

St. John Ambulance Saint-Jean

# **BASIC DRILL MANUAL**



**TORONTO DISTRICT**

*Basic Drill Manual  
Version 1.0 – Toronto District Drill Standards Committee 2002*

*Front cover design: Paul Tse*

## Table of Contents

<i>Preface</i> .....	iv
<i>Giving Commands</i> .....	1
<i>Tips for Training Members in Drill</i> .....	1
<i>Attention</i> .....	2
<i>Stand at Ease</i> .....	3
<i>Stand Easy</i> .....	4
<i>Bend the Knee</i> .....	4
<i>Shifting Among Stationary Positions</i> .....	5
<i>Basic Formation of a Squadron</i> .....	6
<i>Fall In</i> .....	8
<i>Roll Call</i> .....	8
<i>Fall Out</i> .....	9
<i>Formal Dismissal</i> .....	9
<i>Stationary Turn --- Right Turn</i> .....	10
<i>Stationary Turn --- Left Turn</i> .....	11
<i>Stationary Turn --- About Turn</i> .....	11
<i>Dressing</i> .....	12
<i>Sizing</i> .....	14
<i>Paces Forward or to the Rear</i> .....	15
<i>The Side Pace</i> .....	15
<i>Open and Close Order March</i> .....	16
<i>Mark Time</i> .....	17
<i>Quick March</i> .....	19
<i>Wheeling</i> .....	21
<i>About Turn on the March</i> .....	22

<i>Left Turn on the March</i> .....	23
<i>Right Turn on the March</i> .....	23
<i>Saluting</i> .....	24
<i>Eyes Right/Left in Quick Time</i> .....	25
<i>Changing Direction</i> .....	26
<i>Squad in Line Forming Single File</i> .....	29
<i>Squad in Single File Reforming Squad in Line</i> .....	30
<i>Coming Forward and Returning to Ranks</i> .....	31

## Preface

As a paramilitary organization with its members bearing ranks and uniforms, all members receive basic drill training. The practice of drill incorporates good balance, teamwork, promotes a healthy lifestyle and is a tradition in St. John. In addition, it plays an important traditional and ceremonial role in annual events such as inspections, displaying a division's pride of membership and personal accomplishments. Practically, it also is an efficient way for leaders to quickly gather up the members to respond promptly to emergency situations.

The intent of this manual is to provide basic instructions of drill to be used for **divisional training purposes** within the Toronto District. It is the expectation of all members in the Toronto District to be proficient in drill. Within the division, a designated officer will conduct the drill training for the officers. To observe equality and fairness, officers should be seen participating in drill.

The Toronto District would like to thank the efforts of the 726 Varsity Drill Committee (2001) for their efforts in producing their Basic Drill Manual. The Toronto District Basic Drill Manual was produced from input from their Basic Drill Manual, Drill Manuals from St. John Ambulance (England) and members from the Toronto District Drill Standards Committee (2002).

## Giving Commands

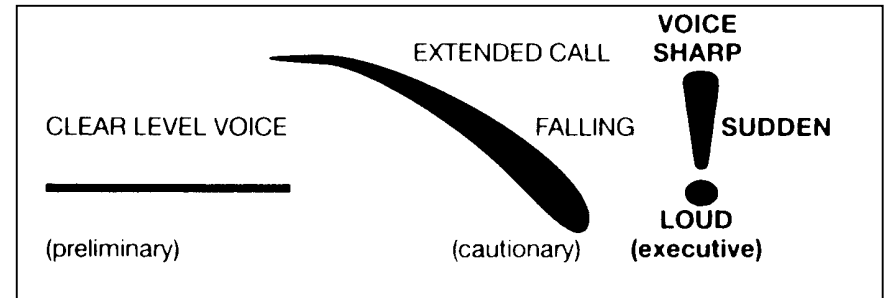


Figure 1. Structure of a Command

- The commander should be in Attention position.
- The command consists of:
  1. Preliminary – information about intent; given in clear deliberate tone
  2. Cautionary – warning; given as a loud, extended tone
  3. Executive – signal for movement to be carried out; given with a distinct, sharp command with full power of the voice
- Example:

<b>Division will turn to the right,</b>	<b>right ----</b>	<b>TURN</b>
Preliminary	Cautionary	Executive
- An officer giving commands in places of worship should ensure that commands be given in a subdued tone.

### Tips for Training Members in Drill

- When forming the division, ensure that you are facing the sun.
- Besides the traditional rectangular squadron format, a horseshoe formation may be effective in teaching particular moves.
- When giving long explanations, ensure members are at Stand Easy.
- When teaching new moves, demonstrate, explain and execute once again.
- Break complex movements down and teach them “by numbers” as suggested in the manual; correct the members as necessary.
- Break members into smaller groups to learn if necessary.
- Be confident.
- Mistakes by the commander or members should be followed by the command “**As you were.**” Members should then resume the last position before the command.

### Attention

- A stationary position of alertness.



