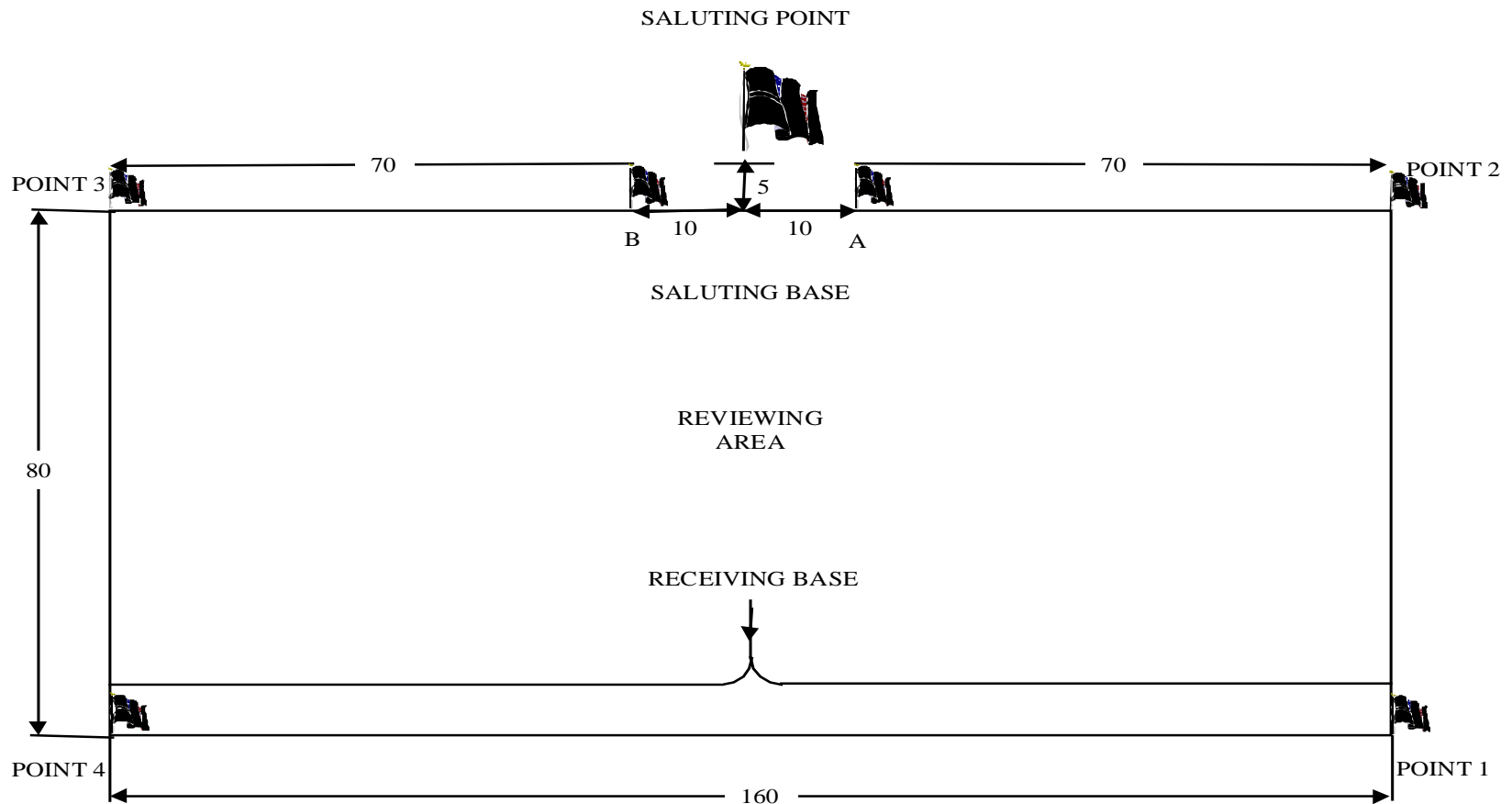
KEY TO DIAGRAMS

	Wing Commander
	Wing Adjutant
	Wing Warrant Officer
	Squadron Commander
	Squadron Adjutant
	Squadron Warrant Officer
	Flight (or Guard of Honour) Commander
	1st Junior Officer (Guard of Honour)
	2nd Junior or Supernumerary Officer
	Flight Sergeant
	Supernumerary NCO
	Guide
	Marker
	Aircraftmen
	Colour Bearer
	Standard Bearer
	Colour/Standard Party Warrant Officer
	Colour/Standard Escort
	Colour Party
	Trumpeter

NOTE

All measurements indicated in the diagrams are in paces.

THE REVIEW PARADE GROUND



PART 2 – CHAPTER 8

REVIEW OF A FLIGHT

FORMING-UP FOR CEREMONIAL

1. The flight is to be paraded, sized, proved and inspected by the NCO IC the flight before being handed over to the flight commander. The latter is to order the officers to fall in (drawing their swords if appropriate).
2. When the flight commander has inspected the flight, the order to fix bayonets should be given. After this the flight is marched at the Slope Arms to its position on the receiving base, where it is to be drawn up in line facing the saluting point.

THE CEREMONIAL OF THE REVIEW

3. The flight commander is to give the commands:

**“FLIGHT SHOULDER ARMS
OPEN ORDER MARCH
RIGHT DRESS
EYES FRONT
OFFICERS TAKE POST IN REVIEW ORDER, LEFT TURN
QUICK MARCH”.**

The supernumerary officers are to turn to their left, move round the flank of the flight, and take post at equal intervals along its frontage, two paces in front of the front rank. The flight commander is to take post in a central position two paces in front of the supernumerary officers. When all officers have arrived at these positions the flight commander is to give the command:

“OFFICERS LEFT TURN”.

4. The flight is now ready to receive the reviewing officer. The flight commander is to give the commands:

**“FLIGHT STAND AT EASE
STAND EASY”.**

When the reviewing officer has reached a point about 50 yards away from the parade:

**“FLIGHT FLIGHT SHUN
SLOPE ARMS**

and when the reviewing officer has taken up his position in front of the saluting point:

“GENERAL SALUTE PRESENT ARMS”.

Note: If the flight is being reviewed by a royal personage or head of state, the command is to be:

“ROYAL SALUTE, PRESENT ARMS”.

5. After the band has played the appropriate salute, the flight commander is to give the commands:

**“SLOPE ARMS
SHOULDER ARMS”.**

The flight commander is then to report to the reviewing officer. The reviewing officer is to inspect the flight, accompanied by the flight commander. After inspecting the flight the reviewing officer may wish to inspect the band. At the end of the inspection the reviewing officer is to give orders to the flight commander to carry out the march past.

6. The flight commander is to give the commands:

“OFFICERS TAKE POST, LEFT TURN, QUICK MARCH”

whereupon supernumerary officers are to move round the flank of the flight, resuming their original positions. The flight commander then gives the commands:

**“OFFICERS INWARDS TURN
CLOSE ORDER MARCH
RIGHT DRESS
EYES FRONT
FLIGHT SLOPE ARMS
FLIGHT WILL MARCH PAST
MOVE TO THE RIGHT IN COLUMN OF THREES RIGHT TURN
BY THE LEFT QUICK MARCH”.**

When the right guide reaches Point 1:

“LEFT WHEEL”.

As the guide reaches Point 2:

**“FLIGHT HALT
INTO LINE LEFT TURN
SHOULDER ARMS
RIGHT DRESS
EYES FRONT
SLOPE ARMS”.**

The flight commander is to turn about:

**“FLIGHT WILL MARCH PAST
BY THE LEFT QUICK MARCH”.**

When the flight commander reaches Point A:

“FLIGHT EYES RIGHT”.

When the supernumerary rank of officers is abreast of Point B:

“FLIGHT EYES FRONT”.

7. When the marker reaches Point 3, the flight commander is to give the commands:

**“FLIGHT HALT
ABOUT TURN
SHOULDER ARMS
LEFT DRESS
EYES FRONT
SLOPE ARMS
FLIGHT WILL MARCH PAST
BY THE LEFT QUICK MARCH”.**

When he arrives abreast of Point B:

“FLIGHT EYES LEFT”.

When the supernumerary rank of officers is abreast of Point A:

“EYES FRONT”.

When the rear is abreast of Point 2:

**“FLIGHT HALT
ABOUT TURN
MOVE TO THE LEFT IN COLUMNS OF THREES, LEFT TURN
BY THE RIGHT QUICK MARCH”**

and when the leading guide arrives at Point 1:

“RIGHT WHEEL”.

8. When the flight reaches its original position on the receiving base, the flight commander is to give the commands:

**“FLIGHT HALT
INTO LINE RIGHT TURN
SHOULDER ARMS
RIGHT DRESS
EYES FRONT
OFFICERS TAKE POST IN REVIEW ORDER, LEFT TURN
QUICK MARCH
OFFICERS LEFT TURN
SLOPE ARMS**

**FLIGHT ADVANCE IN REVIEW ORDER
BY THE CENTRE QUICK MARCH”.**

The flight is to halt after 14 paces (14, 1, 2):

“FLIGHT GENERAL (ROYAL) SALUTE, PRESENT ARMS”

whereupon the band is to play the appropriate salute.

9. The flight commander is then to give the commands:

**“SLOPE ARMS
SHOULDER ARMS”**

and report to the reviewing officer for orders regarding the parade. He is then to give the commands:

**“OFFICERS TAKE POST, LEFT TURN
QUICK MARCH
OFFICERS INWARDS TURN”.**

When the reviewing officer has left the parade ground, the flight is to be marched off and dismissed.

PART 2 – CHAPTER 9

REVIEW OF A SQUADRON

FORMING-UP FOR CEREMONIAL

1. The squadron is to be paraded and inspected as for squadron drill. Flights are to be previously sized and proved. After the squadron commander has inspected the squadron, the order to fix bayonets is given.
2. **Formation.** The squadron is then to be marched to its position on its marker on the receiving base, where it is to be drawn up in Line of Flights facing the saluting point. The squadron may also be drawn up in Close Column of Flights should the shape of the parade ground dictate it.
3. **Squadron Standard.** If the squadron possesses a standard, it is marched on in accordance with instructions detailed in Part 2 Chp 12. The standard is to be positioned according to the number of flights on parade. When there are an even number of flights on parade the Standard Party would be central and between the flights, with the standard in line with the flight commanders. When there are an odd number of flights then the Standard Party would be in front of the centre flight with the standard 6 paces in front of the front rank. The squadron commander should be 12 paces in front of the left flank of No 1 Flight in either case.

THE CEREMONIAL OF THE REVIEW

4. The squadron commander is to give the commands:

**“SQUADRON SQUADRON SHUN
OPEN ORDER MARCH
RIGHT DRESS
EYES FRONT
OFFICERS TAKE POST IN REVIEW ORDER, OUTWARDS TURN
QUICK MARCH”.**

The squadron adjutant is to turn to the right, and move three paces forward. The flight commanders are to turn to the right and take post in front of the leading markers of their flights. Supernumerary officers are to turn to the left, move around the flank, and take up positions at equal intervals along the frontage of their flights, in line with the flight commander. When all officers have arrived at these positions, the squadron commander is to give the command:

“OFFICERS LEFT TURN”.

5. At this point, if a standard is carried, the squadron commander is to give the commands:

**“SQUADRON SLOPE ARMS
MARCH ON THE SQUADRON STANDARD, PRESENT ARMS”.**

6. The squadron commander is to give the commands:

**“SQUADRON SLOPE ARMS
SQUADRON SHOULDER ARMS
SQUADRON STAND AT EASE”.**

The squadron is now ready to receive the reviewing officer. When the reviewing officer has reached a point about 50 yards away from the parade:

**“SQUADRON SQUADRON SHUN
SLOPE ARMS”**

and when the reviewing officer has taken up his position in front of the saluting point:

“GENERAL SALUTE PRESENT ARMS”.

Note: If the reviewing officer is a royal personage or a head of state, the command is to be:

“ROYAL SALUTE PRESENT ARMS”.

7. The timing of any flypast should follow the salute. After the band has played the appropriate salute, the squadron commander is to give the commands:

**“SQUADRON SLOPE ARMS
SQUADRON SHOULDER ARMS”.**

The squadron commander is then to report to the reviewing officer and state:

“NUMBER X SQUADRON READY FOR YOUR INSPECTION SIR/MA’AM”.

The reviewing officer is to inspect the squadron by flights. Each flight commander is to meet the reviewing officer as he arrives at the right flank and, after saluting, is to accompany him along the ranks during the inspection of the flight. When the flight has been inspected the flight commander is to salute and fall in. At the end of the inspection the squadron commander is to request:

“PERMISSION TO CARRY ON WITH THE CEREMONIAL SIR/MA’AM?”

The squadron commander is to move to a position central to and 6 paces in front of the sqn.

Notes:

1. If a squadron standard is on parade, it is to be at the Carry during the inspection, and brought down to the Order on completion of the inspection.
2. When the reviewing officer has inspected the squadron, he may wish to inspect the band before the march past is carried out.

3. Prior to the March Past and Advance in Review Order the parade may encompass additional ceremonial; such as the Presentation of a Standard/Colour or the Hand Over of a colour or standard (including disbandment ceremonial). See appropriate chapters.

8. The squadron commander is to give the commands:

**“SQUADRON SHUN
OFFICERS TAKE POST
LEFT TURN QUICK MARCH”**

whereupon the adjutant, flight commanders and supernumerary officers are to turn to their left and resume their original positions. When all officers have arrived at their positions the squadron commander is to give the command:

“OFFICERS INWARDS TURN”.

When the movement is completed the squadron commander is to give the commands:

**“SQUADRON CLOSE ORDER MARCH
INWARDS DRESS
EYES FRONT
SQUADRON SLOPE ARMS
FORM CLOSE COLUMN OF FLIGHTS AT POINT 2
MOVE TO THE RIGHT IN COLUMN OF THREES
RIGHT TURN”.**

The Standard Party, under the orders of the bearer, is to be positioned between No 1 and No 2 Flights.

“SQUADRON BY THE LEFT QUICK MARCH”.

9. After wheeling around Point 1 and as the leading flight reaches Point 2, the squadron commander is to give the command:

**“SQUADRON AT THE HALT FACING LEFT
FORM CLOSE COLUMN OF FLIGHTS”**

whereupon each flight commander, as the leading guide reaches Point 2, is to give the commands:

“NUMBER X FLIGHT HALT”

The squadron commander is to give the commands:

“SQUADRON INTO LINE LEFT TURN”.

The Standard Party, under the orders of the bearer, is to take post.

**“SQUADRON SHOULDER ARMS
RIGHT DRESS
EYES FRONT
SLOPE ARMS”**

The squadron commander is to turn about.

**“SQUADRON MARCH PAST BY FLIGHTS IN COLUMN AT 25 PACES DISTANCE
NO 1 FLIGHT LEADING”.**

The squadron commander is to lead the squadron. Each flight commander is to give the words of command:

“NO X FLIGHT BY THE RIGHT QUICK MARCH”.

Each flight commander once abreast of Point A is to give the command:

“NUMBER X FLIGHT EYES RIGHT”.

Note: No 1 Flight commander is to give his orders in time so as to include the squadron commander and squadron adjutant.

When the supernumerary rank of officers is abreast of Point B, the flight commander is to give the command:

“NUMBER X FLIGHT EYES FRONT”.

Note: The squadron commander and squadron adjutant complete the salute on their own on reaching Point B.

As No 1 Flight approaches Point 3, the squadron commander is to give the command:

“AT THE HALT FORM CLOSE COLUMN OF FLIGHTS”.

When the right marker arrives at a position 28 paces beyond Point 3, the flight commander is to give the command:

“NUMBER 1 FLIGHT HALT”.

The remaining flights are to be halted to form Close Column of Flights on the leading flight at Point 3.

10. When all flights have reached their positions in Close Column of Flights, the squadron commander is to give the command:

“SQUADRON ABOUT TURN”.

The adjutant, flight commanders and supernumeraries, after turning about, are to move to their new positions in Quick Time. The Standard Party, under the orders of the standard bearer, is to be marched to its position between No 2 and No 3 flights (if 3 flights are on parade). The squadron commander, taking post in the front of the squadron, is to give the commands:

**“SQUADRON SHOULDER ARMS
LEFT DRESS
EYES FRONT
SLOPE ARMS
SQUADRON MARCH PAST IN CLOSE COLUMN OF FLIGHTS
NO X FLIGHT LEADING
BY THE LEFT QUICK MARCH”.**

When he arrives at Point B:

“SQUADRON EYES LEFT”.

When the supernumerary rank of the rear flight reaches Point A:

“EYES FRONT”

and when the rear rank of the flight is abreast of Point 2:

**“SQUADRON HALT
ABOUT TURN”.**

The adjutant, flight commanders, supernumeraries (and Standard Party), after turning about, are to move to their new positions in Quick Time.

11. The squadron commander, on taking post in front of the squadron, is to give the commands:

**“SQUADRON FORM LINE OF FLIGHTS ON THE RECEIVING BASE
NUMBER 3 FLIGHT LEADING
MOVE TO THE LEFT IN COLUMN OF THREES LEFT TURN”**

whereupon the flights are to act as in squadron drill. The Standard Party is to take post. If the squadron is to be formed up in Line of Flights then No 3 Flight leads, if in Column of Flights then No 1 Flight leads. The squadron wheels around Point 1. As the leading flight approaches its original position on the receiving base, the squadron commander is to move to his position 12 paces in front of the left flank of No 1 Flight. The flights are to act as in squadron drill, halting and turning into line on the command of the flight commanders. The standard party resumes its original position.

12. When the squadron is in position, the squadron commander is to give the commands:

**“SQUADRON SHOULDER ARMS, INWARDS DRESS, EYES FRONT
OFFICERS TAKE POST IN REVIEW ORDER OUTWARDS TURN
QUICK MARCH”.**

The squadron adjutant is to turn to the right, and move three paces forward. Flight commanders are to turn to their right and take posts in front of the leading guides of their flights. Supernumerary officers are to turn to the left, move around the flank, and take up positions at equal intervals along the frontage of their flights, in line with the flight commander. The squadron commander is then to give the command:

“OFFICERS LEFT TURN”.

13. On completion of this movement, the squadron commander is to give the commands:

**“SQUADRON SLOPE ARMS
ADVANCE IN REVIEW ORDER BY THE CENTRE QUICK MARCH”**

the squadron is to halt after 14 paces (14, 1, 2):

“SQUADRON GENERAL (ROYAL) SALUTE, PRESENT ARMS”

and after the band has played the appropriate salute:

**“SLOPE ARMS
SHOULDER ARMS”.**

The squadron commander is then to report to the reviewing officer. The reviewing officer may give a speech in which case the squadron would be stood At Ease. Upon completion the squadron would be brought to Attention and the reviewing officer may leave the parade ground or the ceremonial may include the squadron marching off parade.

14. If the squadron is to march off the squadron commander is to order:

**“OFFICERS TAKE POST LEFT TURN
QUICK MARCH
INWARDS TURN
NUMBER X SQUADRON SLOPE ARMS
MOVE TO THE RIGHT IN COLUMN OF ROUTE RIGHT TURN”.**

Executives and supernumeraries turn themselves again and take up position:

“SQUADRON BY THE LEFT QUICK MARCH”.

The squadron then marches off via Points 1, 2, and 3 giving an Eyes Right between Points A and B. The standard is marched off parade in a suitable area. The squadron commander is in position 12 paces in front of the left flank of No 1 Flight.

Squadron Commander:

**“SQUADRON AT THE HALT
FACING LEFT/RIGHT FORM LINE OF FLIGHTS”**

whereupon the flight commanders turn left/right at an appropriate moment to take up their command position in front of the direction to be faced, halt, and turn to face their flights. As their flights successively come up to the position for halting, they give commands as follows:

**“NUMBER X FLIGHT HALT
INTO LINE LEFT/RIGHT TURN”.**

If the squadron adjutant or warrant officer are marching in the column, they are to continue marching with the movements of the leading flight, halting and turning into line as usual on the flight commander’s words of command, before taking up their parade positions.