Figure 2. Attention

### **Remarks:**

- Feet are to be turned outwards at 45 degrees. Knees are kept straight.
- Shoulders are drawn backwards and downwards.
- Arms are straight and kept beside the body. No gaps should be found between the arms and sides of the body.
- Wrists are straight, holding fists slightly clenched, with palms of the hands turned towards the thighs.
- Thumbs should not be in the fists, but rest on the side seams of the trousers and point towards the ground.
- Eyes should look straight towards the front, slightly above the horizon.
- No movement is permitted in this position.

### Stand at Ease

- A slightly relaxed stationary position of alertness.



Figure 3. Stand at Ease

### **Remarks:**

- No gaps should be found between arms and sides of the body.
- Hands are to be placed behind the back.
- The back of right hand should be positioned on the palm of the left hand; the thumbs are to be crossed right over left; do not bend fingers.
- Feet are to be shoulder width apart at the heels and turned outwards at 45 degrees.
- Knees are kept straight.
- Although Standing at Ease is a relaxed position, no movement is permitted.
- Whenever a cautionary word of command is given, personnel should indicate alertness by sharply and succinctly straighten the body, tighten the arms, and eyes should look straight towards the front, slightly above the horizon.
- On a preliminary/cautionary command (eg. “Division/Squad”), the division will immediately assume this position.

### Stand Easy

- A relaxed stationary position permitting limited upper body movement (e.g. to adjust uniform, etc.)

### **Remarks:**

- The lower body is as described as Stand at Ease.
- Upper limbs, head and body may be moved, but not the lower body below the waist.
- Slouching, talking and unnecessary movements are not permitted.

### Bend the Knee

- An intermediary position, often used in drill. (e.g. Attention to Stand at Ease, stationary turns, mark time, turning while marching in quick time, etc.)
- Thigh is raised at 45 degrees from the horizontal.
- Knee and ankle joint is relaxed, with the lower leg hanging **straight down**, and toes pointing forwards and downwards.
- Arms are held as in the Attention position by the sides.
- Wrist should NOT bend when the knee bends.



Figure 4. Bend the Knee

### Shifting Among Stationary Positions

#### **From Stand at Ease to Attention:**

On the command: *Squad/Division, Atten ---- TION*

- Called when members are in the Stand at Ease position.
1. Keep the right leg still. Lift the left leg and bend the left knee: The left upper leg is at 45 degrees angle from the horizontal. The left lower leg should hang vertically downwards. The left ankle joint should be relaxed, with the toes pointing forwards and downwards towards the ground. At the same time, the arms slide from the back towards the sides. The hands are held into a slightly clenched fist, and the upper body is as described for the position of Attention.
  2. Bring the left foot smartly into position beside the right at a 45° angle.

**Remarks:** As a teaching aid, the count should be 1-2.

#### **From Attention to Stand at Ease:**

On the command: *Squad/Division, Stand at ---- EASE*

- Called when members are in the Attention position.
1. Lift the left leg and bend the left knee (see above), while sliding arms across the body towards the back, (arms should NOT swing outwards) and lowering the left leg. The member should put him/herself into the position as described for the position of Stand at Ease.

**Remarks:** As a teaching aid, the count should be 1-2.

#### **From Stand at Ease to Stand Easy:**

On the command: *Squad/Division, Stand ---- EASY*

- Called when members are in the Stand at Ease position.
1. Slide arms to the sides of the body, with fists held as in the position of Attention.
  2. Count for 3 seconds before making any movement.
  3. Whenever a preliminary/cautionary word of command is given, personnel should automatically put him/herself back to the position of Stand at Ease. Body should be erect, arms tightened and eyes looking forward and slightly above the horizon.