Squadron Commander:

**“SHOULDER ARMS
INWARDS DRESS
EYES FRONT
OFFICERS TAKE POST IN REVIEW ORDER OUTWARDS TURN
QUICK MARCH
LEFT TURN
SQUADRON SLOPE ARMS
MARCH OFF THE SQUADRON STANDARD PRESENT ARMS”.**

The Standard Party march off under the command of the standard bearer. The band plays Point of War and the Royal Air Force March.

Squadron Commander (when the standard is out of sight of the squadron):

**“SQUADRON SLOPE ARMS
SHOULDER ARMS
OFFICERS TAKE POST LEFT TURN
QUICK MARCH
INWARDS TURN
FALL OUT THE OFFICERS”.**

After the officers have fallen out:

“SQUADRON WARRANT OFFICER”.

The squadron commander then hands the squadron over to the squadron warrant officer, who is to unfix bayonets and dismiss the squadron.

15. If the reviewing officer leaves the parade ground, the squadron commander is to order the standard to be marched off (see above and Part 2 Chp 12). When the Standard Party has marched off, the squadron commander is to give the commands:

**“OFFICERS TAKE POST LEFT TURN
QUICK MARCH”.**

The adjutant, flight commander and supernumerary officers are to turn to the left and resume their original positions. The squadron commander is then to give the command:

**“OFFICERS INWARDS TURN
OFFICERS FALL OUT (RETURN SWORDS)”.**

The squadron is then to be marched to its parade ground for dismissal.

PART 2 – CHAPTER 10

REVIEW OF A WING

1. When the station as a whole is on parade the detail for the Review of a Wing is to be used as the basis for the ceremonial. The shape of the parade is to conform as closely as possible to that laid down, but allowing for the symmetry and the size of the parade ground. Whether or not the station commander commands the parade is left to the discretion of the Air Officer Commanding.
2. When more than one squadron standard is to be paraded, they are to be marched on together, the bearer of the senior standard giving the order “Quick March”. Bearer parties are then to act independently until in position. The parade formation would be Line of Squadrons on this occasion, with the senior squadron on the right. The standards are therefore positioned along the front of the parade.

FORMING-UP FOR CEREMONIAL

3. Squadrons are to be paraded on their own parade grounds, and are to be sized and inspected as for squadron drill.
4. Squadron markers are to be positioned on the receiving base by the wing warrant officer as for a Line of Squadrons in Close Column of Flights.
5. Each squadron adjutant is to order fix bayonets and is to tell off and prove the squadron. The squadron commander is to take command of the squadron and inspect each flight. On orders from the wing adjutant or the sounding of the “Advance”, squadron commanders are to march their squadrons on to their markers on the review parade ground from the reverse flank and then give the commands:

**“SHOULDER ARMS
STAND AT EASE
STAND EASY”.**

6. When all squadrons are in position, the wing adjutant is to give the commands:

**“WING WING SHUN
RIGHT DRESS
EYES FRONT
TELL OFF BY SQUADRONS
NUMBERS 1 AND 3 SQUADRONS STAND AT EASE
NUMBER 2 SQUADRON STAND AT EASE
WING SHUN”.**

He is then to report to the wing commander:

“WING PRESENT (or otherwise), SIR/MA’AM”.

THE CEREMONIAL OF THE REVIEW

7. a. The wing commander is to give the commands:

**“WING OPEN ORDER MARCH
RIGHT DRESS
EYES FRONT
OFFICERS TAKE POST IN REVIEW ORDER
OUTWARDS TURN QUICK MARCH”.**

- b. Squadron commanders are to stand fast.
- c. The wing adjutant is to turn to the right and move three paces forward.
- d. The squadron adjutant, flight commanders and supernumerary officers are to act as detailed in the review of a squadron, allowing space for the standard party when necessary. The wing commander is then to give the command:

“OFFICERS LEFT TURN”

- e. The wing commander is to take post 20 paces in front of the centre of the front rank of the centre squadron.
- f. At this stage, standards are to be marched on, as detailed in the Review of a Squadron.
8. The wing is now ready to receive the reviewing officer. The wing commander is to give the following commands:

“WING STAND AT EASE”.

When the reviewing officer reaches a position about 50 yards away from the parade:

“WING SLOPE ARMS”

and when the reviewing officer has taken up his position in front of the saluting point:

“GENERAL SALUTE PRESENT ARMS”.

If the wing is being reviewed by a royal personage or a head of state the command is to be:

“ROYAL SALUTE PRESENT ARMS”.

9. After the band has played the appropriate salute, the wing commander is to give the commands before reporting to the reviewing officer:

**“WING SLOPE ARMS
WING SHOULDER ARMS”.**

10. a. The reviewing officer accompanied by the wing commander and his adjutant, is to inspect the wing by squadrons.
- b. Each squadron commander is to move out to meet the reviewing officer on arrival at the right flank of the squadron, and after saluting is to accompany the party along the ranks during the inspection of the squadron. When the squadron has been inspected the squadron commander is to salute and fall in. Squadron standards which, up to this point, have been in the “Carry” position are now to be brought to the “Order” position, as each squadron commander reaches his position and turns to the front.
- c. Each flight commander is to meet the reviewing officer as on arrival on the right flank of the flight and after saluting is to accompany the party along the ranks during the inspection of the flight. When the flight has been inspected the flight commander is to salute and fall in.
- d. At the end of the inspection the reviewing officer may wish to inspect the band before ordering the wing commander to carry out the march past.
11. The wing commander is to give the commands:

**“OFFICERS TAKE POST LEFT TURN
QUICK MARCH
OFFICERS INWARDS TURN”**

whereupon the adjutants, flight commanders and supernumerary officers are to resume their original positions.

12. The wing commander is then to give the commands:

**“CLOSE ORDER MARCH
RIGHT DRESS
EYES FRONT
WING SLOPE ARMS
MARCH PAST BY FLIGHTS IN COLUMN AT 25 PACES DISTANCE
NUMBER 1 SQUADRON LEADING”.**

13. On the command: “**LEADING**” squadron commanders are to turn about. Each squadron commander, starting with Number 1, is to give the command:

**“NUMBER X SQUADRON MOVE TO THE RIGHT
IN COLUMN OF THREES RIGHT TURN”**

whereupon flights and Standard Party/Parties are to act as in squadron drill. The Standard Party/Parties, under the orders of the standard bearer(s), is/are to be marched to its/their position(s) between Nos 1 and 2 Flights of each squadron.

14. When the leading flight reaches Point 1, the squadron commander is to give the command:

“LEFT WHEEL”

and as the leading flight approaches Point 2:

“FACING LEFT ADVANCE IN COLUMN”.

Flights are to act as in squadron drill and march past, giving compliments on the march. The remaining squadrons are to follow in the same manner at about 60 paces distance.

15. When the first flight of Number 1 Squadron is abreast of Point 3, the squadron commander is to give the command:

“AT THE HALT FORM CLOSE COLUMN OF FLIGHTS”

and when the formation is completed:

**“SQUADRON MOVE TO THE LEFT LEFT TURN
BY THE RIGHT QUICK MARCH”**

and on arrival at their position, a distance equal to twice the squadron frontage plus 20 paces, as a squadron in a Wing in Line of Squadrons in Close Column of Flights, he is to give the command:

**“SQUADRON HALT
FLIGHTS INTO LINE LEFT TURN”.**

After turning officers, supernumeraries and standard party are to move to their new positions by marching round the flanks.

16. a. Number 2 Squadron commander is to order his squadron to act in a similar manner. Their final position being a distance of the squadron frontage plus 10 paces.

b. Number 3 Squadron commander is to give similar orders, except that when his squadron has formed Close Column of Flights at Point 3 he is to give the command:

“NUMBER 3 SQUADRON ABOUT TURN”.

Notes:

1. The wing commander is to remain in position until Number 1 Flight of Number 1 Squadron has turned into line at Point 2, when the wing commander is to turn about to face the reviewing officer. As the last flight of the rear squadron reaches a point abreast of the reviewing officer, the wing commander is to left turn, march to a position between Points 3 and 4, and prepare the wing for the march past by squadrons. Standard parties take post as detailed in the Review of a Squadron.

2. The wing adjutant and wing warrant officer are to proceed to Number 3 Squadron after the about turn, via the rear of Numbers 1 and 2 squadrons and take up their new positions on the left flank of Number 3 squadron.

17. When the officers and supernumeraries of Number 3 squadron have taken up their positions the wing commander is to give the commands:

**“WING SHOULDER ARMS
LEFT DRESS
EYES FRONT
SLOPE ARMS
WING MARCH PAST BY SQUADRONS IN CLOSE COLUMN OF FLIGHTS
NUMBER 3 SQUADRON LEADING”.**

The squadron commanders of squadrons other than Number 3 are to turn about, and in succession give the command:

“NUMBER X SQUADRON MOVE TO THE LEFT LEFT TURN”.

The wing commander is to take post 10 paces in front of the leading flight of Number 3 squadron.

18. Number 3 squadron commander is to give the commands:

“NUMBER 3 SQUADRON BY THE LEFT QUICK MARCH”

and when he is abreast of Point B:

“SQUADRON EYES LEFT”.

When the supernumerary officers of the rear flight of the squadron is abreast of Point A:

“SQUADRON EYES FRONT”

and when the rear supernumerary rank of officers is abreast of Point 2:

**“SQUADRON BY THE RIGHT
MOVE TO THE RIGHT RIGHT TURN”.**

Note: The wing warrant officer is to fall out at Point 2 to assist squadron commanders in positioning their squadrons prior to taking up the new formation.

On arrival at the position, a distance of twice the squadron frontage plus 20 paces from point 2, the squadron commander is to give the commands:

**“NUMBER 3 SQUADRON HALT
FLIGHTS INTO LINE RIGHT TURN”.**

19. When the rear flight of Number 3 squadron has passed Point 3, the squadron commander of Number 2 Squadron is to give the commands:

“NUMBER 2 SQUADRON BY THE RIGHT QUICK MARCH”

and when the leading guide on the directing flank reaches Point 3:

**“FLIGHTS INTO LINE RIGHT TURN
BY THE LEFT”**

whereupon the squadron is to march past as detailed for Number 3 Squadron. The final position being a distance of the squadron frontage plus 10 paces from point 2.

20. When the second flight of Number 2 Squadron has passed Point 3, the commander of Number 1 Squadron is to give the command:

“NUMBER 1 SQUADRON BY THE RIGHT QUICK MARCH”

whereupon the squadron is to march past as detailed for Number 2 Squadron with the exception that, when the supernumerary rank of officers of the rear flight is abreast of Point 2, the commander is to give the commands:

**“NUMBER 1 SQUADRON HALT
ABOUT TURN”.**

Note: The wing adjutant is to return, via the rear of Numbers 2 and 1 Squadrons, to his position on the right flank of Number 1 Squadron.

21. The wing commander, having marched past, is to turn right and march to his position between Points 1 and 2, where he is to prepare the wing for the return to the receiving base. When all squadrons have reached their positions the wing commander is to give the command:

**“WING FORM LINE OF SQUADRONS IN CLOSE COLUMN OF
FLIGHT ON THE RECEIVING BASE NUMBER 3 SQUADRON LEADING”.**

Squadron commanders are to turn about, and the commanders of Numbers 3, 2 and 1 Squadrons are in that order, to give the commands:

**“NUMBER X SQUADRON MOVE TO THE LEFT IN COLUMN OF THREES
NUMBER 1 FLIGHT LEADING LEFT TURN”**

whereupon the flights are to act as in squadron drill. As the leading guide of their leading flight reaches Point 1:

“RIGHT WHEEL”.

As the squadrons approach their original position on the receiving base squadron commanders are to give the commands:

**“NUMBER X SQUADRON AT THE HALT FACING RIGHT
FORM CLOSE COLUMN OF FLIGHTS”.**

22. When the last flight of the leading squadron has wheeled onto the receiving base, the wing commander is to turn about and march to his position in front of the Wing. Standard Parties are to resume their original positions. When all squadrons are in position, the wing commander is to give the commands:

**“WING SHOULDER ARMS
RIGHT DRESS
EYES FRONT
OFFICERS TAKE POST IN REVIEW ORDER OUTWARDS TURN
QUICK MARCH
OFFICERS LEFT TURN
WING SLOPE ARMS
ADVANCE IN REVIEW ORDER BY THE CENTRE QUICK MARCH”**

the wing is to halt after 14 paces (14, 1, 2):

“WING GENERAL (ROYAL) SALUTE PRESENT ARMS”

when the band has played the appropriate salute:

**“SLOPE ARMS
SHOULDER ARMS”.**

23. The wing commander is then to report to the reviewing officer, and when the reviewing officer has left the parade ground, the wing commander is to order the standard(s) to be marched off. After the Standard Party/Parties has/have marched off, the wing commander is to give the commands:

**“OFFICERS TAKE POST LEFT TURN
QUICK MARCH”**

and when the officers have returned to their positions:

**“OFFICERS INWARDS TURN
SQUADRONS MARCH OFF”.**

Squadron commanders are to turn about then march their squadrons off independently in Column of Route. The Band is to play while the dispersal is taking place and is then to be marched off.

PART 2 - CHAPTER 11

GUARDS OF HONOUR

1. The occasions on which guards of honour are mounted are laid down in QR(RAF) J151.
2. **Formation of the Guard.** A Guard of Honour (full or half) may only be formed up in:
 - a. Line.
 - b. Column of Route.
3. **Arms.** Officers are to carry swords. The colour/standard bearer and the colour/standard warrant officer are to wear swords. All SNCOs and below are to be armed with rifles with bayonets fixed.
4. **Composition of a Royal Guard of Honour.** A Royal Guard of Honour (full guard) with a colour is to consist of the following:
 - a. Guard Commander - Squadron leader.
 - b. Flight Commander - One junior officer.
 - c. Colour Party - Colour bearer, colour warrant officer, 2 SNCO escorts and one Colour Orderly (SAC), who looks after the colour case.
 - d. Guard - Two SNCOs (right and left markers), 2 NCOs (right and left guides) and 2 escort flights each consisting of not more than 48 ORs below the rank of sergeant.
 - e. Band.

Note: A Royal Guard of Honour may be enhanced by an additional junior officer on two occasions:

1. Exceptionally, the squadron leader may be instructed to take up parade position forward of and in the centre of the guard. With the guard in line, the squadron leader would be positioned 12 paces in front of the front rank, and in the centre of the guard. When in column of route the squadron leader would be positioned 3 paces in front of the leading flight commander.
2. When there is no colour on parade and the guard is paraded as one flight.

5. **Positions within a Royal Guard of Honour.** The positions of the various components of a royal guard are shown at Annexes A and B. When a colour is not paraded and the royal guard is formed up in one flight it is not to exceed 4 SNCOs, 96 ORs, one warrant officer, and three officers.

6. **Composition of a Guard of Honour.** A Guard of Honour (half guard) is to consist of the following:

- a. Guard Commander - Flight Lieutenant.
- b. Junior Officer - One junior officer.
- c. Guard - Two SNCOs (right and left markers), 2 NCOs (right and left guides) and 48 airmen below the rank of sergeant in one flight.
- d. Band or Trumpeters.

7. **Positions within a Guard of Honour.** The positions of the components of a Guard of Honour are shown at Annexes A and B. When a squadron standard is paraded with a half guard, the formation to be adopted is as for a royal guard with a colour. The squadron standard is to be positioned centrally between, and three paces forward of the two escort flights. Each flight is to consist of 1 SNCO (marker), 1 NCO (guide) and 24 ORs.

8. **Band.** The band is to take up a position ten paces to the rear of the centre of the guard. If space does not permit, the band may be positioned on one of the flanks, but it may not be positioned forward of the guard.

9. **Combined Colour and Standard Parties.** A Queen's colour and a squadron standard may be paraded together or in pairs of colours or standards. The positions of the combined colour/standard party when paraded with a Royal Guard of Honour are shown at Annex C.

MOUNTING A GUARD OF HONOUR

10. A Guard of Honour is to be paraded on the unit parade ground or other suitable area under the command of the warrant officer or SNCO of the guard, as appropriate. The guard is to be correctly sized and then put in "Open Order", ready for inspection. If a colour or standard is to be paraded, the guard is to be formed up in two flights with an interval of 8 paces between flights.

11. The guard commander is to take over the command of the guard from the warrant officer, or SNCO, who will accompany the guard commander during his inspection.

12. The junior officer(s) of the Guard is/are to take up position 8 paces to the left flank of the guard and 3 paces forward of the front rank remaining At Ease until ordered to fall in. From this point, reference will only be made to one junior officer of the guard.

13. On completion of the inspection, the warrant officer or SNCO of the Guard is to bring the Guard to Attention, salute the guard commander, and take up position in the Guard or with the colour party. The guard commander having returned the salute, is to take up position 12 paces forward of the centre of the front rank (on all occasions - this is prior to the guard commander taking up parade position) and order:

**“GUARD OF HONOUR, CLOSE ORDER MARCH
RIGHT DRESS”.**

If a colour or standard is to be paraded, the order is to be: **“INWARDS DRESS”**. The warrant officer or SNCO of the guard is to supervise the dressing.

“EYES FRONT”.

The guard commander is then to give the command:

“FALL IN THE OFFICER”

whereupon the officer is to come to Attention, salute, and march into position in Quick Time, halting 3 paces in front of the front rank. The guard commander returns the salute of the junior officer, waits until the junior officer is in position and gives the command:

“OFFICERS DRAW SWORDS”.

The officers draw swords together taking the time from the guard commander.

14. When a colour or standard is to be paraded, the guard commander is to give the following orders:

**“GUARD OF HONOUR SLOPE ARMS
MARCH ON THE QUEEN'S COLOUR/SQUADRON STANDARD
PRESENT ARMS”.**

By this time the colour/standard will have been uncased and ‘Point of War’ played prior to the march on. The ‘Royal Air Force March Past’ will be played as the colour/standard is marched on. When both a colour and a standard are to be paraded, the standard is to be marched on first and when in position is to pay compliments to the colour when the colour is subsequently marched on.

When the colour/standard party is in position and the escorts to the colour/standard have presented arms, the guard commander is to give the following orders:

**“SLOPE ARMS, MOVE TO THE RIGHT/LEFT IN COLUMN OF ROUTE
RIGHT/LEFT TURN”.**

After turning, the officers and the colour/standard party take post as for Column of Route. If a colour or standard is not to be paraded, the guard is brought to the Slope, and the same orders apply for the march on:

**“GUARD OF HONOUR BY THE LEFT (RIGHT)
QUICK MARCH”.**

When the guard arrives at the review area, the guard commander marches to a central position, halts, faces the guard, and orders:

**“GUARD OF HONOUR HALT
INTO LINE RIGHT/LEFT TURN”.**

Officers take post and the colour/standard party takes post on orders of the colour/standard bearer. The guard commander then orders:

**“SHOULDER ARMS,
FORM TWO RANKS, OPEN ORDER MARCH
WITHOUT INTERVALS RIGHT (INWARDS) DRESS”.**

When opening order in two ranks the rear rank only is to move two paces backwards. The warrant officer or SNCO of the Guard is to supervise the dressing and when satisfied, report: **"GUARD STEADY"**. When the warrant officer or SNCO has returned to his position the guard commander is to order:

**“EYES FRONT
STAND AT EASE
STAND EASY”.**

Note: Only to be given if a long wait is anticipated and not to be given when a colour/standard is on parade.

At this point the guard commander is to move into position in line with the junior officer. When the arrival of the ‘Personage’ is imminent the guard commander is to bring his guard to the At Ease position by ordering:

“GUARD OF HONOUR”.

Personnel assume the At Ease position on the word: "Honour". When the ‘Personage’ reaches a point about 50 metres from the dais the guard commander orders:

“GUARD OF HONOUR SHUN”

and when about 10 metres from the dais:

“SLOPE ARMS”

when the ‘Personage’ is in position and settled on the dais:

**“GUARD OF HONOUR ROYAL (GENERAL) SALUTE
PRESENT ARMS”.**

Whereupon the band is to play the appropriate National Anthem or the Royal Air Force General Salute. The colour and/or standard is to be lowered or Let Fly, as appropriate, in time with the Anthem or Salute.

15. At the end of the salute the guard commander is to give the following orders:

**“GUARD OF HONOUR SLOPE ARMS
SHOULDER ARMS”.**

The guard commander is then to march forward, halt at between 3 and 5 metres from the dais, salute, and report:

“YOUR MAJESTY/YOUR ROYAL HIGHNESS”

or the correct form of address for the Head of State. If the 'Personage' has no title or specific form of address, "Sir" or "Ma'am" is to be used.

**“ROYAL AIR FORCE GUARD OF HONOUR PARADED FOR YOUR INSPECTION
SIR/MA'AM”.**

The guard commander is then to turn half right and accompany the 'Personage' to the Guard. The accompanying officer should follow the 'Personage' and the guard commander. At all times the 'Personage' is to be nearest to the rank being inspected and the guard commander is to change position at the end of the front rank. It is customary to inspect only the front of each rank, not the rear. The band is to play appropriate music during the inspection. When a colour or standard is paraded, the inspecting party is to pay compliments when they pass the colour or standard during the inspection of the front and rear ranks. At the right flank of the rear rank the guard commander is to stand clear of the 'Personage', halt, salute and report:

**“CEREMONIAL COMPLETED PERMISSION TO
CARRY ON SIR/MA'AM?”**

The accompanying officer is then to invite the 'Personage' either to inspect the band, or escort him/her directly to the dais, or his/her transport positioned on the right flank of the guard. The guard commander returns to position 12 paces in front of the left flank of No 1 Flight facing the dais. The guard remains at Attention until the 'Personage' has left the review area. A second Royal or General Salute is not to be given when the 'Personage' departs except when specially ordered for State Visits.

16. When the 'Personage' has left the review area, the guard commander is to give the following orders:

**“GUARD OF HONOUR SLOPE ARMS
CLOSE ORDER MARCH
FORM THREE RANKS
RIGHT (INWARDS DRESS)
EYES FRONT
MOVE TO THE RIGHT (LEFT) IN COLUMN OF ROUTE
RIGHT (LEFT) TURN”.**

Officers and the colour/standard party take post as for Column of Route.

**“GUARD OF HONOUR BY THE LEFT (RIGHT)
QUICK MARCH”.**

The band will take up position during the close order and forming of three ranks. The Guard then marches to the unit parade ground or suitable area.

17. On reaching the unit parade ground the guard commander takes up position 12 paces in front of the left flank of No 1 Flight. The Guard is halted, turned into Line and the colour/standard party is marched off parade. When both a colour and a standard are on parade the colour is marched off first. The guard commander gives the following orders:

**“GUARD OF HONOUR HALT
INTO LINE LEFT (RIGHT) TURN”.**

Officers and colour/standard party take post in Line:

**“MARCH OFF THE QUEEN'S COLOUR/SQUADRON STANDARD
PRESENT ARMS”.**

After the ‘Point of War’ is played, the colour/standard party marches off to the ‘The Royal Air Force March Past’. The colour/standard is to be ‘cased’ off the parade ground under the orders of the colour/standard bearer. When the colour/standard is clear of the parade the guard commander orders:

**“SLOPE ARMS
SHOULDER ARMS
FALL OUT THE OFFICER”.**

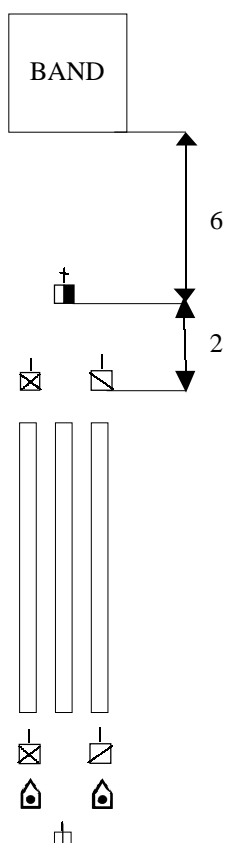
The officer marches forward, halts in front of the guard commander and salutes. The guard commander returns the salute and then orders the officer to Return Swords taking the time from the guard commander. When the officers have returned their swords the junior officer pauses, turns to the right and marches around behind the guard commander, halts and turns into line. The guard commander then hands over the guard to the warrant officer or SNCO of the guard. The guard commander and officer turn to their right and march off parade.

Annexes:

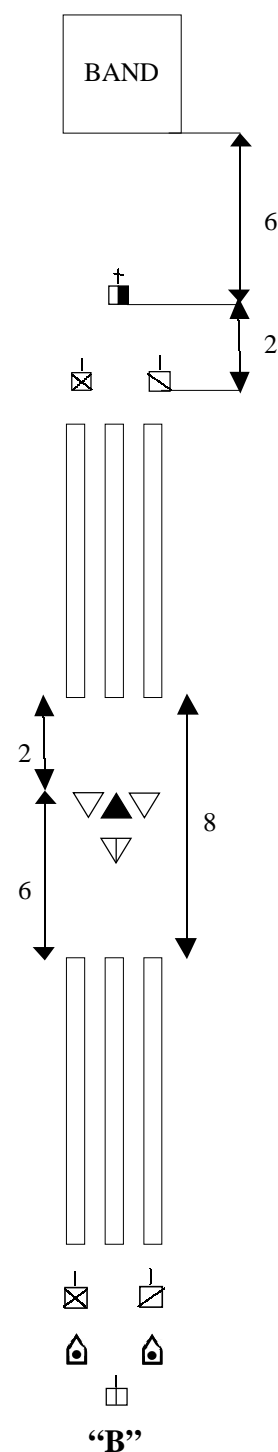
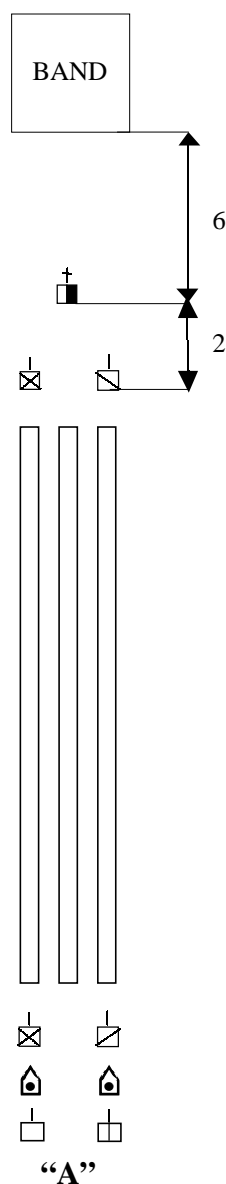
- A. Guards of Honour in Column of Route.
- B. Guards of Honour in Line.
- C. Combined Colour/Standard Party.

GUARDS OF HONOUR IN COLUMN OF ROUTE

Guard of Honour in Column of Route (Half-Guard)



Royal Guard of Honour in Column of Route “A” - Without Colour (including 2nd junior officer) “B” - With Colour



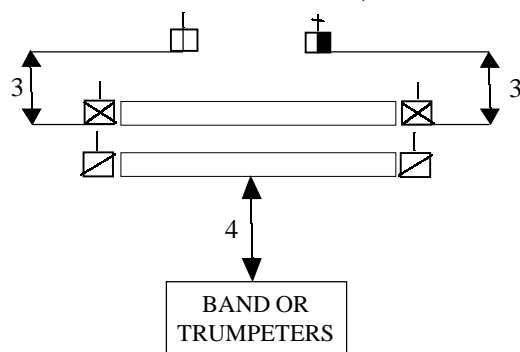
LEGEND	
	Squadron Commander
	Colour Bearer
	Colour Escorts
	Colour W.O.
	Marker
	Trumpeter
	Guide
	Supernumerary NCO
	Junior Officer

Key - See Part 2 Chapter 7 Annex A

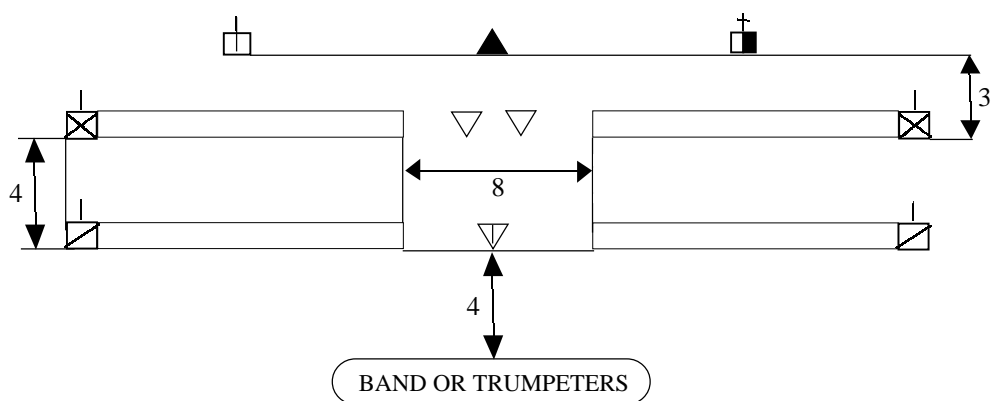
Note - When a band is not on parade, trumpeters are to be utilised.

GUARDS OF HONOUR IN LINE

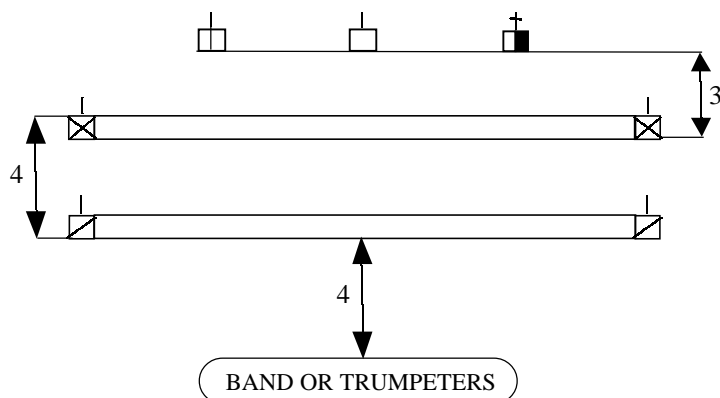
Guard of Honour in Line (Half-Guard)



Royal Guard of Honour in Line (with Colour)



Royal Guard of Honour in Line (without Colour)

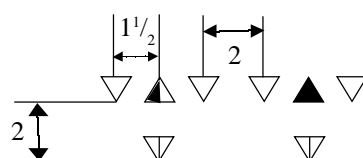


Note - includes 2nd junior officer

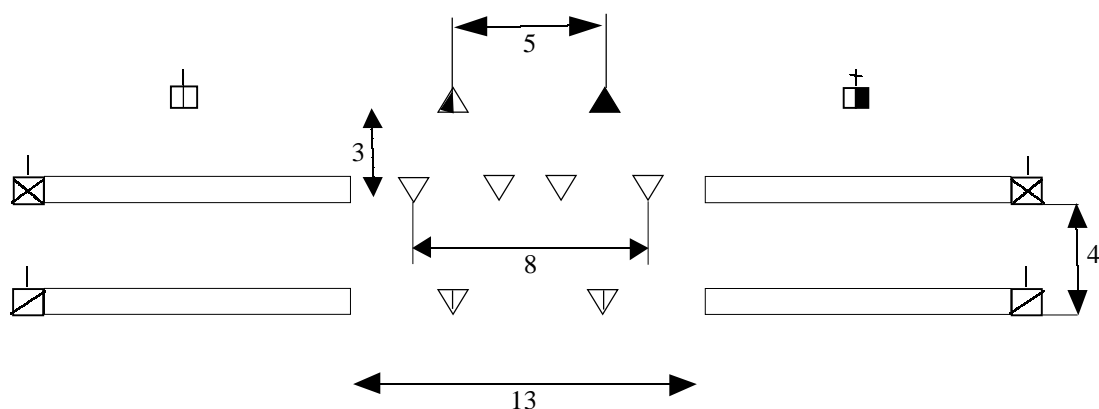
See Key - See Part 2 Chapter 7 Annex A.

COMBINED COLOUR / STANDARD PARTY

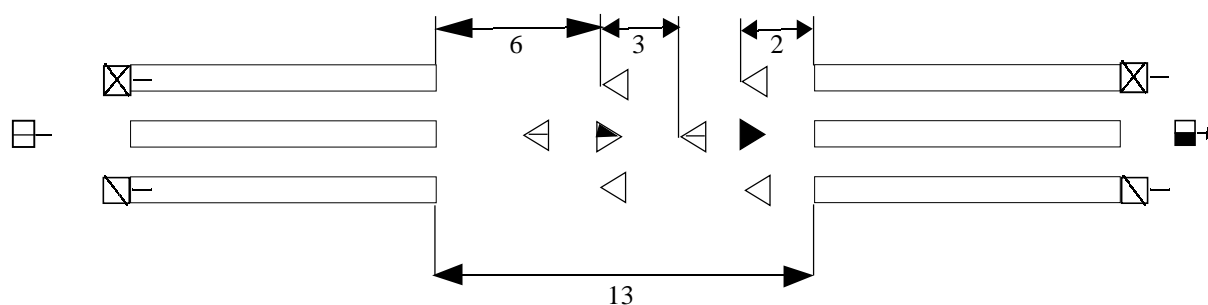
Marching On



With a Royal Guard of Honour in Line



With a Royal Guard of Honour in Column of Route



See Key - See Part 2 Chapter 7 Annex A.

PART 2 - CHAPTER 12

QUEEN'S COLOURS AND SQUADRON STANDARDS

AP 3327 - COLOURS AND STANDARDS IN THE ROYAL AIR FORCE

1. AP 3327 is the source document for the history and etiquette surrounding colours and standards. AP 818 complements AP 3327 by providing the parade ceremonial for colours and standards as well as restating parts of the AP 3327 that provide relevant detail. AP 3327 deals with the following subjects:

- a. Origins and Traditions of Military Colours.
- b. Nature and Importance of Colours in the Royal Air Force.
- c. Consecration and presentation of Colours and Standards (for colours see Part 2 Chp 13 and for standards see Part 2 Chp 14).
- d. Use of Colours/Standards and the Paying of Compliments (see below).
- e. The Service for the Presentation of an Ensign to a Church.
- f. The Service for Consecrating a Colour or Standard.
- g. Battle Honours of the Royal Air Force.
- h. Method of Mounting Colours and Standards.

QUEENS COLOURS

OCCASIONS ON WHICH A QUEEN'S COLOUR MAY BE PARADED

2. A Queen's Colour may be paraded¹:
- a. By a guard of honour mounted for Her Majesty the Queen, or another member of the Royal Family.
 - b. By a guard of honour mounted for a visiting sovereign or head of a state.
 - c. At a parade in celebration of the birthday of the Sovereign.
 - d. At a parade mounted on the anniversary of the formation of the Royal Air Force. The anniversary date is 1st April each year. When this date falls on a Sunday or during the Easter period the parade is normally to be held on the following Thursday.

¹ As stated in AP 3327 Colours and Standards in the Royal Air Force Chp 4.

- e. Other ceremonial occasions will arise at which it is fitting that a Queen's Colour is paraded. In the case of the Queen's Colour for the Royal Air Force in the United Kingdom, the decision is made by Headquarters Personnel and Training Command. The Commandant of the Royal Air Force College Cranwell, the Commandant of the Central Flying School, the Officer Commanding No 1 School of Technical Training, the Commandant General of the Royal Air Force Regiment, the Honorary Inspector General, Royal Auxiliary Air Force and the Officer Commanding Royal Air Force Halton, will decide when their Colours may be paraded.

GENERAL INSTRUCTIONS

3. Composition of Queen's Colour Parties and Escort Flights.

- a. The Retiring Colour Party - Colour bearer: Junior officer.
Colour escort: Two SNCOs.
- b. The Receiving Colour Party - Colour bearer: Junior officer.
Colour escort: Warrant Officer & two SNCOs.
- c. Queen's Colour Escort Flights - A flight lieutenant in command.
One junior officer.
Four SNCOs as guides and markers.
Forty eight Other Ranks in each flight.

4. Dress. Ceremonial dress as ordered.

- a. **Colour Bearer.** The colour belt is to be worn over the left shoulder with the socket in the centre of the body. The sword belt is to be passed through the loops inside the colour belt. Medals, if worn, are to be worn on the tunic in the normal manner.
- b. **Sashes - Colour Warrant Officer and Colour Escorts.** Colour WOs and SNCO Colour Escorts are to wear light blue sashes over the right shoulder, outside the webbing belt and behind the bayonet handle, with the tassels on the right hand side of the bayonet scabbard. The entitlement for other personnel to wear the sash is detailed in AP1358 Dress Regulations for the RAF.

5. Arms. Officers and warrant officers are to wear swords. All other personnel are to be armed with rifles and bayonets. Warrant Officers are not to carry Pace Sticks when acting as Colour Warrant Officer.

6. Draping.

- a. Whenever the Queen's Colour is paraded at a State or service funeral it is to be draped with a black bow. The Queen's Colour is not to be draped when paraded on any other occasion.
- b. The Queen's Colour is to be draped with a piece of crepe 2.4 metres (8 ft) long,

32.5 cms (1 ft 1 inch) wide, tied in a bow around the foot of the gilt crown in such a manner that the span of the bow is 30 cms (1 ft). The ends should be pointed in a single point and hang about halfway down the colour.

7. **Transport.** A Queen's Colour may be moved either by air or by road but its safety must always be assured. When in transit it is to be cased and is to be accompanied by its Colour Belt and the Queen's Colour Record book. The colour bearer should always accompany the colour during a move.

POSITION OF THE QUEEN'S COLOUR ON PARADES

8. **Squadron Parades.** With a Queen's Colour present on a squadron parade the colour and the squadron commander would be positioned as follows:

- a. **Close Column of Flights.** Colour - 6 paces centrally in front of No 1 Flight. Squadron Commander – 12 paces in the same direction.
- b. **Line of Flights.** The colour is to be positioned according to the number of flights on parade. When there are an even number of flights on parade the colour party would be central and between the flights, with the colour in line with the flight commanders. When there are an odd number of flights then the colour party would be in front of the centre flight with the colour 6 paces in front of the front rank. The squadron commander is to be 12 paces in front of the left flank of No 1 Flight.
- c. **Column of Route.** Colour - 6 paces in front of the guide and marker of No 2 Flight and 2 paces in rear of the last section of supernumeraries of No 1 Flight. These distances are to be adjusted as the squadron marches off. Squadron Commander – 6 paces in front of the leading guide and marker.
- d. **Review Order.** In Close Column of Flights, and in Line of Flights, the colour and the squadron commander are to be positioned as above.

9. **Wing Parades.** With a wing on parade, the colour is paraded with No 1 Squadron.

10. **Guards of Honour.** When the colour is paraded with a Royal Guard of Honour, the colour and guard commander are to be positioned as shown in the Annexes to Part 2 Chp 11 (see also Note 1 to para 4 of the same chapter).

11. **Route-Lining.** When a colour is paraded for route-lining the colour is to be on the right hand side of the route (as seen by the Procession) and is to move to the other side of the route if the procession is returning by the same route. The colour is normally to be paraded in the centre of the length of route lined by the Royal Air Force.

COMPLIMENTS TO BE PAID - COLOURS AND STANDARDS

12. **Compliments by the Colour Party.** When the Queen's Colour is uncased, the colour party and escort flight are not to pay compliments except to persons entitled to the compliment of having the Queen's Colour lowered (the Royal Salute) or "Let Fly" (a General Salute)². When the Queen's Colour is cased the colour party and escort flight are to pay such compliments as would be appropriate if no colour were present.

13. **Compliments to the Colour/Standard.** Personnel are to pay compliments to a colour/standard party as follows:

a. **Individuals.** Individuals are always to salute an uncased colour or standard when passing or being passed by it. Personnel armed with rifles are to salute when passing an uncased colour or standard and are to halt and Present Arms if the colour or standard passes the individual.

b. **Parties on the March – Uncased Colours/Standards.** The procedures for paying compliments to uncased colours/standards are as follows:

1) **Colour/Standard Party and an Unarmed Party on the March.**

When an uncased colour or standard passes an unarmed party on the march, the unarmed party is to halt, turn into line and salute, and the colour or standard, if at the Slope, is to be brought to the Carry.