## Basic Formation of a Squadron

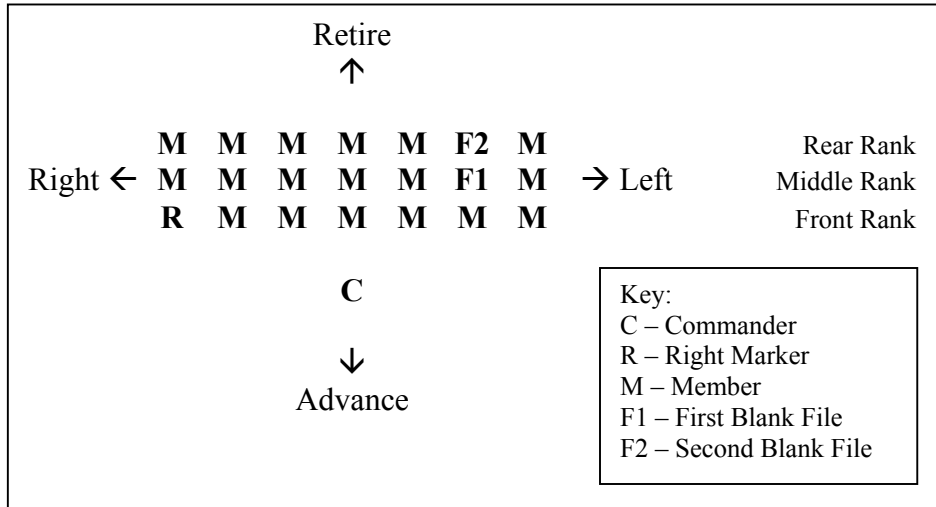


Figure 5. Basic Formation of a Squadron with 3 Ranks

### Remarks:

- Rows are called ranks. Up to 3 ranks are allowed.
- Columns are called files. There is no maximum number for the number of files.
- As a guide:
  - 5 or fewer members – form in single rank
  - 6 to 9 members – form in two ranks
  - 10 or more members – form in 3 ranks
- Once the squadron/division is formed, the direction (Left, Right, Advance, Retire) is fixed.
- Blank file – an incomplete file. (Fig. 5)
  - This is necessary when the total number of members is not a multiple of the number of ranks being formed. A blank file is formed on the **second** file from the left. In 3 ranks and 2 members short, F1 and F2 will not be occupied. With one member short, F1 will not be occupied. With 2 ranks with one member short, the blank file will consist of a member in the front rank only.

- When only a single person is in the blank file, this member should be in the front most rank in the direction the squad is facing when the squad is in line, examples:
  - After a **stationary about-turn** and the squad is now facing Retire, the single member originally in the front rank of the blank file needs to march (without arm swing) to be in line with the rear rank.
  - After **about-turn on the march** when the squad is marching in line, the member should always be with the leading rank. One way to accomplish this: the member marks time on hearing the cautionary command “About”, thus gaining (by being passed) the new correct position before the turn is completed.
- When only a single person is in the blank file, this member should be in the directing flank during marching. The directing flank is indicated by the command “By the Left/Right”. During wheeling, the pivoting flank is automatically the directing flank, and thus, the single member in the blank file must move over on his/her own initiative before s/he reaches the turning point.

### Fall In

1. On the command: ***(Rank and name of the right marker), right---- MARKER***
  - A Right Marker is called upon to serve as the reference point for the division/squad to fall in. The Right Marker is usually the highest ranking NCO, the tallest NCO if all NCO's are of the same rank, or the tallest member in the division/squad when no NCO is present.
  - Right marker should come to attention and reply to the Commander by saying ***"Yes, (Sir/Ma'am for Officers or Sergeant/Corporal for NCOs)"***. The right marker will march in quick time towards the commander, and stand at Attention 3 paces in front of the Commander.
  - After the Right Marker has fallen in, the Commander should turn to the right, march to the centre, turn to the left and face the division/squad and use the following command to fall in the whole division/squad.
2. On the command: ***Division/Squad will form three/two ranks, fall --- - IN***
  - Remaining members should all march in quick time towards the Commander and then line up in either two or three ranks as per the Commander's direction and remain at Attention.

### Roll Call

- This is usually done by an NCO or MSC when taking attendance. The members should be in Stand at Ease position.
1. Each name in the roster is called. The member present should bring him/herself to Attention and reply with ***"Yes, (Sir/Ma'am for Officers or Sergeant/Corporal for NCOs)."*** The member should remain in Attention until another name is called and met with a reply by another member, at which point the member will return to Stand at Ease.
  2. When the list is completed, the last member will return to Stand at Ease.
  3. The attendance list is given back to the Divisional Superintendent.

### **Remark:**

- By convention, the person doing the Roll Call will not call out names of divisional members with a higher rank than him/herself.

### Fall Out

On the command: ***Division/Squad fall -- OUT.*** (optional: *break - OFF can be used instead of fall - OUT*)

1. The whole division/squad will do a right turn in the same way as doing a stationary right turn. (Refer to section on **Stationary Turn - Right Turn**)
2. The Division/Squad will then pause (Pause – 2 – 3 – 1).
3. The whole division/squad will then march forward in quick time and march off the grounds (or at least 3 full paces) before breaking off. (Refer to section on **Quick March**)

### Formal Dismissal

On the command: ***Division/Squad dis ---MISS.***

1. Similar to falling out, the whole division/squad will turn to the right as doing a stationary right turn.
2. Members should then salute (Salute – 2 – 3 1),(Refer to section on **Saluting**)
3. Members should then march forward in quick time until they march off the grounds and break off.