2) **Colour/Standard Party and an Armed Party on the March.** If the colour/standard party passes an armed party on the march, the armed party is to halt, turn into line and Present Arms.

3) **Party on the March Passing Uncased Colour/Standard.** When a party on the march passes an armed party at the halt with an uncased colour/standard at the Order, the party at the halt is to be brought to the Slope, the colour to the Carry and the marching party is to give Eyes Right/Left.

c. **Parties on the March – Cased Colours/Standards.** Parties with a cased colour or standard are always to pay compliments to an uncased colour or standard.

d. **Parties on the March – Equal Seniority.** When two parties pass, each carrying a cased or uncased colour or standard no compliments are to be exchanged.

e. **Colour/Standard Party Marching onto Parade.** When a colour or standard party is marching onto parade, officers are to be in Review Order.

f. **Colour/Standard Party on Parade.** The Stand Easy is not to be adopted by personnel when a colour or standard party is on parade.

² See QR J152 and QR 164 - Honours and Salutes to Members of the Royal Family and other Personages.

g. **Inspecting Officer's Party during a Parade.** The inspecting officer's party is to pay compliments to the colour/standard when passing to the rear of the colour/standard party during an inspection. An officer with a drawn sword is to bring the sword to the Recover and turn the head in the appropriate direction. An officer without a sword is to salute with the hand and turn the head accordingly.

PRECEDENCE OF COLOURS AND STANDARDS ON PARADE

14. Whenever a Queen's colour is paraded with a squadron standard, the Queen's colour is to be paraded with No 1 Squadron and the squadron with the standard is to be No 2 Squadron on the parade. When more than one squadron standard is on parade the squadron standards are to be positioned in order of (squadron) seniority from the right. However, on Freedom of Entry parades the colour is normally paraded centrally in front of the dais or saluting point; the squadron standards remain in order of seniority from the right.

THE DISPLAY OF QUEEN'S COLOURS AND SQUADRON STANDARDS

15. Colours and standards are normally to be kept horizontally hung in a secure room in the Officers' Mess. They are to be displayed only on formal occasions; for example when an important personage is being officially entertained at a station. The approved method of mounting colours and standards is shown in AP 3327 (Colours and Standards in the Royal Air Force) Appendix F. When more than one squadron standard is on display, they are to be positioned in order of seniority from the right. When a Queen's colour is displayed with squadron standards it is to be positioned centrally in front of the standards on its own plinth.

SQUADRON STANDARDS

OCCASIONS ON WHICH STANDARDS MAY BE PARADED

16. Squadron standards are less limited in use than Queen's Colours and may be paraded on any occasion considered suitable by the squadron commander. The following list of occasions is a guide ³:

- a. Ceremonial parades.
- b. Guards of honour.
- c. Route-lining detachments.
- d. Service funerals of squadron personnel or during Battle of Britain or other important church services.

GENERAL INSTRUCTIONS

17. Except as hereinafter specified, the procedure for squadron standards should conform to that for Queen's Colours, whenever paraded for ceremonial purposes.

18. Standards are awarded to operational squadrons that have been in existence for 25 years (including existence as units of the Royal Naval Air Service and the Royal Flying Corps). Standards may also be awarded to squadrons which have been in existence for a shorter period, but which have earned the Sovereign's appreciation for outstanding operational service.

19. Squadron standards are to be carried, attended, and escorted by officers and personnel of the squadron to which the standard has been awarded or by personnel who support the squadron in its operational role. The standard bearer should hold the rank of pilot officer or flying officer. He should be a General Duties officer, except in the case of RAF Regiment squadrons. The standard warrant officer does not carry a sword.

POSITION OF STANDARDS ON PARADE

20. When the Queen's Colour is paraded with the squadron standard on a wing parade, No 1 Squadron is to escort the Queen's Colour and the squadron with the standard is to be No 2 Squadron on the parade. The squadron standard is to be marched on first, and when in position, the Queen's Colour is to be marched on from the left flank across the front of the parade and the squadron standard is to be lowered in salute. Whenever more than one squadron standard is paraded, they are to take precedence on the basis of the date of award. The most senior is to be on the right of the parade. Note that this procedure does not apply when a royal guard of honour is mounted.

³ As stated in AP 3327 Colours and Standards in the Royal Air Force Chp 4.

21. When a Queen's Colour and a squadron standard are to be paraded together with a royal guard of honour, the procedure to be followed is in Part 2 Chp 11 paras 9 and 14 and Annex C. Note that at all times the Queen's Colour is to be on the right, facing in the direction of march.

THE SALUTE BY LOWERING THE STANDARD

22. In addition to those personages to whom the Queen's Colour is lowered, standards are to be lowered in salute to Admirals of the Fleet, Field Marshals and Marshals of the Royal Air Force.

PARADE PROCEDURES FOR A COLOUR OR STANDARD PARTY

23. The parade procedures for a colour or standard party are at Annex A. This Annex is comprised of rules for parties on parade, compliments, marching onto and off parade, repositioning on parade and taking part in a RGOH.

COLOURS AND STANDARDS IN CHURCH

24. The ceremonial procedure for parading colours and standards in church is detailed at Annex B. This Annex is comprised of rules for drill, carriage of weapons and wearing of head-dress by parties, ceremonial to and from the altar and ceremonial for laying-up a colour or standard.

Annexes:

- A. Parade Procedures for a Colour or Standard Party.
- B. Ceremonial in Church including Laying Up.

PARADE PROCEDURES FOR A COLOUR OR STANDARD PARTY

1. All references to colours in this Annex apply to standards unless stated otherwise.

RULES FOR CARRYING COLOURS AND STANDARDS

2. **At the Halt.** At the Halt, the Colours will never be sloped; they will be held at the Carry or Order depending on whether the troops are at the Slope or the Shoulder but during an inspection, when the men are at the Shoulder, Colours will be at the Carry. When a colour party is turned about, the SNCO escorts are to turn inwards towards the colour, i.e. one of them will execute a Left About Turn.

3. **On the March.** The colour party is never to be marched in file. Whilst on the march, Colours will always be carried at the Slope, except on the following occasions when they will be at the Carry:

- a. Marching onto and off the parade ground.
- b. On the saluting base.
- c. Marching past.
- d. Advancing in Review Order.
- e. Marching in Slow Time down the ranks while trooping the Colour.
- f. Marching through cities/towns which have conferred their freedom on the RAF station.
- g. When compliments are being paid to the uncased colour by a body of personnel.

RULES FOR PAYING COMPLIMENTS WITH COLOURS AND STANDARDS

4. The Colours will be Let Fly as the caution is given for a Royal or General Salute and whilst marching past in Quick Time. The Colours must be caught immediately after: "Eyes Front" is given.

5. Colours and standards will be lowered during a Royal Salute as detailed in Queen's Regulations¹. Colours and standards will not be lowered at a General Salute, but only Let Fly.

¹ QR J152 and QR 164.

MARCHING COLOURS ONTO PARADE

6. The colour is to be uncased before the main parade is joined. The colour party is to bring the colour from the place where it is normally kept and is to form up 25 paces from and 10 paces forward of the left flank of the parade, facing the centre of the parade ground. When the parade is called to Attention, stood At Ease, or ordered to Slope Arms, the colour party is to conform to the movements. When the parade is fully prepared (ie at the Slope Arms position), the parade commander is to take up position facing the parade, 12 paces in front of and in the centre of the formation, and is to give the command:

“PARADE MARCH ON THE QUEEN’S COLOUR PRESENT ARMS”.

7. The band is to play “Point of War”, after which the bearer is to give the command:

“COLOUR PARTY BY THE CENTRE QUICK MARCH”.

8. The band is to play the Royal Air Force March to march the colour party onto parade. The colour party is to march across the front of the parade, and when it reaches the centre it is to wheel to the right, march to its position in the centre of the formation where the colour bearer then gives the following commands:

“COLOUR PARTY HALT COLOUR PARTY ABOUT TURN”.

The Colour warrant officer is to execute a Right Turn and step off and left wheel to a position 2 paces behind the bearer in 10 paces ie 8, 1-2. The bearer is to take 3 paces forward to take up parade position in line with the flight commanders. The escorts are then to Present Arms.

9. The parade commander is then to give the following commands:

“PARADE SLOPE ARMS PARADE SHOULDER ARMS”.

The parade commander is then to return to the normal position (either central to the parade or in front of No 1 Flight). From this point onwards the colour party are to act as part of the parade.

MARCHING COLOURS OFF PARADE

10. At the end of the parade, the parade commander is to take up a position 12 paces in front of the parade in the front and centre of the formation and is to give the command:

“PARADE SLOPE ARMS MARCH OFF THE QUEEN’S COLOUR PRESENT ARMS”.

11. The band is to play “Point of War”, after which the colour bearer is to give the command:

“COLOUR PARTY BY THE LEFT QUICK MARCH”.

The band is then to play the Royal Air Force March, to march the colour party off parade.

12. The bearer is to Mark Time for two paces, and is then to step short until the escorts are in line with him. When the colour escorts are in line with the bearer, the colour party is to left wheel and march across the front of the parade and return to a position 25 paces to the left flank of the parade to case the colour and dismiss the colour party.

13. When the colour party has left the parade ground the parade commander is to give the command:

“PARADE SLOPE ARMS”.

The parade is then to be dismissed in the normal manner.

PROCEDURE WHEN A COLOUR IS ON PARADE WITH A SQUADRON

14. **Forming Column of Threes or Column of Route from Line.** To reposition the colour party from the centre of a 3 flight squadron to its new position between Nos 1 and 2 Flights, the colour bearer waits until the squadron has turned, and then gives the commands:

**“COLOUR PARTY TAKE POST
RIGHT WHEEL QUICK MARCH
RIGHT WHEEL LEFT WHEEL HALT”.**

15. **Forming Line from Column of Threes or Column of Route.** To bring the colour party in front of the centre of a 3 flight squadron, the colour bearer waits until the squadron has turned and then gives the commands:

**“COLOUR PARTY ABOUT TURN
TAKE POST LEFT WHEEL QUICK MARCH
LEFT WHEEL RIGHT WHEEL HALT”.**

16. **Forming Column of Flights (or Close Column) from Column of Route.** The colour party will be leading No 2 Flight as in squadron drill. On the command of the colour bearer, the colour party is to wheel to its position in front of No 1 Flight in column (or close column) and halt.

17. **Turning About.** After turning about with the squadron, and after the warrant officer has taken his post behind the colour, the colour bearer is to march the colour to its new position via the right flank.

WITH A ROYAL GUARD OF HONOUR

18. **Marching on the Queen's Colour.** The colour party is to halt with the colour bearer and the two escorts in Line with the front rank of the guard and centrally between the flights.

19. **Forming Column of Route from Line.** After the Royal Guard has been turned, the colour bearer is to give the command:

“COLOUR PARTY ABOUT TURN”.

On receipt of the command, the colour warrant officer is to turn to face the opposite direction to which the Guard has turned, the SNCO escorts are to turn inwards towards the colour. The colour Bearer is to execute an About Turn and is to march forward three paces to resume his position in between the SNCO escorts. The colour bearer is then to give the command:

**“COLOUR PARTY TAKE POST
LEFT (or RIGHT) WHEEL
QUICK MARCH”.**

On receipt of the command, the colour bearer and SNCO escorts are to wheel around to face the new direction, the colour warrant officer is to wheel around and take position behind the colour bearer. The wheel is to be completed over 6 paces ie 4, 1-2.

20. **Forming Line from Column of Route.** After the Royal Guard has turned, the colour bearer is to give the command:

**“COLOUR PARTY TAKE POST
LEFT (or RIGHT) WHEEL
QUICK MARCH”.**

The wheel is to be completed over 6 paces ie 4, 1-2. The colour bearer is then to march forward 3 paces to assume his parade position. When the guard is open ordered in two ranks the colour warrant officer is to be positioned in line with the rear rank, covering off the colour bearer. The colour party is to dress by the centre. The colour bearer is to cover off the parade commander who is to position himself centrally on the guard during the dressing.

CEREMONIAL IN CHURCH INCLUDING LAYING UP

GENERAL

1. **Drill in Church.** Orders in church are to be loud enough only to be heard by the colour/standard party. All drills are to be smart, dignified and above all quiet so as not to detract from the reverence of the occasion.
2. **Head-Dress in Church.** The colour or standard party are to remove head-dress once inside the church. The exceptions to this rule are the laying-up of a colour or standard and occasions when one or more members of the standard or colour party are female – in these instances males are to remove head-dress once the party is seated. The exception that applies when females form part of the colour/standard party is in place to ensure uniformity of head-dress when the colour/standard party are in the public eye.
3. **Arms in Church.** With the agreement of the appropriate ecclesiastical authority, a Queen's Colour or squadron standard may be marched up the aisle and laid on the altar at church services. Escorts will normally carry sidearms only (swords or bayonets according to rank); however, when a colour or standard is being laid up it is appropriate for escorts to be armed with rifles and to have bayonets fixed (see para 7 onwards).

CEREMONIAL IN CHURCH

4. **Entry Procedure.** A colour, standard or ensign is brought into church in the normal way. In the porch of the church (or at the west end of the nave when there is no porch), the colour or standard party is to halt and the NCO escorts are to be ordered to unfix bayonets and hand their rifles to the safe keeping of orderlies.
5. **Colour/Standard to the Altar.** Prior to the commencement of the service the colour/standard party is to be formed up with the colour/standard at the west end of the nave. When members of the clergy approach the chancel steps and have taken up their appointed places, the bearer is to give the order:

“COLOUR/STANDARD PARTY, BY THE CENTRE, SLOW MARCH”.

The band is to play a suitable slow march. When trumpeters are available, a short fanfare is to be sounded prior to the march on of the colour/standard. When no band is available the colour/standard may be marched up the aisle in Quick Time. When the party is approximately 3 paces from the chancel steps, the bearer is to give the order:

“COLOUR/STANDARD PARTY HALT”.

After a pause the bearer is to take 2 paces forward and is then to bring the colour/standard to the Port position (silk to the bearer's left). The bearer is to sink forward placing the right knee onto a stool or cushion and hand the colour/standard to the officiating chaplain. When

the chaplain has laid the colour/standard on the altar the bearer is to rise. The National Anthem is then to be played. When the Anthem has been completed, the bearer is to take two paces to the rear and adopt the normal position between the escorts. The bearer is then to give the order:

“COLOUR/STANDARD PARTY LEFT/RIGHT TURN”

whereupon the party is to turn into single file. The party is then to wait while the Colour/standard warrant officer observes a pause, turns about and marches to the rear of the party. Once the warrant officer is in position the bearer gives the order:

“COLOUR/STANDARD PARTY QUICK MARCH”

whereupon the party march to their allocated seats and take part in the service.

6. **Colour/Standard from the Altar.** At the end of the service and after the Blessing, the colour/standard party is to march in single file to the chancel steps. The bearer halts and gives the orders:

**“COLOUR/STANDARD PARTY HALT
INTO LINE LEFT/RIGHT TURN”.**

After turning, the Colour/Standard warrant officer is to pause, turn about, and march to the normal position to the rear of the bearer. The bearer is then to take 2 paces forward.

As the officiating chaplain takes the colour/standard from the altar, the bearer is to sink forward placing the right knee onto the stool or cushion and receive the colour/standard in the Port position (silk to the bearer’s left). He is then to stand up, bring the Colour/standard to the Carry position and give the order:

“COLOUR/STANDARD PARTY ABOUT TURN”

whereupon the party turns about. After a pause, the warrant officer turns to the right and marches round to his normal position at the rear of the party. The bearer then gives the order:

“BY THE CENTRE SLOW MARCH”.

The band then plays the Royal Air Force March. When trumpeters are available, the slow march is preceded by a fanfare. When no band is available the colour party may be marched down the aisle in Quick Time.

When the party reaches the west end of the nave, just before the exit door (or when in the porch where there is one), the bearer is to give the order:

“COLOUR/STANDARD PARTY HALT”.

There the party recover their rifles and prepare to escort the colour/standard under arms back to the unit. Rearming the party is to be done as soon as is practicable, within the church, before exiting.

LAYING-UP OF QUEENS' COLOURS AND SQUADRON STANDARDS

7. **Arrangements.** The Chaplain-in-Chief's office is to be informed of the laying-up of squadron standards and Queen's Colours to enable appropriate liaison between RAF and civilian ecclesiastical authorities regarding the carrying of rifles in church. It is usual for a service to be arranged specifically for the laying-up of a colour or standard.

8. **Colour/Standard to the Altar.**

a. Prior to the commencement of the service the colour/standard party is to remain at the back of the church. The senior officer detailed to handover the colour/standard is to be seated at the inside end of the right-hand front pew.

b. At the beginning of the last verse of the hymn preceding the ceremony, the colour/standard party, under arms and wearing head-dress, is to form up with the colour/standard at the west end of the church.

c. At the end of the hymn, the band is to sound a short fanfare and then play the Royal Air Force March. The colour/standard party, with the colour/standard at the Carry, is to move forward in Slow Time and halt two paces from the Sanctuary step. The bearer's orders are:

**“COLOUR/STANDARD PARTY SLOPE ARMS
COLOUR/STANDARD PARTY BY THE CENTRE
SLOW MARCH”.**

When no band is available the colour/standard may be marched up the aisle in Quick Time.

d. The senior officer, without head-dress, is to move to the foot of the Sanctuary step, facing the colour/standard party. When the Colour/standard party is approximately 3 paces from the Sanctuary step the bearer is to give the orders:

“COLOUR/STANDARD PARTY HALT”.

e. After a pause the colour/standard bearer takes 2 paces forward and is then to bring the colour/standard to the Port position (silk to the bearer's left). When the colour/standard party reaches this position, the Chaplain-in-Chief will come to the Sanctuary step and say:

"It is an ancient and laudable custom to lay-up in the House of God the consecrated emblems of man's duty and service, there to remain for all time as a reminder of duty well done and of the strength that God supplies".

f. The senior officer is then to take the colour/standard and, turning about, is to say to the Chaplain-in-Chief:

" Venerable Sir, I ask you to receive this Queen's Colour/standard (full title) for safe lodging in the House of God until such a time as it shall pass to dust like those whose courage and devotion are enshrined in its history".

g. The Chaplain-in-Chief will reply:

"We receive this Colour/standard into the safe keeping of God's House, here to hang for all time as a reminder to those who pass by of man's duty to God, to his Sovereign, and to this country".

h. The colour bearer is to order the Present Arms and the bearer and the Colour/standard warrant officer are to salute on the third movement of arms drill. The command is:

“ESCORTS PRESENT ARMS”.

i. The Chaplain-in Chief, followed by the senior officer, will proceed to the altar rails where he will receive the colour/standard from the senior officer and lay it upon the Holy Table. The senior officer is then to turn about and resume his seat. The Chaplain-in-Chief will then say the following prayer:

"Almighty and Everlasting God, giver of all strength and grace, and Captain of our Salvation, we offer in this thy House the symbol of man's faithfulness. May thy blessing rest on those who have borne it, and may it ever remain a sign of that unity which springs from the acceptance of thy grace, who art with the Son and the Holy Spirit, one God, world without end. Amen".

j. A fanfare of trumpets is to introduce the National Anthem. When the Anthem has been completed, the bearer is to give the order:

“ESCORTS SLOPE ARMS”.

The bearer is then to take 2 paces to the rear and adopt the normal position between the escorts. The bearer then gives the orders:

“COLOUR/STANDARD PARTY RIGHT/LEFT TURN”.

The party is to turn in single file in the designated direction. The Colour/standard warrant officer is to observe a pause, turn about and march to the rear of the party. Once the warrant officer is in position the colour/standard bearer gives the order:

“QUICK MARCH”.

The colour/standard party then march to their allocated seats, and remove head-dress.

PART 2 - CHAPTER 13

QUEEN'S COLOURS – PRESENTATION

THE CONSECRATION AND PRESENTATION

1. Formation of Parade.

- a. The parade, except the escort squadron, is to be formed up in wing formation, with the front rank 14 paces from the receiving base. The escort squadron is comprised of 2 flights. If the inspection is to be carried out in a car the distance between flights and/or squadrons is to be adjusted accordingly.
- b. The escort squadron, which is to be armed, is to parade centrally on that receiving base in Line of Flights.
- c. The band is to be positioned with its front rank in line with the rearmost flights of the wing.
- d. Drums are to be piled centrally in the area between the march past line and the saluting base. Three side drums are to be used.

2. Parade Procedure.

- a. Before marching on the main parade ground, the colour party is to parade with the escort squadron as follows:
 - (1) The colour bearer is to be in the supernumerary rank of officers of No 2 Flight, so that in Review Order he will be in the centre of his flight.
 - (2) The colour escort of two senior NCOs is to be on the right of the supernumerary rank of NCOs of No 2 Flight. The warrant officer, with the colour cased and carried at the Slope, is to be on the left of the colour escort.
- b. When the parade has been marched on (escort squadron last with squadron commander 12 paces in front of left flank of No 1 Flight) and handed over to the parade commander, the parade is to be prepared as follows:
 - (1) The officers ordered to take post in Review Order and the parade stood At Ease. The parade commander orders:

“MARCH ON THE CASED COLOUR”.

- (2) The warrant officer is to march between Nos 1 and 2 Flights to the piled drums, where he is to place the cased colour against the drums, pike to the right, and return to his previous position.

(3) The chaplains are to take up their positions facing the parade a few paces to the right of the pile of drums and in the rear of the saluting base. The senior chaplain is to be on the left.

(4) Two junior officers are to be positioned at Points A and B respectively. These officers are to act on the words of command of the parade commander.

3. **Reception of the Personage Presenting the Colour.** As the personage approaches the parade ground, the parade is to be brought to the Slope Arms. When he (or she) is in position on the dais, the Royal/General Salute is to be given. After the salute has been given and the parade is at the Shoulder Arms, the parade commander is to report to the personage who then inspects the parade.

4. **Preparation for Consecration and Presentation.** At the end of the inspection, the parade commander is to ask for permission to proceed with the ceremony. Then the following commands are to be given and movements carried out:

Parade Commander:

**“PARADE STAND AT EASE
UNCASING OFFICERS UNCASE AND DRAPE COLOUR ON DRUMS
PILE TO THE RIGHT
UNCASING OFFICERS TAKE POST
PARADE STAND EASY”.**

The parade commander is to take up his position on the right of the personage.

5. **The Ceremony.** The personage moves forward to a position behind the piled drums. The Chaplain-in-Chief is to move to a position in front of the drums, facing the personage, and the assisting chaplains are to form a line in order of seniority on the left of the Chaplain-in-Chief, facing the drums. The parade commander is now to address the Chaplain-in-Chief as follows: "Venerable Sir, on behalf of the Royal Air Force we ask you to bid God's blessing on this Colour". The Chaplain-in-Chief is to reply: "We are ready to do so", and then proceed with the Service of Consecration. Prior to the actual prayer of consecration the parade is to be brought to Attention, and stood At Ease on its completion. At the end of the service the chaplains are to move to their left front and form a line on the right of the drums. The following commands are then to be given and movements carried out:

Parade Commander:

“PARADE SHUN”.

On this command, the colour party is to move to its position without further word of command.

The colour bearer is to march forward into position to receive the colour, and there Return Swords. The warrant officer is to order the colour escorts to Shoulder Arms and turn right and march them round the right flank of No 2 Flight to their position 6 paces in front of No 2 Flight.

The personage moves round to the left in front of the drums and is handed the colour by the Station Commander.

The colour bearer is to move forward, sink on the right knee, receive the colour from the personage, rise and step backwards.

The personage gives an address, and a reply is made. After the address and reply the parade commander orders:

“PARADE SLOPE ARMS”.

The colour bearer turns about.

“GENERAL SALUTE PRESENT ARMS”.

On the third movement of the "Present", simultaneously:

- a. All officers salute.
- b. The bands start playing the National Anthem.
- c. The colour bearer steps off in Slow Time and halts (after turning about) whilst marking time in his position between the colour escorts, and halting on the last note of the National Anthem.

Parade Commander:

**“PARADE SLOPE ARMS
PARADE SHOULDER ARMS”.**

The personage then returns to the dais on the saluting base accompanied by the parade commander, who is to request permission for the escort squadron to march past in Review.

Parade Commander:

**“WING STAND AT EASE
ESCORT SQUADRON COMMANDER, MARCH PAST YOUR
SQUADRON IN REVIEW”.**

6. Review of the Escort Squadron.

- a. The escort squadron is to march in Column of Threes to Point 2 where it is to form Close Column of Flights. The colour party is to move with No 2 Flight. The squadron is to be dressed by the right.
- b. The wing is to be called to Attention and the escort squadron is to march past by flights in column in Slow Time. The colour party is to follow No 1 Flight at column distance and is to be followed by No 2 flight at column distance. Where Royalty of Marshal of RAF or equivalent rank from another service is present the colour (or

standard) must be lowered before Point A and raised on passing Point B.

c. On arrival at Point 3, the escort squadron is to be halted in Close Column of Flights, turned about, and dressed by the left. The wing is to be stood At Ease.

d. The wing is to be called to Attention and the escort squadron is to march past in Close Column of Flights in Quick Time. On passing Point B the colour (or standard) is allowed to fly, at Point A the standard/colour is gathered in.

e. On arrival at Point 2, the escort squadron is to be halted and turned about. The wing is to be stood At Ease.

f. The escort squadron is to march to the receiving base in Column of Threes (No 3 or 2 Flight leading) and halt, facing right, in Line of Flights. The squadron commander is to be in position 12 paces in front of the left flank of No 1 Flight. The squadron is to be dressed and brought to Review Order.

7. **The Advance in Review Order.** The parade commander is to bring the wing to Attention and take up his position in front of the left flank of the escort squadron. The escort squadron, led by the parade commander, is to advance in Review Order, and the Royal Salute is to be given. Standard/colour being lowered. At the end of the salute the parade is to be brought to the Shoulder, three cheers for Her Majesty the Queen are to be given (see Part 2 Chp 2), and the parade commander is to report to the personage and ask for permission to march off.

8. **Dispersal of Parade.** After the escort squadron has left the parade area, squadrons are to march off independently in Column of Route for dismissal. If a march past in Column of Route is ordered, the escort squadron is to lead. The band is to play during the dispersal or march past, and is then to march off.

PART 2 - CHAPTER 14

SQUADRON STANDARDS - PRESENTATION

PRESENTATION OF SQUADRON STANDARDS (TWO-FLIGHT SQUADRON)

1. Dress and Arms.

a. Officers. No 1 Dress, orders, decorations and medals (or greatcoats). The standard bearer is to wear the ceremonial standard belt. Swords.

b. Other Ranks. No 1 Dress, orders, decorations and medals (or greatcoats). Rifles and bayonets.

2. Standard Party. The standard party is to consist of the standard warrant officer/NCO, who will be unarmed, and two senior NCOs. The standard warrant officer is to bring the cased standard on parade. The standard bearer is to parade with No 2 Flight as a supernumerary officer, and is to cover off the right-hand file of No 2 Flight. The standard warrant officer and standard escorts are to parade on the right of the supernumerary rank of NCOs of No 2 Flight (the warrant officer on the left, with the cased standard carried at the Slope/Order), covering the third, fourth and fifth files from the right marker of the flight.

3. Officiating Chaplains. The chaplains are to take up a position on the right of the dais, facing the parade, the senior chaplain nearest the dais.

4. Squadron Formation. Number 'X' squadron is to march on at the Slope bayonets fixed, in column of threes in two flights, with supernumerary officers and NCOs and is to form Line of Flights on the receiving base (10 paces between flights). The squadron commander is positioned 12 paces in front of the left flank of No 1 Flight.

Squadron Commander:

**“NUMBER X SQUADRON HALT
INTO LINE LEFT TURN
SHOULDER ARMS
FORM TWO RANKS
OPEN ORDER MARCH
WITHOUT INTERVALS RIGHT DRESS
EYES FRONT
MARCH ON THE CASED STANDARD”.**

The standard warrant officer is to turn about, march between Nos 1 and 2 Flights, and lay the standard against the piled drums (three only) with the pike on the right and is then to return to position by the same route.

Squadron Commander:

**“STANDARD ESCORT SLOPE ARMS
OFFICERS AND STANDARD PARTY
TAKE POST IN REVIEW ORDER
OUTWARDS TURN”.**

The standard party turn right.

“QUICK MARCH”.

The standard bearer leads off, wheeling into position between Nos 1 and 2 Flights and two paces in front of the squadron. The standard escorts follow and open out into position in line with the front rank of the squadron and at 3 paces interval from the left and right flanks of Nos 1 and 2 Flights respectively. The standard warrant officer follows and takes up his position centrally in rear of the standard party and in line with the rear rank of the squadron. The standard party should aim to halt together (approximately 10 paces). The standard escort Shoulder Arms without further word of command.

Squadron Commander:

**“OFFICERS LEFT TURN
SQUADRON STAND AT EASE”**

Arrival of the personage presenting the standard.

Squadron Commander:

**“SQUADRON SHUN
SLOPE ARMS
GENERAL/ROYAL SALUTE PRESENT ARMS”.**

The band is to play a General Salute/National Anthem.

**“SLOPE ARMS
SHOULDER ARMS”.**

The squadron commander is to report to the personage that the parade is ready for inspection.

After the inspection the squadron commander is to request permission from the personage to carry on with the parade.

5. Consecration.

Squadron Commander:

“SQUADRON STAND AT EASE”.

On this command, two officers so detailed march forward (one from Point A and one from Point B (see Annex B to Part 2 Chp 7)) and uncase the standard. The silk is to be draped over the drums, facing the parade, and is not to touch the ground. They are then to return to their original positions and the case of the standard is to be handed to an orderly and removed from the parade.

The squadron commander moves to a position in front of the senior chaplain, approximately 3 paces from him, salutes, and says:

**“VENERABLE SIR ON BEHALF OF NO X SQUADRON
WE ASK YOU TO BID GOD’S BLESSING ON THIS STANDARD”.**

The Senior Chaplain replies:

“WE ARE READY TO DO SO”.

The squadron commander moves to a position in front of Point A facing the piled drums.

The officiating chaplains move to a position facing, and on the parade side of, the piled drums. After the consecration they return to their original positions.

Then follows the service of consecration of the standard. Before the prayer of consecration, the squadron is brought to Attention. After the prayer, the squadron is stood At Ease.

6. Presentation.

Squadron Commander:

“SQUADRON SHUN”.

The standard bearer is to march straight forward to a position 3 paces from the piled drums, and is to return swords.

The standard is then to be taken from the piled drums by the station commander and handed to the personage.

The standard bearer is to sink forward on to his right knee, receive the standard, rise, and step back.

The personage gives his/her address.

The squadron commander makes his reply.

The squadron commander then marches to a position 12 paces in front of the left flank of No 1 Flight.

Squadron Commander:

“SQUADRON SLOPE ARMS”.

The standard bearer turns about.

**“MARCH ON THE SQUADRON STANDARD
PRESENT ARMS”.**

The band plays the National Anthem.

The standard bearer is to march in Slow Time to his position in the centre of the parade 3 paces in front of the standard escort, turn about and halt (on the last note of the National Anthem).

Squadron Commander:

**“SQUADRON SLOPE ARMS
SHOULDER ARMS”.**

The squadron commander then asks permission to carry on with the ceremonial and resumes his position 12 paces in front of the left flank of No 1 Flight.

**“OFFICERS TAKE POST, LEFT TURN
QUICK MARCH
INWARDS TURN”.**

The knee stool is to be removed from the parade area by an orderly.

**“SQUADRON CLOSE ORDER MARCH
FORM THREE RANKS
RIGHT DRESS
EYES FRONT”.**

7. Parading the Standard.

Squadron Commander:

**“SQUADRON SLOPE ARMS
FORM CLOSE COLUMN OF FLIGHTS AT POINT 2
MOVE TO THE RIGHT IN COLUMN OF THREES RIGHT TURN”.**

The standard party stands fast and then acts on the words of command of the standard bearer.

Squadron Commander:

“SQUADRON BY THE LEFT QUICK MARCH”.

No 1 Flight wheels at Point 1 and the standard party 7 paces further on, followed by No 2 Flight at a further 7 paces interval.

Squadron Commander (on approaching Point 2):

“SQUADRON AT THE HALT, FACING LEFT, FORM CLOSE COLUMN OF FLIGHTS”.

Flight commanders are to halt their flights independently and left turn into line. The standard party is to left wheel into position and halt.

Squadron Commander:

**“SQUADRON SHOULDER ARMS
RIGHT DRESS
EYES FRONT
SLOPE ARMS
SQUADRON MARCH PAST BY FLIGHTS IN COLUMN,
IN SLOW TIME, AT 25 PACES DISTANCE, BY THE RIGHT”.**

No 1 Flight Commander:

“NUMBER 1 FLIGHT, BY THE RIGHT, SLOW MARCH”.

The standard party and No 2 Flight follow at 25 paces interval. At Point A flight commanders are to give the word of command:

“NUMBER X FLIGHT EYES RIGHT”.

As the rear rank of the flight passes Point B the flight commanders are to give the words of commands:

“NUMBER X FLIGHT EYES FRONT”.

The standard party act on the orders of the standard bearer who carries out the normal standard drill. The standard is lowered according to protocol, and this includes a Marshal of the Royal Air Force or equivalent rank in the other Services.

Squadron Commander (on approaching Point 3):

“SQUADRON, AT THE HALT, FORM CLOSE COLUMN OF FLIGHTS”

Flight Commanders (at Point 3):

“NUMBER X FLIGHT HALT”.

so that the rear rank of No 2 Flight is in line with Point 3.

Squadron Commander:

“SQUADRON ABOUT TURN”

Supernumerary officers and NCOs are to turn about, left turn, and take up position in the rear of their flights. Flight commanders are to turn about, turn right, and take up position in front of their flights.

Squadron Commander:

**“SQUADRON SHOULDER ARMS
LEFT DRESS
EYES FRONT
SLOPE ARMS
SQUADRON MARCH PAST IN CLOSE COLUMN OF FLIGHTS
BY THE LEFT QUICK MARCH”.**

On approaching Point B:

“SQUADRON EYES LEFT”.

As the rear rank of No 1 Flight passes Point A

“SQUADRON EYES FRONT”.

As the rear rank of No 1 Flight comes in line with Point 2:

**“SQUADRON HALT
ABOUT TURN”.**

Supernumerary officers and NCOs are to carry out the same drill as at Point 3.

Squadron Commander:

**“SQUADRON FORM LINE OF FLIGHTS ON THE RECEIVING BASE NUMBER 2
FLIGHT LEADING
MOVE TO THE LEFT IN COLUMN OF THREES
LEFT TURN”**

No 2 Flight Commander:

“NUMBER 2 FLIGHT BY THE RIGHT QUICK MARCH”.

The standard party and No 1 Flight follow suit.

Squadron Commander:

**“SQUADRON
SHOULDER ARMS
RIGHT DRESS
EYES FRONT
OFFICERS TAKE POST IN REVIEW ORDER OUTWARDS TURN**

**QUICK MARCH
OFFICERS LEFT TURN
SQUADRON SLOPE ARMS
ADVANCE IN REVIEW ORDER
BY THE CENTRE QUICK MARCH”.**

The band is to play the Advance in Review Order and the sqn is to halt after 14 paces (14, 1, 2):

“SQUADRON GENERAL/ROYAL SALUTE PRESENT ARMS”.

The band is to play a General Salute/National Anthem.

**“SLOPE ARMS
SHOULDER ARMS
SQUADRON WILL REMOVE HEAD-DRESS (see Part 2 Chp 2)
REMOVE HEAD-DRESS
*THREE CHEERS FOR HER MAJESTY THE QUEEN
SQUADRON WILL REPLACE HEAD-DRESS
REPLACE HEAD-DRESS”.**

* Three cheers may be given to the member of the Royal Family making the presentation of the squadron standard, and not to Her Majesty herself, when such standards are presented on behalf of Her Majesty by a Member of the Royal Family.

The squadron commander is now to request permission from the personage for the squadron to march off:

Squadron Commander:

**“OFFICERS TAKE POST LEFT TURN
QUICK MARCH
INWARDS TURN
NUMBER X SQUADRON SLOPE ARMS
MOVE TO THE RIGHT IN COLUMN OF ROUTE RIGHT TURN”.**

Executives and supernumeraries turn themselves again and take up position:

“SQUADRON BY THE LEFT QUICK MARCH”.

The squadron then marches off via Points 1, 2, and 3 giving an Eyes Right between Points A and B. The standard is marched off parade in a suitable area. The squadron commander is in position 12 paces in front of the left flank of No1 Flight.

Squadron Commander:

**“SQUADRON AT THE HALT
FACING LEFT/RIGHT FORM LINE OF FLIGHTS”**

whereupon the flight commanders turn left at an appropriate moment to take up their command position in front of the direction to be faced, halt, and turn to face their flights. As their flights successively come up to the position for halting, they give commands as follows:

**“NUMBER X FLIGHT HALT
INTO LINE LEFT/RIGHT TURN”**

If the squadron adjutant or warrant officer are marching in the column, they are to continue marching with the movements of the leading flight, halting and turning into line as usual on the flight commander's words of command, before taking up their parade positions.

Squadron Commander:

**“SHOULDER ARMS
RIGHT DRESS
EYES FRONT
OFFICERS TAKE POST IN REVIEW ORDER OUTWARDS TURN
QUICK MARCH
LEFT TURN
SQUADRON SLOPE ARMS
MARCH OFF THE SQUADRON STANDARD PRESENT ARMS”.**

The standard party march off under the command of the standard bearer. The band plays the Royal Air Force March.

Squadron Commander (when the standard is out of sight of the squadron):

**“SQUADRON SLOPE ARMS
SHOULDER ARMS
OFFICERS TAKE POST LEFT TURN
QUICK MARCH
INWARDS TURN
FALL OUT THE OFFICERS”.**

After the officers have fallen out:

“SQUADRON WARRANT OFFICER”.

The squadron commander then hands the squadron over to the squadron warrant officer, who is to unfix bayonets and dismiss the squadron.

Notes:

1. When the squadron standard is marched off parade, it is to be cased under orders from the standard bearer and taken to a place of safe custody.
2. The standard is not to be carried on parade or displayed until it has been presented.

PART 2 – CHAPTER 15

COLOURS AND STANDARDS – HANDING OVER

OCCASIONS FOR HANDING OVER

1. **Handover of a Colour.** There are few occasions on which a Queen's Colour is handed over. A Queen's Colour might be formally handed over upon a change in colour bearer (this is not obligatory), or from one unit to another unit eg on the disbandment of 1 S of TT and its reformation.
2. **Handover of a Standard.** A squadron standard might be formally handed over upon a change in standard bearer (this is not obligatory). More usually a handover would take place on the disbandment of a squadron or on the reformation of a squadron. For a disbandment parade the standard would leave the parade ground, for a reformation the standard would come onto the parade ground.

SQUADRON REFORMATION PARADE (TWO-FLIGHT SQUADRON)

3. **Standard Coming onto Parade Ground.** The standard is brought onto the parade ground by the retiring standard party – the receiving standard party are already on parade with the squadron. This parade is written for the handover of a squadron standard but applies equally to the handover of a colour.
4. **Dress and Arms.**
 - a. **Officers.** No 1 Dress, orders, decorations and medals (or greatcoats) and swords. The standard bearers are to wear the ceremonial standard belts and swords.
 - b. **Other Ranks.** No 1 Dress, orders, decorations and medals (or greatcoats). Rifles and bayonets.
5. **Standard Parties.**
 - a. **Receiving Standard Party.** The receiving standard bearer, with sword drawn, is to cover off the right-hand file of No 2 Flight. The standard warrant officer and standard escort are to parade on the right of the supernumerary rank of NCOs of No 2 Flight, covering off the 3rd, 4th and 5th files from the right marker of the flight.
 - b. The retiring standard party is to parade in standard party formation at Point A facing the squadron.
6. **Squadron Formation.** No X squadron is to march on at the Slope Arms, bayonets fixed, in column of threes in 2 flights, with supernumerary officers and NCOs, and is to form line of flights on the receiving base (10 paces between flights).