### Stationary Turn --- Right Turn

On the command: *Squad/Division will (Direction\*), Right ----TURN*  
(\* Direction: *Turn to the Right/ Turn to the Left/ Advance/ Retire*)

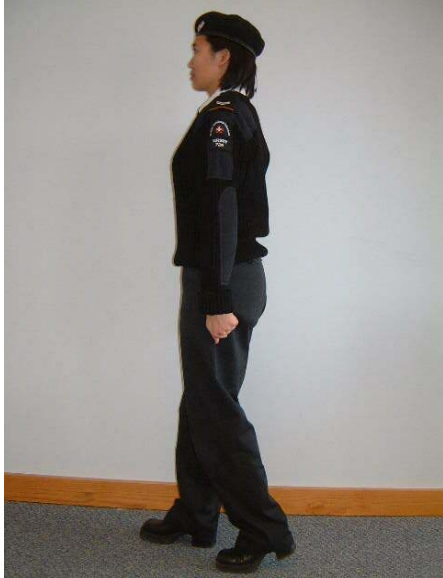


Figure 6. Right Turn

1. **ONE** –
  - Turn 90 degrees to the Right, pivoting on the Right heel and Left toes. (Right toes and Left heel are raised) Knees are kept straight; body is erect; upper part of the body should be rigid.
  - When movement is completed, Right foot is to be flat on the ground, and Left heel is raised. Thighs are “locked” and the weight of the body should be on the Right foot.
2. **TWO, THREE** -- Bring the Left foot up, bending the knee with the thigh at 45 degrees from the horizontal.
3. **ONE** -- Resume the position of Attention by bringing the Left foot down smartly next to the Right.

### Stationary Turn --- Left Turn

On the command: *Squad/Division will (Direction\*), Left ---- TURN*  
(\* Direction: *Turn to the Right/ Turn to the Left/ Advance/ Retire*)

1. **ONE** –
  - Turn 90 degrees to the Left, pivoting on the Left heel and Right toes. (Left toes and Right heel are raised) Knees are kept straight; body is erect; upper part of the body should be rigid.
  - When movement is completed, Left foot is to be flat on the ground, and Right heel is raised. Thighs are “locked” and the weight of the body should be on the Left foot.
2. **TWO, THREE** -- Bring the Right foot up, bending the knee with the thigh at 45 degrees from the horizontal.
3. **ONE** -- Resume the position of Attention by bringing the Right foot down smartly next to the Left.

### Stationary Turn --- About Turn

On the command: *Squad/Division will (Direction\*), About ---- TURN*  
(\* Direction: *Turn to the Right/ Turn to the Left/ Advance/ Retire*)

1. **ONE** –
  - Turn 180 degrees to the Right, pivoting on the Right heel and Left toes. (Right toes and Left heel are raised) Knees are kept straight; body is erect; upper part of the body should be rigid.
  - When movement is completed, Right foot is to be flat on the ground, and the Left heel is raised. Thighs are “locked” and the weight of the body should be on the Right foot.
2. **TWO, THREE** -- Bring the left foot up, bending the knee with the thigh at 45 degrees from the horizontal.
3. **ONE** -- Resume the position of Attention by bringing the Left foot down smartly next to the Right.

### **Remark:**

- This turn is **always** made by turning to the Right.



## Dressing

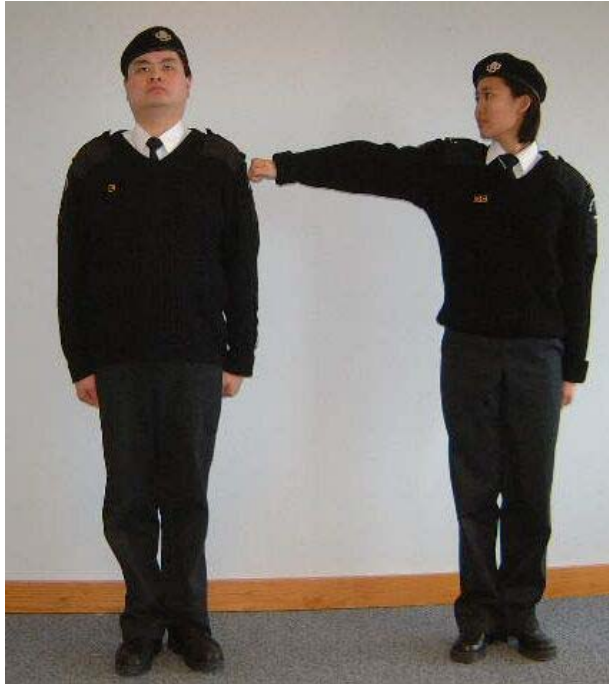


Figure 7. Dressing

On the Command: **Squad/Division, Dressing, Right----- DRESS.**

- Called while members are in Attention.

### **Right marker:**

1. Right marker remains at Attention for the duration of the dressing.

### **All other members:**

1. At the Command:
  - Members in the front rank should immediately raise their right arms to the right at shoulder height, with the fists held so that the back of the hands faces upwards. At the same time, they should turn their heads to the right.
  - Members in the right-most file should immediately raise their right arms to the front at shoulder height and continue to face forward.
  - All other members should turn their heads to the right and face the member to their immediate right.
    - *In situations where there is not enough space between members for their arms to fully extend, members in the front*

*rank should raise their arms **behind** the member to the immediate right.*

- *There may be a tendency for members of varying heights to raise their arms to align with the shoulder of the neighbour. The correct form should be to raise the arm to the members' own shoulder height, parallel to the ground.*
2. ALL members shall pause for two paces in quick time ("Two, Three – MOVE"), then:
    - Members in the rightmost file (with the exception of the right marker) should shuffle until they are aligned. Once the rightmost file is aligned, they should silently drop their arms back to their sides simultaneously (i.e. the member in the rear rank should coordinate with the middle rank member).
    - At the same time, members not in the rightmost file should shuffle until they are aligned with the member to the immediate right. They should also ensure that they are aligned with the member in the rank in front of them.
      - *The commander may proceed to the right of each rank and check to ensure that all members are aligned. S/he may request a specific member to move up or down (i.e., "fourth man up a bit"), and ask all members to the left to do the same (i.e., "Follow through").*
      - *The commander will check ranks and give the command "Front/Centre/Rear rank steady" indicating that these ranks are in correct position.*
      - *Following the inspection of the ranks, the commander should state "Division/Squad steady" and then return to his/her original position.*
  3. The commander will call **Eyes Front** at which time members in the front rank should **silently** drop their arms back to their sides. At the same time, all members should swiftly turn their heads to face the front.

## Sizing

Commands:

1. **Right Marker**
2. **Sizing, tallest on the right, shortest on the left, in single rank ---- SIZE;**
3. **Divison/Squad, from the right ---- NUMBER;**
4. **Right marker stand fast;**
5. **Odd numbers one pace forward, even numbers one pace step back - ---- MARCH;**
6. **Stand fast the right hand man;**
7. **Front rank will turn to the right, rear rank will turn to the left, ranks.... right and left ---- TURN;**
8. **Form three ranks, quick ---- MARCH.**

Optional: (Sizing can be followed by Right Dress)

9. **Dressing, right ---- DRESS;**
10. **Eyes ---- FRONT;**

Action:

1. Right marker should march quick time in position 3 paces in front of the commander.
2. Members will fall into a single rank as directed, while marching in quick time.
3. All members count 1,2,3,... one by one from right to left, and the last member should add "Sir" or "Ma'am" after the number.
4. Odd numbered members should march one pace forward; even numbered members should march one pace backwards. Arms should NOT swing.
5. Right marker should remain stationary at all times.
6. Front rank members should make a right turn, and rear rank members should make a left turn.
7. Each member is to march in quick time (with arm swing), halt, and make a left turn at the proper position to make a formation.

Optional (Command):

- Dressing (Refer to section on **Dressing**)

## Paces Forward or to the Rear

- Called when the squadron is in Attention.

On the command: **Squad/Division, # Paces Forward / Step back ---- MARCH**

(# = number of paces)

1. The members will step # number of paces forwards or backwards ("step back") as ordered. Arms do NOT swing.
2. As the last step is completed, the opposite leg should be raised, bending the knee with the thigh at 45 degrees from the horizontal. Then, bring the foot smartly back down into position beside the right.

## The Side Pace

- Called when the squadron is in Attention.

On the command: **Squad/Division, # Paces Left / Right Close ---- MARCH**

(# = number of paces)

1. The members will step # number of paces to the Left or to the Right as ordered. Arms do NOT swing. During the movement, each leg should be raised with the thigh at 45 degrees from the horizontal.
2. The squad will halt automatically.

## **Remark:**

- When the commands are given:
  - the number of paces forwards/backwards generally should not exceed 3
  - the number of paces sideways generally should not exceed 4 paces at a time (the command may be repeated once for a total distance of 8 paces)

## Open and Close Order March

### Open Order March

On the command: *Squad/Division, Open order ---- MARCH*

#### For a squadron with three ranks:

1. The front rank marches 2½ paces forwards, and the rear rank marches 2½ paces backwards, with no arm swing.
2. The middle rank does not move.

#### For a squadron with two ranks:

1. The rear rank marches 2½ paces backwards, with no arm swing.

### Close Order March

On the command: *Squad/Division, Close order ---- MARCH*

1. The rank(s) march with no arm swing in the directions reverse from the movements made above during open order march.

#### Remark:

- Front and rear ranks should move in equidistance paces during open/close order march.

## Mark Time

### When halted

On the command: *Squad/Division, Mark ---- TIME*

1. Each person is to mark time in quick time starting with left foot.
2. Each foot is raised alternately, with the thigh raised up at 45 degrees, lower leg hung perpendicular to the ground, ankle joint freely relaxed, and toes pointed forwards and slightly downwards.

### In Quick Time

On the command: *Squad/Division, Mark ---- TIME*

- Called on the LEFT foot, when marching
1. The pace is completed with the right foot.
  2. As the left foot comes forward, check forward momentum completing a half-pace while cutting the arms to the sides.
  3. Begin marking time as above with the right foot.

On the command *Squad/Division, Quick ---- MARCH*

- Called on the LEFT foot, when marking time
1. The movement with the right foot is completed.
  2. Begin quick march starting with the left foot.

#### Remark:

- Members should NOT speed up while marking time. Marking time should be done in the same cadence as marching in quick time.

## Changing Step and Halting when Marking Time

On the command *Squad/Division, Change ---- STEP*

- Called on either foot, when marking time
1. Two successive movements are to be completed with the same foot.
  2. Resume alternate movements, marking time as above.