Squadron Commander:

**“NUMBER X SQUADRON HALT
INTO LINE LEFT TURN
SHOULDER ARMS
FORM TWO RANKS
OPEN ORDER MARCH
WITHOUT INTERVALS RIGHT DRESS
EYES FRONT
STANDARD ESCORT SLOPE ARMS
OFFICERS AND STANDARD PARTY, TAKE POST IN REVIEW ORDER
OUTWARDS TURN”.**

The receiving standard party is to turn right

“QUICK MARCH”.

The standard bearer leads off, wheeling left into position between Nos 1 and 2 Flights and 2 paces in front of the front rank, in line with the flight commanders. The standard escorts follow and open out into position in line with the front rank of the squadron, and at 3 paces interval from the left and right flank of Nos 1 and 2 Flights respectively, and in line with the rear rank of the squadron. The standard party should aim to halt together, and the standard escorts Shoulder Arms on the orders of the standard bearer.

Squadron Commander:

**“OFFICERS LEFT TURN
SQUADRON STAND AT EASE”.**

7. Arrival of the Distinguished Guest.

Squadron Commander:

**“SQUADRON SHUN
SLOPE ARMS
GENERAL/ROYAL SALUTE PRESENT ARMS”.**

The band is to play a General Salute National Anthem.

**“SLOPE ARMS
SHOULDER ARMS”.**

The squadron commander is to report to the personage that the squadron is ready for inspection.

After the inspection the squadron commander is to request permission from the personage to carry on with the parade and is then to return to a position 12 paces in front of the left flank of No 1 Flight.

8. **Handing-Over Ceremony.**

Squadron Commander:

“MARCH ON THE CASED STANDARD”.

The retiring standard party under the orders of the standard bearer marches to a central position 20 paces from and facing the squadron. An orderly (a selected aircraftman, unarmed) is to march two paces behind the warrant officer.

Squadron Commander:

**“SQUADRON SLOPE ARMS
STANDARD PARTY TAKE POST”.**

The receiving standard party, under the orders of the standard bearer, is to march forward to a position 5 paces from the retiring standard party.

Squadron Commander:

“STANDARD ESCORTS OUTWARDS TURN”.

The standard escorts of both standard parties are to make a three-quarter About Turn, alternatively left and right, so that they face outwards from the standard.

**“UNCASE THE SQUADRON STANDARD
SQUADRON PRESENT ARMS”.**

The standard escorts are to come to the On Guard position and the receiving standard bearer is to salute with his sword. The warrant officer of the retiring standard party is to march forward to a position that will allow him to remove the case. After the standard has been dressed the orderly is to march forward and take the case from the warrant officer, both warrant officer and orderly then salute, the orderly marches off parade, and the warrant officer takes post.

Squadron Commander:

**“SQUADRON SLOPE ARMS
STANDARD ESCORTS INWARDS TURN
PARADE SHOULDER ARMS
HAND OVER THE SQUADRON STANDARD”.**

The receiving standard bearer is to Return Swords and then report name, rank, and station. The retiring standard bearer is to march 4 paces forward and bring the standard to the Port, whereupon the receiving standard bearer is also to grasp the standard and the pike. The retiring standard bearer is then to say:

**“I GIVE INTO YOUR SAFE KEEPING THE STANDARD FOR
NUMBER X SQUADRON.**

I CHARGE YOU TO GUARD AND DEFEND IT”.

The receiving bearer is to reply:

“I WILL DO SO”.

The retiring standard bearer is to relinquish hold on the standard and pike and it is then to be brought to the Order by the receiving standard bearer. The retiring standard bearer is to march 2 paces backward and Draw Swords.

Squadron Commander:

“SQUADRON SLOPE ARMS”.

The receiving standard bearer is to order the receiving standard party to turn about.

**“MARCH ON THE SQUADRON STANDARD
PRESENT ARMS”.**

When the Present Arms has been completed the receiving standard bearer is to order the receiving standard party to Slow March. The band is to play the RAF General Salute as a Slow March. The standard party is to halt in a position between Nos 1 and 2 Flights and the standard bearer is to order the standard party to turn about. The standard bearer is then to take 2 paces forward in line with the officers in Review Order.

Squadron Commander:

**“SLOPE ARMS
SHOULDER ARMS”.**

On the completion of the Shoulder Arms the retiring standard bearer is to order the retiring standard party to Slope Arms, turn about and march off the parade ground. When clear of the parade ground they are to be dismissed. The squadron commander is then to move to a position in front of the Reviewing Officer and request:

“PERMISSION TO CARRY ON WITH THE CEREMONIAL SIR/MA’AM?”

and then return to position 12 paces in front of the left flank of No 1 Flight.

Squadron Commander:

**“OFFICERS TAKE POST LEFT TURN
QUICK MARCH
OFFICERS INWARDS TURN
SQUADRON CLOSE ORDER MARCH
FORM THREE RANKS
RIGHT DRESS
EYES FRONT”.**

9. **Ceremonial.** The parade is to continue as laid down for parading the standard in the ceremonial for the presentation of a standard (see Part 2 Chp 14). The ceremonial follows the standard pattern of the squadron review:

- a. March Past by flights via Points 1, 2, and 3. A halt and right dress at Point 2 enable the flights to correct their dressing prior to the March Past Points A and B in Slow Time. The march past may be undertaken in Quick Time at the discretion of the station commander.
- b. March Past as a squadron to Point 2 in Quick Time with an Eyes Left between Points A and B.
- c. Reform on the receiving base.
- d. Advance in Review Order and General Salute. No requirement for cheering unless royalty present.
- e. The squadron then marches off via Points 1, 2, and 3 giving an Eyes Right between Points A and B. The standard is marched off parade in a suitable area.

SQUADRON DISBANDMENT PARADE (TWO FLIGHT SQUADRON)

10. **Standard Leaving the Parade Ground.** The standard is brought onto the parade ground in the normal manner by the retiring standard party. The receiving standard party is to parade in standard party formation at Point A, facing the squadron. This parade is written for the handover of a squadron standard but applies equally to the handover of a colour.

11. **Squadron Formation.** No X squadron is to march on at the Slope Arms, bayonets fixed, in column of threes in 2 flights, with supernumerary officers and NCOs, and is to form line of flights on the receiving base (10 paces between flights).

Squadron Commander:

**“NUMBER X SQUADRON HALT
INTO LINE LEFT TURN
SHOULDER ARMS
FORM TWO RANKS
OPEN ORDER MARCH
WITHOUT INTERVALS RIGHT DRESS
EYES FRONT
OFFICERS TAKE POST IN REVIEW ORDER
OUTWARDS TURN
QUICK MARCH
OFFICERS LEFT TURN”.**

Whilst these movements are being carried out the retiring standard party, after uncasing, are to move to a position between Points 3 and 4 and in front of the flights.

Squadron Commander:

**“SQUADRON SLOPE ARMS
MARCH ON THE SQUADRON STANDARD
GENERAL SALUTE - PRESENT ARMS”.**

The band plays Points of War and the standard bearer gives the command:

“STANDARD PARTY BY THE CENTRE QUICK MARCH”.

The Standard Party then moves into a position between the flights. After the standard bearer has taken 3 paces forward the escorts Present Arms.

Squadron Commander:

**“SQUADRON SLOPE ARMS
SHOULDER ARMS
STAND AT EASE”.**

12. Arrival of the Distinguished Guest.

Squadron Commander:

**“SQUADRON SHUN
SLOPE ARMS
GENERAL/ROYAL SALUTE PRESENT ARMS”.**

The band is to play a General Salute National Anthem. Any flypast should be timed for this moment.

**“SLOPE ARMS
SHOULDER ARMS”.**

The squadron commander is to report to the personage that the squadron is ready for inspection.

After the inspection the squadron commander is to request permission from the personage to carry on with the parade and is then to return to a position 12 paces in front of the left flank of No 1 Flight.

If the Reviewing Officer is to address the parade it would be at this point. The squadron would be stood At Ease and brought to Attention after the address.

13. Handing-Over Ceremony.

Squadron Commander:

**“SQUADRON SLOPE ARMS
STANDARD PARTY TAKE POST”.**

The retiring standard party move to a designated point 15 paces in front of the squadron. The standard bearer orders:

**“STANDARD PARTY BY THE CENTRE QUICK MARCH
STANDARD PARTY HALT”.**

The receiving standard party are to move from their position between the dais and Point B, to a position 5 paces in front of the retiring standard party.

The receiving standard bearer orders:

**“RECEIVING STANDARD PARTY BY THE CENTRE QUICK MARCH
RECEIVING STANDARD PARTY HALT
PRESENT ARMS
SLOPE ARMS”.**

Squadron Commander:

**“PARADE SHOULDER ARMS
HANDOVER THE SQUADRON STANDARD”.**

The receiving standard bearer to Return Swords, and report rank, name and station. Both standard bearers march 2 paces forward. The retiring standard bearer brings the squadron standard to the Port, whereupon the receiving standard bearer is also to grasp the Squadron Standard and the Pike.

The retiring standard bearer is then to say:

**“I GIVE INTO YOUR SAFE KEEPING THE STANDARD OF NUMBER X
SQUADRON. I CHARGE YOU TO GUARD AND DEFEND IT”.**

The receiving standard bearer replies:

“I WILL DO SO”.

The retiring standard bearer is to relinquish hold of the squadron standard, and it is then to be brought to the Order by the receiving standard bearer. Both standard bearers march 2 paces backwards. The retiring standard bearer Draws Swords then orders:

**“RETIRING STANDARD PARTY SLOPE ARMS
PRESENT ARMS
SLOPE ARMS
ABOUT TURN - LEFT WHEEL - QUICK MARCH”.**

The retiring standard party are to move to a position between the dais and Point A.

Squadron Commander:

**“SQUADRON SLOPE ARMS
MARCH OF THE SQUADRON STANDARD
PRESENT ARMS”.**

When the Present Arms has been completed the receiving standard bearer orders:

“STANDARD PARTY BY THE CENTRE LEFT WHEEL QUICK MARCH”.

Between Points 1 and 2 the receiving standard bearer orders:

**“STANDARD PARTY HALT
ABOUT TURN
STANDARD PARTY BY THE CENTRE SLOW MARCH”.**

After leaving the parade ground the receiving standard party proceeds to a designated location to case the standard.

When the receiving standard party have marched off between Points 3 and 4 the squadron commander orders:

**“SQUADRON SLOPE ARMS
SHOULDER ARMS”.**

The squadron commander marches forward to the Reviewing Officer, salutes and requests:

“CEREMONIAL COMPLETED PERMISSION TO MARCH OFF SIR/MA’AM?”

14. **March Off.** When permission is granted, the squadron commander salutes, about turns and marches back to his position, facing the squadron and orders:

**“OFFICERS TAKE POST LEFT TURN
QUICK MARCH
OFFICERS INWARDS TURN
SQUADRON CLOSE ORDER MARCH
FORM THREE RANKS
RIGHT DRESS
EYES FRONT
SLOPE ARMS
MOVE TO THE RIGHT IN COLUMN OF ROUTE
RIGHT TURN”.**

After a pause the flight commanders march forward to their positions at the front of their respective flights and the supernumerary officers and flight SNCOs About Turn and march to the rear of their respective flights. The squadron commander then takes post at the head of the squadron. On the beat of a drum all Executives and Supernumerary Officers and NCOs turn to face the direction of the march.

Squadron Commander:

“SQUADRON BY THE LEFT QUICK MARCH”.

The squadron commander leads the squadron, wheeling around Point 1, and again at Point 2, to bring the squadron onto the March Past Line.

Squadron Commander:

“BY THE RIGHT”.

When the squadron commander is abreast of Point A, No 1 flight commander orders the Eyes Right for No 1 Flight. When No 2 Flight Commander is abreast of Point A he gives the order for No 2 Flight. The Eyes Front is to be called by the flight commanders when the last person of their respective flights is abreast of Point B. The squadron is then marched back to the form up area, halted and turned into line. The squadron commander is then to fall out the officers and hand the parade over to the squadron warrant officer.

PART 2- CHAPTER 16

THE ROYAL AIR FORCE ENSIGN

1. The RAF Ensign has the Union insignia in the top left quadrant and a RAF roundel in the bottom right quadrant; the background is light blue. The ensign is flown at RAF units and is available in two sizes (stock numbers 8345.99.1251117 and 8345.99.1251347 (large)). The RAF Ensign is rarely carried in ceremonial as it is not consecrated (AP 3327 refers); but when such ceremonial does take place, the Ensign Party is to consist of an officer and 2 SNCOs.
2. The RAF Ensign is not to be paraded on the ceremonial parade ground or to be escorted by bodies of personnel. Coffins are never to be dressed with the ensign.

HANDLING THE ROYAL AIR FORCE ENSIGN

3. Flags are fitted with a short length of rope, known as the tack, to facilitate fastening to the halyard of the unit flag mast (see Annex A). This is sewn in permanently to the sleeve of the flag and runs from top hoist corner to the bottom hoist corner then extends further down in length, about as much again as the depth of the flag. At either end of the tack is fitted an Inglefield clip. Named after their Royal Naval inventor (later an Admiral), Inglefield clips are bronze C-shaped swivel hooks which are mutually interlocking and serve to fasten the flag to the halyard. In some cases the tack is fitted instead with a toggle at the top and a loop at the other end; the halyard on the mast or staff must be fitted to correspond. The action of attaching the flag to the halyard preparatory to hoisting is known as "bending on".
4. When hoisting or hauling down the Royal Air Force Ensign, an NCO is to be detailed for the duty. The NCO is to ensure that it is handled with becoming dignity and at no time is it to touch the ground.
5. **Hoisting.** The ensign is to be bent on to the halyard (taking care that the head of the flag is uppermost, thus ensuring that the flag will not be hoisted upside down) and the folds laid over the free arm. The flag is then hoisted slowly and reverently, keeping the halyard gently taut all the time otherwise the clip or toggle may disconnect from its counterpart on the halyard. On completion of the hoisting the NCO is to ensure that the flag is close up to the top of the mast (or staff) and secure the halyard neatly to the cleat (see Annex A) keeping them reasonably taut (but excessive strain is to be avoided). If the flag is to be left flying for some hours, the duty NCO is to check occasionally throughout the period that the flag is still close up to the head and that the halyards are secured to the cleat. The RAF Ensign is never to be broken at the peak.
6. **Hauling Down.** The halyard is to be taken from the cleat and is to be kept taut. The ensign is to be slowly lowered, with both lengths of halyard kept gently taut all the time. When the flag comes within reach, the NCO is to use one hand to catch the flag at the fly. The folds are to be collected carefully in the arms to prevent contact with the ground. On completion of the lowering, the NCO is to remove the ensign from the halyard and join the halyard to itself by its Inglefield clips for toggle and loop), taking care not to let either end go. This is most important; it is a very tiresome business retrieving halyards, especially from a high flagstaff. The halyard is then secured neatly to the cleat and the flag folded (see para 7

below).

7. **Folding.**

a. The ensign is first to be folded along its length. For a 4m (12 ft) flag or longer, two folds will be necessary.

b. It is then to be folded to half its length. This folding is to be repeated twice more, so that the ensign is finally folded in eight folds with the top hoist (ie part of the Union) showing uppermost. For a large flag an orderly is to assist in catching it on the fly and for folding it. The orderly should stand facing the NCO and on the NCO's left hand side throughout the ceremony.

8. **Carrying.** When folded, the ensign is to be carried on the left forearm which is horizontal and extended forward (with the upper arm close into the side).

DAILY HOISTING AND HAULING DOWN

9. An officer, normally the orderly officer, is to attend the daily hoisting and hauling down of the RAF Ensign and the orderly sergeant is responsible to the station warrant officer for the task. The following procedure is to be carried out:

a. The NCO is to prepare for the ceremony by taking the halyard from the cleat. For hoisting the NCO will also unclip the halyard and bend the ensign on. The NCO then stands At Ease, back to the flagstaff, holding the halyard to await the arrival of the officer (for hoisting, the flag is over the arm). As the officer approaches and takes up position, the NCO is to come to Attention.

b. On orders from the officer, the NCO is to sound the Still (one long blast of the whistle). On hearing this, all personnel out of doors are to stop movement, turn and face the direction of the flagstaff and stand at Attention. Officers are to salute. A warrant officer who is orderly officer is to salute; other warrant officers do not.

d. The NCO, without further orders, is then to start hoisting or lowering the ensign, as appropriate.

d. On completion, the NCO is to resume the position of Attention, prior to securing the halyard. On orders from the officer, the NCO is to sound the Carry On (two blasts of the whistle) whereupon officers cease saluting and all personnel carry on with their duties.

e. The NCO then secures the halyard, (after lowering the ensign, the NCO then folds it and falls out).

HALF-MASTING

10. The half-mast position is midway between the head (or peak) and the securing cleat for the halyard. On occasions when instructions have been given for the RAF Ensign to be flown at half-mast, the following procedures are to be carried out:

- a. **Ensign to be Hoisted to Half-Mast.** The procedure described in para 9 is to be followed, the NCO first hoisting the flag up to the peak (or head) and then, as a continued movement, immediately lowering it to the half-mast position. The Carry On is not to be ordered until the flag has come to rest at half-mast.
- b. **Ensign to be Hauled Down from the Half-Mast.** The procedure described in para 9 is to be followed. The NCO first hoists the flag close up to the peak (or head) and then, as a continued movement, immediately hauling it down in the usual manner.
- c. **Ensign Already Flying.** No Still or Carry On need to be sounded for this change. The NCO detailed is to remove the halyard from the cleat and lower the flag to the half-mast position; then secure the halyard again. The ensign remains in this position until the daily lowering ceremony.

UNIT COMMANDER'S FLAG OR PENNANT

11. The appropriate rank flag or pennant of the unit commander (see Annex B) is to be flown at the head or truck of the mast. This flag remains aloft at all times during the period of command and, unlike the Ensign, is not lowered daily. When a deputy is in temporary command, the rank flag should also correspondingly be changed temporarily as appropriate, thus showing the rank of the officer in actual command at the time. No formal procedure is necessary; the flag being changed by the duty NCO when detailed by the station warrant officer. The rank flag, bent on to its own halyard which runs to the button at the head (or truck), is hauled down or hoisted and the halyard resecured to the cleat.

12. At a formation HQ flying the RAF Ensign on a staff over the main building, a rank flag is not flown together on that staff. The air officer's rank flag may, however, be flown on a small staff mounted just over the entrance porch or doorway to the HQ building.