### Remark:

- This can be used by a member to correct him/herself if s/he has been marking time with the wrong foot.

On the command *Squad/Division ---- HALT*

- Called on the LEFT foot, when marking time
1. The right foot is brought smartly down into position beside the left.
  2. Resume and maintain the position of Attention.

## Quick March

On the command: *Squad/Division, by the x, Quick ---- MARCH*  
(x – centre, Left, or Right)

1. (Left) Shoot the left foot, and make contact with the ground with the heel; the right arm swings forward and the left arm swings to the rear. The forward arm must swing up to the shirt's first button level without bending the elbows; the base of the thumb must point to the front and in line with the arm. The rear arm swings as far back as it can, and the thumb position should be the same as the forward one;
2. (Right) Shoot the right foot in the same way as indicated in 1; left arm swings forward, and right arm swings backwards with the same requirement as described in 1.

### Remarks:

- The rate of movement of Quick March is 116 paces per minute;
- Command will be given either by the left, centre, or right when marching; others should check to be in line when marching with the person on the left, centre or right;
- Members should look towards the persons' head in front of them.

### Check Points:

- Keep arms straight;
- Arms should not swing too high or too low;
- Arms should be kept to the front and to the rear, not outwards;
- Hands are held into slightly clenched fists, with the bases of the thumbs lying completely flat on top and in line with the arm.

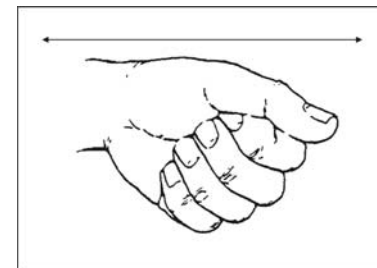


Figure 8. Fist position when marching.

## Halting

On the command: *Squad/Division ---- HALT*

- Called when the LEFT heel strikes the ground

Halting by number:

1. On marching position (left heel strikes on ground, right arm swings forward, left arm swings to rear) – on command **HALT**;
2. One full pace with right foot, swinging the arms – **CHECK**;
3. Next is a half pace, and arms swing half the distance as normal – **ONE**;
4. Bend the right knee, with the thigh at 45°; at the same time, the arms are brought to the sides. Then, place the right foot smartly down in line with the left. All movement ceases at the position of Attention – **TWO**.

### **Remarks:**

- When bending the right knee, use thigh muscles and keep the lower leg relaxed. Keep the arms straight and tight on both sides as in Attention.
- Place the right foot down on the ground smartly, not with the right heel or toes.

### **Check Points:**

- Keep arms straight.
- Bend the knee correctly.

## Wheeling

On the command – *Squad/Division, by the Left/Right, Left/Right ---- WHEEL*

### **Remarks:**

- This is used to change the marching direction of the squadron while marching in quick time.
- Each file will in succession turn 90 degrees either to the left or to the right in five paces.
- The inner person should take the 5 steps with each step smaller than normal while wheeling.
- The middle person should keep the normal distance while wheeling.
- The outer person should take larger steps while wheeling.
- The idea is to have each file turn in a straight line through an arc of 90 degrees.
- Arm swing height: Inner person swings very slightly (NOT as high as during quick march) while the middle and outer persons swing at the normal height as during quick march.
- Outer most file should keep an eye on their left to keep in line.

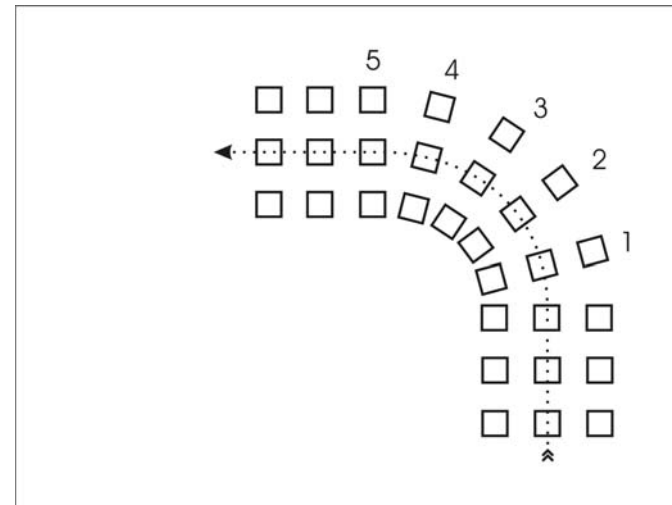


Figure 9. Left Wheel

## About Turn on the March

On the Command: *Squad / Division, About ---- TURN*

- Called on the LEFT foot
  - This command is to be completed in five paces. The counting sequence for this command is “Check, T, L, V, Right”.
1. **CHECK** – a half pace forward with the right foot. Arms are swung to half height.
  2. **T** – a stomp by the left foot causing feet to form a T-shape, whereby the right foot continues to point forward and the left foot is perpendicular to the right. Arms are held tight against the torso and the upper body is 45-degrees clockwise from the original direction of travel.
  3. **L** – a stomp by the right foot causing the feet to form an L-shape. Whereby the left and right foot are pointing 90-degrees and 180-degrees clockwise from the original direction of travel respectively. Arms are held tight against the torso and the upper body is 135-degrees clockwise from the original direction of travel.
  4. **V** – a stomp by the left foot causing the feet to form a V-shape, similar to when standing at attention. At this point, the body has completely turned 180-degrees from the original direction of travel.
  5. **Right** – a half-pace forward on the right foot. Arms do not swing.
  6. **LEFT** – left foot full pace forward, and resume marching with full arm swing.

### **Remarks:**

- The CHECK and FORWARD can be used for the individual ranks to realign themselves. Members should be encouraged to check to ensure that they are aligned with the marker.
- Members should ensure that their sightlines remain slightly above the horizon. There is a tendency for members to look down at their feet during turns.
- While completing T, L, V, members should bend their knee, with thighs at 45 degrees from the horizontal.

## Left Turn on the March

On the command: *Squad / Division, Left ---- TURN*

- Called on the RIGHT foot
1. **CHECK** --- left foot half pace forward and half arm swing.
  2. **T** --- a stomp by the right foot on the ground, in front of the LEFT foot, forming a T shape. Legs are raised up to 45° during the move. Arms are to be kept steady at the sides.
  3. **LEFT** --- left foot full pace forward, and resume marching with full arm swing.

## Right Turn on the March

On the command: *Squad / Division, Right ---- TURN*

- Called on the LEFT foot
1. **CHECK** --- right foot half pace forward and half arm swing.
  2. **T** --- a stomp by the left foot causing feet to form a T-shape, whereby the right foot continues to point forward and the left foot is perpendicular to the right. Arms are held tight against the torso and the upper body is 45-degrees clockwise from the original direction of travel.
  3. **FORWARD**: right foot half pace forward and no arm swing
  4. **LEFT**: left foot full pace forward, and resume marching with full arm swing.

### **Remarks:**

- Everyone should check whether they are marching in-line with people who are marching along the same row as well as turning at the same time.
- Commander should check or remind everyone about basic March:
  - Front arm swings up to the 1<sup>st</sup> button of the shirt
  - Rear arm swings as far back as possible
  - Arms should be straight
  - Thumb completely flat in line with the arm
- Members should bend the knee correctly, with thighs raised to 45 degrees during T.

## Saluting



Figure 10. Salute

### **When halted**

On the command: *Squad/Division, to the front ---- SALUTE*

1. The right hand is to be brought up, traversing the shortest distance, to the side of the head. The thumb and fingers are fully extended and held together, with the palm of the hand tilted 45 degrees towards the front. The forefinger is to be placed at the edge of the right eyebrow. The wrist is to be straight and the elbow in line and square with the right shoulder.
2. During the salute, one should be looking at the person being saluted in the eyes.
3. After a pause equal to two paces in quick time, the right arm is to be brought smartly down to the side by the shortest distance, resuming the position of Attention silently, without striking the thigh. (“two-three-down”)
4. If a return salute is expected, keep the right arm up until the return salute is executed to its completion (i.e. the person being saluted has put his/her hand down).

On the command: *Squad/Division, to the left/right – SALUTE*

1. The movement is same as above except that at the same time, the head and eyes are turned sharply in the direction ordered.

2. During the salute, one should be looking at the person being saluted in the eyes.
3. If a return salute is expected, keep the right arm up until the return salute is executed to its completion (i.e. the person being saluted has put his/her hand down).
4. A pause equal to four paces in quick time is to be observed before returning the hand to the side and the head and eyes to the front. (“one-two-two-three-down”)

### **Remarks:**

- Saluting is not required when head dress has been removed at which time out of respect, members should come to attention until being acknowledged.

## Eyes Right/Left in Quick Time

On the command: *Eyes ---- Left/Right*

- Called on the LEFT foot

1. **CHECK** --- A full pace is completed with the right foot forward.
2. **OVER** --- Head is turned smartly to the direction ordered.
3. Arms should continue to swing normally.

### **Remarks:**

- Commanders should salute on behalf of the unit.

On the command, *Eyes ---- FRONT*

- Called on the LEFT foot

1. **CHECK** --- A full pace is completed with the right foot forward, with the arms checked to the sides.
2. **FORWARD** --- The head is turned to forward.

### **Remark:**

- During marching, when eyes left/right is called, the right marker does not turn his/her head.