MISCELLANEOUS UNIT FLAGS

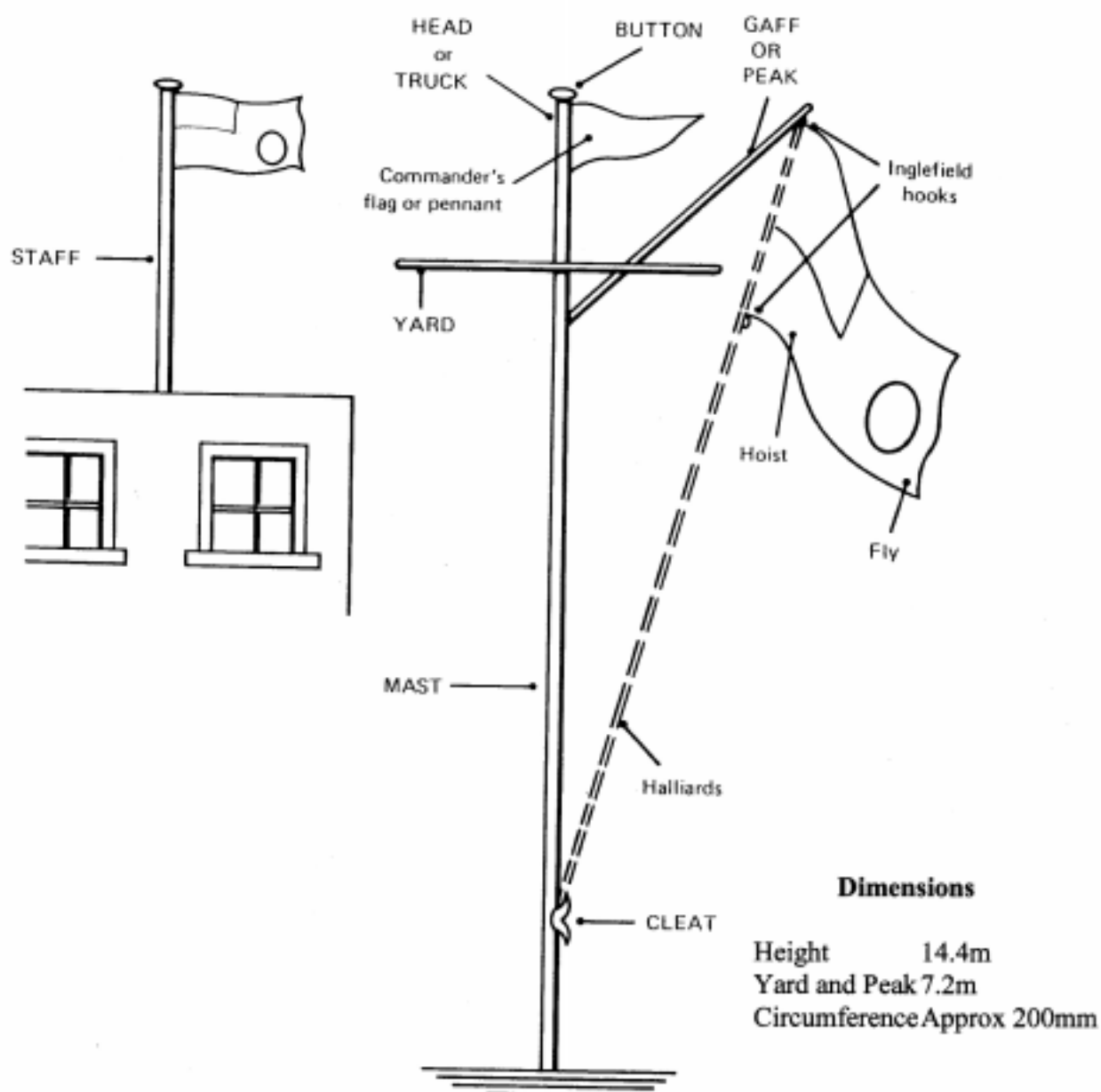
13. In a few instances, some units have been privileged over the years to receive a non-Service flag as a gift of esteem, often in token of recognition by some local association, or with a city, some other significant corporate body or a distinguished person. Such a flag, while being recognised as a valuable emblem by the unit concerned, is never to be flown in association with any official Royal, State or Service flag ie it is not correct to fly it on the same mast as the RAF Ensign etc. It may be displayed within the unit on a separate lesser mast or pike as appropriate.

Annexes:

- A. Flagstaff and Mast.
- B. Commanders' Rank Flags and Pennants.

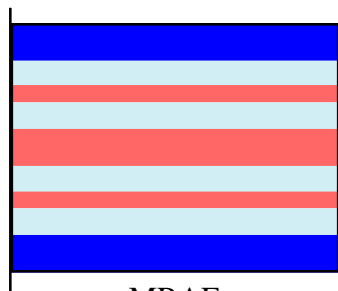
FLAGSTAFF AND MAST

Fig 16-1 Headquarters Flagstaff Fig 16-2 Unit Flag Mast

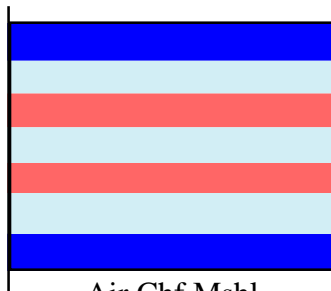


COMMANDERS' RANK FLAGS AND PENNANTS

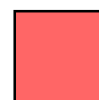
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MRAF
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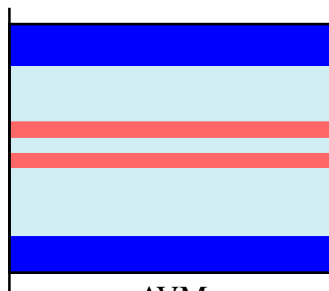
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Red



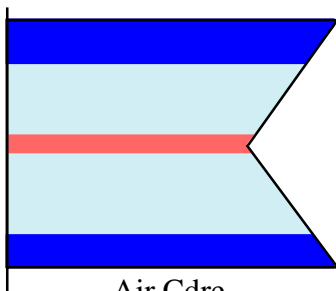
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4B 1251124



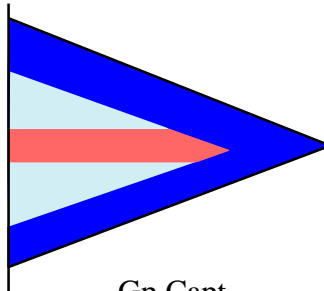
AVM
4B 1251110



Light
Blue



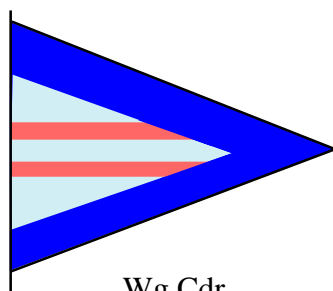
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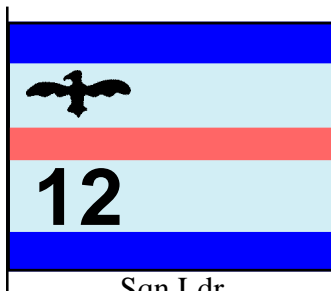
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Dark
Blue



Wg Cdr
8345.99.1251114



Sqn Ldr
8345.99.1251113

PART 2 - CHAPTER 17

ROYAL STANDARDS

1. **Visit.** On the occasion of a Royal (or Presidential) visit, it may be required to break the visitor's personal flag at the masthead. This personal flag is generally known colloquially as a "Royal Standard", although it is technically a personal Banner. A true standard is the consecrated lesser colour awarded to operational Squadrons. The personal standard is broken at the head at the moment of the visitor's arrival on the Station, signifying their presence. It remains there until the personage leaves the unit at the end of the visit. Should the visitor be remaining overnight, the standard remains aloft in the same manner as the unit commander's rank flag does normally.

2. **Parade.** If the visitor is reviewing a formal parade a standard may also be broken at the parade flag staff at the moment of the Royal Salute. This standard remains flying only so long as the personage is present at the parade ground. It is immediately hauled down as the person leaves, unless this happens to be the main Station flag mast, in which case the instructions at para 1 apply.

PREPARING A STANDARD FOR BREAKING

3. The standard is to be laid flat with the head uppermost on the table. Fold the foot (or bottom) of the flag to the head and fold again. Fold the flag edge in half to the hoist, then tightly roll the standard towards the hoist. Pass the tack round the resultant roll and tuck it under itself.

4. To ensure that the standard does not break out whilst being hoisted, pass two or three turns of cotton round the roll and tie them tightly.

5. The standard can now be bent on to the halyard, taking care that the head of the flag goes uppermost (otherwise the flag will be upside down) hoist the roll to the staff or mast head, where it replaces the commander's rank flag.

BREAKING

6. At the appropriate moment, a sharp tug on the track end of the halyard will break the standard clear. A rehearsal before the formal occasion is strongly recommended.

HAULING DOWN

7. On departure of the distinguished visitor the standard is hauled down without ceremony by the duty NCO and the unit commander's normal rank flag is hoisted again.

ORDERING THE ROYAL STANDARD AND NATIONAL FLAGS

8. The Royal Standard and National Flags may be ordered from HQLC SM36A1.

PART 2 - CHAPTER 18

FREEDOM OF ENTRY TO A CITY OR TOWN

HISTORY

1. The action of a city, town or borough conferring upon a unit, 'Freedom of Entry with swords drawn, bayonets fixed, drums beating, bands playing and Colours or Standards flying', dates from the time when fortress walls were necessary to protect the inhabitants of the city from incursions. Bodies of armed men were refused entry to the city unless the citizens were confident that they meant no harm. Thus the granting of permission for a formed body of armed men to enter a city became a mark of the trust and confidence in which the body was held by the citizens. Today, it is the highest honour that a city, borough or town can bestow on the Royal Air Force. Before a unit accepts a Freedom, the efficacy of the situation is to be discussed with P1(Cer)(RAF).

GENERAL

2. **Initial Granting.** The granting of the Freedom normally takes the form of a ceremonial parade at which the Freedom is conferred and a Parchment Scroll is presented to the receiving unit by the Mayor or Lord Mayor. Having been given the Freedom, the unit is then free to 'exercise its right' and march through the City, Town or Borough with swords drawn, bayonets fixed, drums beating, bands playing and Colours or Standards flying. At the end of the ceremonial parade a Civic Luncheon or Dinner is normally given for the unit that has just received the Freedom.

3. **Exercising Rights.** Once awarded a Freedom, the unit will normally be invited to exercise that Freedom on an annual basis. Alternatively, the unit may take the initiative and request permission to do so. If manpower constraints apply, it would be appropriate to celebrate a joint Freedom with any other eligible Service units in the area. In any event the minimum size of parade contingent should be two flights of personnel, preferably armed, with an accompanying band. The ceremonial would normally take the form of a march past with the Mayor taking the salute and the station commander in attendance. The parade is to form up and dismiss at pre-arranged assembly areas as for the review of a squadron with flights in line, and the procession will normally be through the main thoroughfare of the town or city.

INITIAL GRANTING OF FREEDOM

4. The format of the Freedom of Entry Parade is flexible to allow for the variations in parade area and number of personnel involved. The following instructions relate to the recommended size of parade. The format of the parade is to be followed as closely as possible. These instructions have been drafted to include:

- a. A Queen's Colour and a sqn standard being paraded together. Any request for the Queen's Colour for the RAF in the United Kingdom should be made to P1(Cer)(RAF) as soon as the Freedom has been offered to the unit.
- b. An Aircraft Fly-past.

c. A support sqn (of 2 flts of 30 ORs plus SNCO guides and markers). Up to 2 additional support sqns may be employed – see para 5 below.

5. The parade is to be sized, proved and inspected before embussing at the parent unit.

6. Depending on the venue, the parade is to be marched onto the parade area, escort squadron leading, so that the completed parade is formed up with the escort squadron in front (in line of flights), and the support squadron behind (in line of flights). If there are to be more than one support sqn then each support sqn is to be in Close Column of Flights. The squadron parading the Standard is to be No 1 Squadron. The Queen's Colour party, Squadron Standard party and Scroll party are to be formed up 20 paces from the left flank and facing the centre, in a line, with the Queen's Colour party on the right, Squadron Standard party in the centre, and Scroll party on the left. It is usually convenient to locate the band on the right flank facing the centre.

FORMING-UP FOR THE CEREMONIAL

7. Squadrons are to be paraded on their own parade grounds, and are to be sized, proved and inspected as for squadron drill. Squadron markers are to be positioned on the ceremonial parade ground by the parade warrant officer. The parade adjutant is then to order the trumpeters to sound "Advance", after which they are to return in single file to their positions in the band. Squadrons are to be marched on to the ceremonial parade ground and ordered to Shoulder Arms and stand At Ease. When the squadrons are in position, the parade adjutant is to give the commands:

**“PARADE PARADE SHUN
RIGHT DRESS
EYES FRONT
TELL OFF BY SQUADRONS
NUMBER 1 SQUADRON STAND AT EASE
ESCORT SQUADRON STAND AT EASE”**

and on the arrival of the parade commander:

“PARADE PARADE SHUN”.

He is then to report to the parade commander:

"PARADE PRESENT, SIR/MA'AM".

The parade commander is then to give the commands:

**“PARADE OPEN ORDER MARCH
RIGHT DRESS, EYES FRONT
OFFICERS TAKE POST IN REVIEW ORDER OUTWARDS TURN
QUICK MARCH”.**

Officers are to act as detailed in the Review of Wing.

**“OFFICERS LEFT TURN
PARADE STAND AT EASE”.**

The parade then awaits the arrival of the mayor.

THE CEREMONIAL

8. On a signal from the parade commander, trumpeters sound the "Still". The parade commander then gives the command:

“PARADE PARADE SHUN”.

After which the trumpeters sound the "Alert".

“PARADE SLOPE ARMS”.

When the mayor is in position on the dais:

“PARADE, GENERAL SALUTE, PRESENT ARMS”.

The band plays the General Salute.

**“PARADE SLOPE ARMS
SHOULDER ARMS”.**

The parade commander then goes forward and presents the parade for inspection. Whilst the mayor is inspecting the parade, the band plays appropriate music. On completion of the inspection the parade commander is to give the command:

“PARADE STAND AT EASE”.

The Freedom Ceremony now commences.

At the conclusion of the mayor's address and before the Title Deed of Freedom is handed to the station commander, the parade commander is to give the command:

“PARADE PARADE SHUN”

and before the station commander addresses the assembly:

“PARADE STAND AT EASE”

and after the station commander has addressed the assembly:

**“PARADE PARADE SHUN
UNCASE THE QUEEN'S COLOUR AND
NUMBER X SQUADON STANDARD
PARADE WILL FIX BAYONETS, FIX BAYONETS
SHUN
OFFICERS WILL DRAW SWORDS, DRAW SWORDS
PARADE SLOPE ARMS
MARCH ON NUMBER X SQUADRON STANDARD,
PARADE PRESENT ARMS”.**

The band plays "Point of War". The Standard bearer is to give the command:

“STANDARD PARTY, BY THE CENTRE, QUICK MARCH”.

The Standard party is to march across the parade to a position between No 1 and No 2 Flights of No 1 Squadron. The parade commander then gives the command:

**“PARADE SLOPE ARMS
MARCH ON THE QUEEN'S COLOUR FOR THE ROYAL AIR FORCE IN
THE UNITED KINGDOM
PARADE PRESENT ARMS”.**

The band plays "Point of War". The Squadron Standard is to be Let Fly in salute. The Queen's Colour bearer is to give the command:

“COLOUR PARTY, BY THE CENTRE, QUICK MARCH”.

The Colour party is to march across the front of the parade from the left flank to a position between No 1 and No 2 Flight of the escort squadron. The parade commander is to give the command:

**“PARADE SLOPE ARMS
SHOULDER ARMS
STAND AT EASE”.**

On the command "Stand At Ease" the Scroll bearer and his escort are to march to the front of the dais and receive the Scroll from the station commander. They then turn about, march to the left flank of the parade and turn about. The Scroll is to be carried in both hands, in front of the body, and is not to be attached to the bearer by means of a cord.

PARADING THE SCROLL

9. The parade commander is to give the command:

**“SCROLL BEARER PARADE THE SCROLL
PARADE PARADE SHUN”.**

The Scroll party, under the orders of the Scroll bearer, is to march in Slow Time along the front of the parade, (paying compliments as it passes the Queen's Colour), to the right flank, where it halts, about turns, and marches in Quick Time to a position alongside the dais.

The most convenient time to stage an aircraft fly-past is whilst the Scroll is being marched across the front of the parade in Slow Time.

The parade commander is to give the command:

**“PARADE SLOPE ARMS
PARADE GENERAL SALUTE, PRESENT ARMS”.**

The band plays the General Salute and both the Queen's Colour and the Squadron Standard are Let Fly.

The parade commander is to give the commands:

**“PARADE SLOPE ARMS
SHOULDER ARMS
OFFICERS TAKE POST, LEFT TURN
QUICK MARCH
OFFICERS INWARDS TURN
PARADE CLOSE ORDER MARCH
RIGHT DRESS
EYES FRONT”.**

THE MARCH PAST

10. The parade commander is to give the commands:

**“PARADE SLOPE ARMS
PARADE WILL MARCH PAST IN COLUMN OF ROUTE
ESCORT SQUADRON LEADING
MOVE TO THE RIGHT IN COLUMN OF ROUTE, RIGHT TURN”.**

The Queen's Colour and Squadron Standard parties take post between No 1 and 2 Flights of their respective squadrons. The Escort Squadron commander gives the command:

“ESCORT SQUADRON, BY THE LEFT, QUICK MARCH”.

The band starts playing and the parade moves off by squadrons. The Scroll Party march off and dismiss – the Scroll is taken to the Officers' Mess/SHQ for safe-keeping. Should there be a saluting base on the route, compliments are to be paid by flights. The Queen's Colour party and Squadron Standard party pay compliments on the orders of the flight commander of No 2 Flight of their respective squadrons. After marching through the streets, the parade will reach the area for dismissal.

DISMISSAL

11. Dependent upon the area available for dismissal the parade commander may delegate the responsibility for marching off the Queen's Colour to the Escort Squadron Commander and for the Squadron Standard to No 1 Squadron Commander. Any other squadrons may be dismissed independently by their squadron commanders. After the Queen's Colour has been marched off, the parade is brought to the Shoulder Arms, handed over to the parade warrant officer and embussed for the parent unit.

PART 2 – CHAPTER 19

SERVICE FUNERALS

PLANNING AND PREPARATION

1. The regulations dealing with Service Funerals are contained in QR(RAF) 174 and AP 1922 Casualty Procedure. Funerals may need to be adapted to satisfy family requests or circumstances that arise during the planning of the event. Provided that the ceremony is carried out with dignity, respect and military precision there is no reason why changes cannot be made. For example, the deceased's family may wish for a Service Bearer Party, but opt for the interment to be a purely private affair.

2. **Personnel.** An officer or SNCO is to be in overall command of the funeral party on the day. A full Service funeral will necessitate the use of all the following personnel in ceremonial duties; however, the minimum requirement would be for a Bearer Party.

a. **Bearer Party.**

(1) The rank of the commander of the Bearer Party depends upon the status of the deceased as follows:

- Senior Non-Commissioned Officer for SNCOs and below.
- Warrant Officer for warrant officers and officers up to and including the rank of Air Cdre.
- An officer for AVMs and above.

(2) Six to eight bearers (Other Ranks) depending on the size of the coffin.

(3) Two reserve bearers.

(4) Two hat orderlies (who are also to be trained as reserve bearers).

b. **Pallbearers.** Pallbearers are normally present only at the funerals of AVMs and above. There would usually be six Palbearers of similar rank as the deceased (from any Service).

c. **Firing Party.**

(1) A Senior Non-Commissioned Officer in charge.

(2) A Corporal.

(3) Twelve junior ranks.

(4) One Trumpeter/Piper (if available).

d. **Route-Lining Party.** The Firing Party will usually act as route-liners; however, a separate Route-Lining Party can be detailed if available. Route liners should be spaced at a maximum interval of 9 paces.

3. **Planning.** Generally, there is ample preparation time available to organise a ceremonial parade; however, for Service funerals, the time between notification of death and interment is short, so swift and comprehensive planning is paramount to ensure a precise and dignified ceremony. The following factors must be considered:

a. **Where?** Locations that must be identified are:

- (1) The Chapel of Rest.
- (2) The home of the deceased.
- (3) The church.
- (4) The cemetery or crematorium.
- (5) The precise route between each location.

b. **When?** Timings that must be confirmed are:

- (1) When the remains are to leave either the Chapel of Rest or the home of the deceased.
- (2) The time and expected duration of the service.
- (3) The time of interment or cremation.
- (4) The expected travelling times between each location.

c. **Who?** The main personnel who need to be contacted are:

- (1) The head of the family/next of kin.
- (2) The funeral director.
- (3) The padre.
- (4) Grave-digger.

- (5) The effects officer.

4. **Reconnaissance.** The way in which a Service funeral is carried out changes from one event to another, as no two churches, cemeteries, or crematoriums and their access routes are the same. Therefore a preliminary visit must be carried out at the earliest opportunity to ascertain the following details:

a. **The Chapel of Rest.**

- (1) The route out of the Chapel of Rest, noting the dimensions and turns in corridors, the number of steps, and the size of doorways.
- (2) The position of the hearse.

b. **The Home of the Deceased.** The internal dimensions of the house will be a primary factor in determining the overall feasibility of using the Bearer Party within the house.

c. **Church.**

- (1) The position of the hearse on arrival and departure and the subsequent location of the Bearer Party.
- (2) The position of the Route-lining Party, from the hearse to the church.
- (3) The width of the aisle, location of the coffin in front of the altar, enough space to turn the coffin prior to exit from the church, and removal of trestles.
- (4) Seating for the Bearer Party.

d. **Crematorium.** The Firing Party is not normally used during a service cremation; however, the Firing Party may be used to lead the coffin from the crematorium gates to the main building entrance; or may Route-line at an appropriate position.

e. **Cemetery/Graveyard.**

- (1) Position of the hearse (cemetery only).
- (2) Route-lining from church door to gravesite (if gravesite is within grounds of church).
- (3) Route-lining from hearse to gravesite (if gravesite is at a cemetery).
- (4) Route to the grave for both the Bearer Party and Firing Party.

(5) Grave including position, size and surround. During periods of inclement weather it may be necessary to reinforce the sides with covered boards.

(6) The position for the Firing Party to fire volleys with blank cartridges.

(7) The position of the trumpeter/piper.

5. **Preparation for the Funeral.** Detailed preparation of the following must be made once initial visits have been carried out:

a. **Transport.** Separate vehicles should be made available for both the Bearer Party and Firing Party to ensure they are ahead of the cortege throughout the funeral route. See QR174.

b. **Equipment.** Check whether items of equipment will be provided by the funeral director or from Service sources.

(1) Trestles, ideally two sets.

(2) Support poles and straps (not for crematorium).

(3) Black umbrellas during inclement weather.

(4) Arms and blank ammunition, including bayonets.

(5) Black arm bands.

(6) White webbing belts and gloves.

(7) A practice coffin.

c. **Practice and Rehearsal.** Extensive practice is required by the Bearer and Firing Parties to ensure a precise and well-drilled, yet dignified ceremony. A practice coffin can be filled with sandbags appropriate to the weight of the deceased, in order for the Bearer Party to rehearse accurately.

d. **Dressing the Coffin.** The coffin is always to be carried feet first. It is to be dressed with certain items specific to rank (see Figs 19-1 and 19-2) - these should be secured lightly to the flag. These items are as follows:

(1) Union Flag placed centrally over the coffin, with the corners and ends folded neatly in position and secured with pins. The RAF Ensign is not to be used under any circumstance¹.

¹ QR 165 refers.

- (2) No 1 SD hat positioned centrally at the head end of the coffin.
- (3) Decorations and medals placed on a black cushion, positioned centrally, at the head end of the coffin below the head-dress.
- (4) Sidearm either sword sheathed for an officer or bayonet sheathed in white ceremonial scabbard for Other Ranks.
- (5) The family wreath positioned at the foot end. Should this be an outsize item then a Service wreath may be used.



Other Ranks

Fig 19-1



Officer

Fig 19-2

DRESSING THE COFFIN

- e. **Miscellaneous.** Other considerations need to be made:
 - (1) Accommodation requirements if funeral is away from the parent unit.
 - (2) Messing.
 - (3) Security of arms and ammunition including authorisation for their movement.
 - (4) Liaison with the civilian police regarding security and traffic control.
- 6. **Orders of Dress.** The following dress is to be worn at Service funerals:
 - a. No 1 SD with medals.
 - b. White gloves and white webbing (airmen and airwomen).
 - c. Brown leather gloves (officers and warrant officers).

d. Black arm bands (officers and warrant officers only at Service funerals)². At Service funerals all officers are to wear mourning bands if in uniform. Warrant officers in uniform at Service funerals are to wear mourning bands but not if they are on duty in the procession (including Bearer Party), lining the route or elsewhere.

7. **Floral Tributes.** The way that floral tributes are displayed during the ceremony depends largely upon the wishes of the deceased's family. It is usual for the main family wreath to accompany the coffin at all times. Other wreaths and floral sprays may be removed from the hearse prior to the service and placed outside the church or chapel. The funeral director will normally organize the floral tributes; nevertheless, a reserve member of the Bearer Party should assist with wreaths and flowers during the funeral.

² QR 196 refers.

FUNERAL CEREMONIAL

8. **From Chapel of Rest/Home of the Deceased.** If the Bearer Party is to load the coffin onto the hearse either at the Chapel of Rest or at the home of the deceased the procedure is to be carried out with due reverence. The procedures will be determined by the layout of the building and environs.

9. **At the Church or Crematorium.**

a. When the hearse arrives at the church or crematorium, the Route-lining Party is to be formed in two ranks, lining from the hearse to the church or crematorium door. The SNCO in command is to give the command:

**“LINING PARTY PRESENT ARMS
LINING PARTY LOWER ON YOUR ARMS REVERSE”.**

The Lining Party is to lower on their arms reversed. Once the coffin and procession have entered the church or crematorium the SNCO is to bring the Lining Party to the Slope Arms.

b. The coffin is borne by the Bearer Party and carried feet-end foremost into the church or crematorium, where it is to be placed in the allotted position, feet-end facing the altar.

c. The procession to the church or crematorium is to be in the following order:

- (1) Chaplain.
- (2) Coffin with Bearers and Pall Bearers.
- (3) Chief mourners.

d. At a crematorium the Bearer Party will normally carry the coffin directly to the catafalque (see Bearer Drill). On occasions a coffin trolley will be provided at the crematorium entrance. The coffin is to be lowered onto the trolley and bearers are then to escort the trolley to the catafalque with their inside hand resting on the top of the coffin, fingers together and extended with the palm of the hand facing down.

10. **At the Cemetery/Graveyard.**

a. The route should be lined from the church or the cemetery entrance to the graveside. If the interment is at a cemetery, the Bearer Party, Route-lining Party and Firing Party should make their way from the church independently of the funeral cortege to ensure their arrival before the hearse.

b. The Firing Party may line the route. Alternately, if resources allow, a cortege may be formed for the journey from the church to the graveside. Pallbearers (if any) are to have fallen in behind the coffin in two files. The senior Pallbearer is positioned nearest to the right rear of the coffin, the next most senior on the left-hand side, and so on, at two pace intervals. The Lining Party is to be in two files and at the Slope Arms. Before the coffin approaches, the SNCO in command of the Lining Party is to give the command:

**“LINING PARTY
PRESENT ARMS”.**

After a pause the commander of the Lining Party is then to give the command:

**“LINING PARTY
SLOPE ARMS
LINING PARTY
REVERSE ARMS
LINING PARTY
OUTWARDS TURN”.**

The Corporal is to take post 2 paces in front of and centrally between the 2 files. The trumpeter/piper is to take post 2 paces to the rear of and between the 2 files. The SNCO is to take post 2 paces to the rear of the trumpeter/piper. When the funeral procession is formed up and the chief mourners have taken their positions, the officer/SNCO in command of the Funeral Party is to give the command:

**“FUNERAL PARTY
SLOW MARCH”.**

11. At the Graveside.

a. When the coffin arrives at the graveside, it is to be placed on stretchers over the grave and the lowering ropes are to be adjusted. The Union Flag, head-dress, and sword or sidearm are to be removed from the coffin by the Bearer Party, who then stand clear.

b. If the Firing Party were also detailed for the Lining Party duties then they are to form three ranks and take up position for Firing Party duties as the coffin is being undressed.

c. The Bearer Party are to take their places and lower the coffin into the grave, after which they are to stand clear so as to allow mourners to stand near the grave before the service starts.

d. Throughout the service the Firing Party are in three ranks at Lower on your Arms Reversed. At the end of the service the SNCO in command of the Firing Party is to give the commands:

**“PARTY
PRESENT ARMS
SLOPE ARMS
VOLLEYS WITH BLANK CARTRIDGE LOAD
PRESENT
VOLLEYS FIRE”.**

- e. Three separate volleys are to be fired, by ranks, (4 personnel firing on each occasion). Each volley is preceded by the words of command:

“VOLLEYS FIRE”.

- f. The SNCO in command of the Firing Party is then to give the command:

“UNLOAD”.

- g. After a pause the SNCO in command of the Firing Party is to give the commands:

**“SHOULDER ARMS
FIRING PARTY WILL FIX BAYONETS
FIX, BAYONETS
SHUN”.**

- h. While the Firing Party is fixing bayonets, the trumpeter/piper is to take post at the graveside. The SNCO in command of the Firing Party is to give the commands:

**“FIRING PARTY SLOPE ARMS
PRESENT ARMS”.**

The Firing Party is to remain at the Present while the trumpeter/piper plays the Last Post/Lament followed by one minute's silence and the Reveille. All officers present at the graveside and the cdrs of the Bearer Party and Firing Party are to salute for the duration of the Last Post, silence and Reveille. Other Ranks who are in uniform are to stand at Attention.

- i. The SNCO commanding the Firing Party is to give the command:

“FIRING PARTY SLOPE ARMS”.

The elements of the Funeral Party are then to move off independently and form up outside the cemetery. The Firing Party is to unfix bayonets when it halts outside the cemetery. The Funeral Party is then to be dismissed.

BEARER PARTY DRILL

1. At the church or chapel and when ordered, the Bearer Party, without head-dress, are to step off and halt, without ceremony, alongside the coffin and then turn inwards. The commander is to be 2 paces to the rear.
2. **Lifting and Moving the Coffin.**
 - a. On the command: **“PREPARE TO LIFT”** the bearers are to place both hands, fingers together, under the coffin, with the thumbs running vertically up the side of the coffin. The hands should be shoulder width apart with the Union flag between the hands and the coffin (see Figs 19-3 and 19-4).
 - b. On the command: **“LIFT”** the Bearer Party are to take the weight of the coffin by straightening their backs, keeping their arms at their fullest extent and raising the coffin clear of the trestles. The trestles are then to be removed.
 - c. On the command: **“PREPARE TO RAISE – RAISE”** the Bearer Party are to lift the coffin slowly, ensuring that it remains level until the hands come into line with the shoulders (see Figs 19-5 and 19-6).
 - d. On the command: **“OUTWARDS”** the bearers are to rotate the hand nearest to the foot end of the coffin, so that the thumb is underneath and fingers held together, running vertically up its side (see Figs 19-7 and 19-8).
 - e. On the command: **“TURN”** the bearers are to turn and face the foot end at the same time placing the coffin on to the shoulders and passing the inside arm beneath it so that the hand can rest on the outside shoulder of the bearer opposite. The outside hand should be as close to the face as possible (see Fig 19-9 and 19-10).
3. **Marching.**
 - a. On the command: **“TURNING, SLOW MARCH”** the Bearer Party are to execute a turn to the right to face the exit. In order not to disturb the coffin the foot end bearers are to step one side pace to the right then bring their feet together. The head end bearers are to step one pace to the left and then bring their feet together. The inside bearers are to step short on the spot and pivot the coffin around to face the new direction. This manoeuvre is difficult so control must be maintained throughout and the movement executed very slowly.
 - b. On the command: **“STAND STILL”** the Bearer Party are to stand still and make any adjustments as directed by the commander or prepare to step off in the new direction.

- c. On the command: **“SLOW MARCH”** the bearer party are to step off with the inside foot leading. The commander may keep the step by saying very softly: **“INSIDE/OUTSIDE”**. The Bearer Party commander is to be positioned 2 paces to the rear of the head of the coffin and maintain the step and control throughout the moving of the coffin.
4. **Obstacles.** Whilst on the march the Bearer Party may have to negotiate obstacles such as doors, steps and corners. If so, the Bearer Party is to be halted and the obstacle is to be negotiated with dignity. If moving down or up stairs the leading bearers are to change their hand positions to take the weight of the coffin.
5. **Halting and Lowering the Coffin.**
- a. On the command: **“HALT”**, given as the outside feet come into contact with the ground, the bearers are to take a further pace with the inside foot then place the feet together.
- b. On the command: **“INWARDS TURN”** the bearers are to rotate their outside hand, so that the fingers are together and underneath the coffin, with the thumb running vertically up the side. The bearers are then to turn inwards to face the coffin taking the weight with the outside hand. At the same time the arm is withdrawn from beneath the coffin enabling both hands to be placed side by side supporting the full weight of the coffin.
- c. On the command: **“PREPARE TO LOWER/LOWER”** the bearers are to lower the coffin slowly to the height of the trestles or to enable the coffin to be fed into a hearse.
6. **The Feed into the Hearse.** The bearers are to feed the coffin into the hearse by sliding it onto the runners of the hearse. As the coffin slides onto the hearse the bearers are to remain in the position for lifting the coffin (see Fig 19-3). Then working in pairs they are to return to the correct position of Attention.
- a. On the command: **“OUTWARDS TURN”** the Bearer Party turns to face the hearse. Then the commander is to give the command: **“PREPARE TO RECEIVE HEAD-DRESS/RECEIVE”**. The Bearer Party are to bend their arms at the elbows, at the same time extending the fingers so that the palms of the hands are approximately 9 inches (225mm) apart, in front and to the right or left of the outside shoulder.
- b. The hat orderlies act together, moving down the files distributing the hats to the bearers. It is important to clearly label the hats to save any confusion. After all the hats are distributed the orderlies are to march back to their given position.
- c. On the command: **“HEAD-DRESS”** the Bearer Party will replace their hats using both hands and remain in position with the fingers on the edge of the hat.
- d. On the command: **“SHUN”** the hands are to cut away to the correct position of Attention. Then on the order of the commander the Bearer Party will step off in Slow Time to take up their positions either side of the hearse. The Bearer Party halt

in this position with the commander being two paces to the rear and centre of the hearse. If the place of interment is at a different location then the Bearer Party may be marched off in Quick Time to embark onto the transport.

e. The commander of the Firing Party will then give the command: **“FUNERAL PARTY SLOW MARCH”** whereupon the cortege is to proceed to the place of interment. If the route is long then the Firing Party commander may give the words of command: **“BREAK INTO QUICK TIME”**.

7. **The Arrival and Halt of the Hearse.** If the Bearer Party is part of a cortege it should step short before the hearse halts so as to take up position to the rear, ready to remove the coffin. The procedure is as follows:

a. On the command: **“HALT”**, given by the Firing Party commander, the bearers and the hearse stop together. The Bearer Party if wearing head-dress should then remove hats.

b. On the command: **“INWARDS TURN”** the bearers will turn to face the coffin and if necessary can be given the command: **“OUTWARDS DRESS”**. Note that the funeral director will need to open the hearse doors and prepare the coffin for removal before the execution of any movements.

c. On the command: **“PREPARE TO FEED/FEED”** the bearers will adopt the Feed position at the same time the pair closest to the hearse will slide the coffin from the hearse. It will be passed along the Bearer Party until it is clear of the hearse.

d. On the command: **“RAISE”** the coffin is to be slowly raised up to shoulder height.

e. On the command: **“OUTWARDS TURN”** the Bearer Party is to carry out the action and the hearse will then move off.

f. With the padre leading, the Bearer Party will make its way to the graveside. The commander will give the order: **“HALT”** as the foot-end bearers are one pace from, and in line with, the grave. The orders: **“INWARDS TURN”** and: **“PREPARE TO LOWER/LOWER”** are then executed.

8. **Placing the Coffin over the Grave.**

a. When the Bearer Party commander is satisfied that the coffin is in line with the sides of the grave he is to order: **“SLOW MARCH”**. The Bearer Party is to side step moving along the side of the grave until the commander orders: **“STAND STILL”**. He is to ensure that the coffin is correctly positioned over the grave, support poles and straps. The Bearer Party is to stand at Attention.

b. On the command: **“PREPARE TO LOWER/LOWER”**, the bearers take a pace back with the right foot and at the same time bend both knees slowly lowering the coffin. Once the coffin is on the supports the commander gives the command: **“SHUN”** and the bearers cut their arms away to the side of the body and kneel on the right knee at Attention.

9. **Undressing the Coffin.**

a. On the command: **“WREATH”** the right hand end bearer will lift the wreath and place it to his left on the coffin. The bearer to his left then places the belt and side arm on the wreath and moves it to the left, placing it down on the coffin. The bearer opposite will then place the decorations on the wreath and place it to his right. Finally the next bearer to the right is to place the hat on top of all the accoutrements and move the items to a position in front of the commander. The commander will then remove all the items from the coffin.

b. On the command: **“PREPARE TO FOLD FLAG/FOLD”** the bearers are to grasp the base of the flag with both hands thus removing any securing pins. Then on the command: **“FLAG”** the right side bearers will fold the flag across to the far side of the coffin. Ensuring the flag has no creases they are to place both hands on the coffin and on the command: **“SHUN”** will cut their arms away to the position of Attention.

c. On the command: **“LEFT SIDE FOLD”** the left hand side bearers will fold the flag so the left edge is level with the far side, placing their hands flat on the coffin. Then on the command: **“SHUN”** they will cut their arms away to the position of Attention.

d. Finally on the command: **“PREPARE TO FOLD FLAG/ FOLD”** and starting from the right foot end bearer, the flag is folded into a triangle using alternate folds right to left until the flag is in front of the commander. As each fold is completed the bearer is to cut his arms away to the Attention position. The commander is then to place all the accoutrements on the flag and remove them from the coffin. It is recommended that they then be given to an orderly.

10. **Feeding the Straps.** (See Fig 19-11).

a. The straps should be pre-positioned across the grave so that they are to the right side of the bearers. The bearers should take care not to kick the straps into the grave as they step over them.

b. On the command: **“ PREPARE TO FEED STRAPS/FEED”** the bearers are to take up the straps in their right hands.

c. On the command: **“STRAPS”** both hands are used to take up the slack in the straps by feeding them through the handle and continuing to feed until the centre of each strap is under the coffin.

d. On the command: **“STAND UP”** the bearers are to resume the position of Attention, at the same time allowing the straps to run through the hands. The arms are then to be at their fullest extent with both hands cupped around each strap and held in the centre of the body.

11. **Lifting and Lowering the Coffin** (See Figs 19-12 and 19-13).

- a. On the command: **“PREPARE TO LIFT/LIFT”** the bearers are to take the weight of the coffin by holding the straps and lifting so that the coffin is just clear of the supports. Persons nominated should then come forward and remove the supporting poles clear of the grave.
- b. On the command: **“PREPARE TO LOWER/LOWER”** the bearers are to lower the coffin by allowing the straps to run slowly through their fingers ensuring that the coffin remains level and clear of the graveside. If at any time the coffin is not level then the Bearer Party commander is to take control.
- c. Ensuring that the coffin is flat on the base of the grave the command: **“PREPARE TO RELEASE/RELEASE”** is given. The bearers are to let the straps fall to the right and rear and then return both hands to the position of Attention.

12. **The March Off.**

- a. On the command: **“OUTWARDS TURN”** the bearers turn to face the commander.
- b. On the command: **“QUICK MARCH”** the Bearer Party will march off to a previously chosen position. The commander follows at a distance of two paces to the rear of the coffin and in the centre of the line of march.
- c. On arrival at the designated position the party are to receive head-dress and are to remain there for the duration of the service. During the Present Arms it is only the commander who is to salute.



Prepare to Lift

Fig 19-3



Prepare to Lift

Fig 19-4

LIFTING AND MOVING THE COFFIN



Prepare to Raise

Fig 19-5



Prepare to Raise

Fig 19-6

LIFTING AND MOVING THE COFFIN



Outwards

Fig 19-7



Outwards

Fig 19-8

MOVING AND LIFTING THE COFFIN



Turn – front

Fig 19-9



Turn - rear

Fig 19-10

MOVING AND LIFTING THE COFFIN



Fig 19-11

PREPARING THE GRAVE

2-19-A-10



Taking the Weight

Fig 19-12



Fig 19-13

LIFTING AND LOWERING THE COFFIN

PART 2 - CHAPTER 20

SERVICES AT LOCAL WAR MEMORIALS

1. Owing to the large number of variations, it is impracticable to lay down a set ceremony. The following order of service may therefore be used as a guide:
 - a. March on to selected positions.
 - b. Band (if available) to play incidental music.
 - c. Parade brought to Attention as senior personage arrives.
 - d. Trumpeters sound Last Post.
 - e. Two minutes silence.
 - f. At the end of silence, trumpeters sound Reveille.
 - g. Principal wreaths are laid on the Memorial.
 - h. Religious service finishing with Blessing.
 - i. One verse of the National Anthem is sung by all on parade.
 - j. March off.
2. When other Services take part, all words of command are to be given by commanders of contingents in the following order:
 - a. Royal Navy.
 - b. Royal Marines.
 - c. Army.
 - d. Royal Air Force.
 - e. Civil Defence and other civilian organisations, in turn.