### Changing Direction

If the squadron is marching with 6 or more members in line and required to wheel, the **left / right form** would be used. If the squadron is marching with less than 6 members in a line, then the **left / right wheel** would be used. (Refer to the section on **Wheeling**)

### Changing Direction by forming on the MARCH

On the command: *Squad/Division, (At the Halt)\* Change Direction, Left / Right, Left / Right ---- FORM*

- Called on the RIGHT / LEFT foot
1. a) The leading person on the directing flank makes a left / right turn on the march. (Refer to sections on **Left / Right Turn on the March**.)  
b) *At the same time*, the remainder of the entire squadron makes a left / right incline on the march (same as left/right turn except turning by 45 degrees and a T will not be formed by the feet).
  2. a) The leading person on the directing flank marches five paces forward.  
b) *At the same time*, the remainder of the squadron marches to take up their relative positions facing the new direction.
  3. \* When the cautionary **“at the Halt”** is NOT given, the squadron will mark time, instead of halting, on the new alignment. (Refer to section on **Mark Time**.) Then, on the command: *Squad, Forward -- MARCH or Squad ---- Halt*, the squadron will march in quick time or halt as ordered.

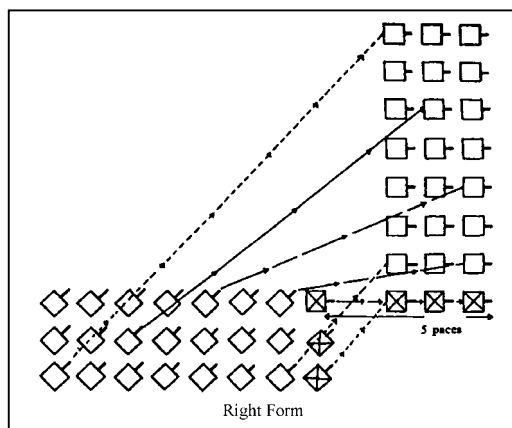


Figure 11. Right Form

### Remark:

This method can also be used to do left/right form when the squadron is not marching (i.e. when already HALTED), in which case:

- The leading person in the directing flank turns left or right, while the rest of the members in the directing flank makes a left or right incline; all other members remain stationary
- On the command, *Squad/Division, Quick --- March*, the squadron members will proceed from Step 2

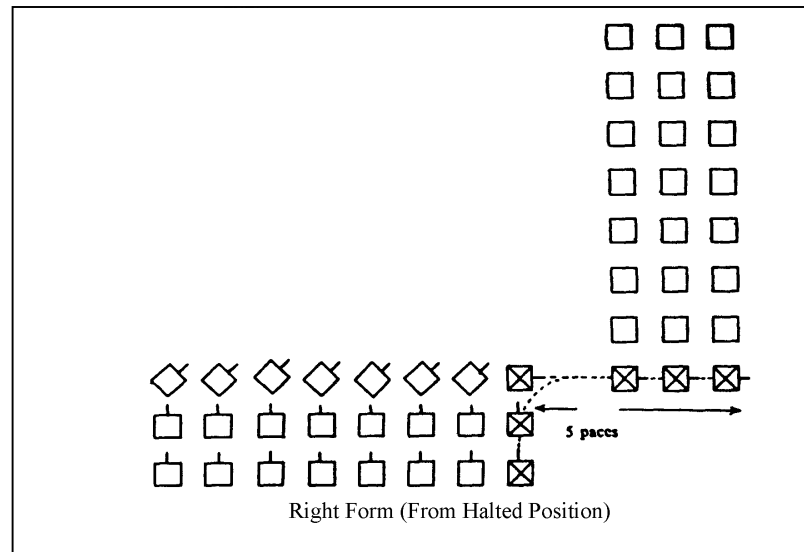


Fig 12. Right Form (From Halted Position)



Alternative Method:

On the command: **Squad, (at the Halt)\*, Change Direction, Left / Right, Left / Right ---- FORM**

- Called on the LEFT foot
1. The squadron comes to a halt (Refer to section on **Halting**).
  2. a) The leading man on the directing flank makes a stationary left / right turn.  
b) At the same time, the remainder of the squadron makes a stationary left / right incline.
  3. a) The leading member on the directing flank marches five paces forward in quick time.  
b) At the same time, the other members of this same file march forward, and wheel following the leading member.  
c) The entire file halts (or marks time if “**at the halt**” is NOT given) once it reaches its new position, facing the new direction.
  4. As the last member of each preceding file passes the first member of the next file, the next file will begin to march forward, wheeling as necessary, to take up their former relative positions facing the new direction.
  5. \* When the cautionary “**at the Halt**” is NOT given, each file will mark time, instead of halting, on the new alignment. (Refer to section on **Mark Time**.) Then, on the command: **Squad/Division, Forward ---- MARCH or Squad/Division ---- Halt**, the squadron will march in quick time or halt as ordered.

**Remark:**

This alternative method can also be used to do left/right form when the squadron is not marching, in which case the squadron will begin with step 2.

Squad in Line Forming Single File

**From the Halt**

On the command: **Single file from the right (/left), quick --- MARCH**

1. The file on the directing flank marches forward in single file in quick time.
2. The remaining members mark time (Refer to section on **Mark Time**); each file then successively leads off and wheel following the file on their immediate right (/left).

**On the March**

On the command: **Single file from the right (/left), Remainder Mark --- TIME**

- Called on the LEFT foot
1. The file on the directing flank continues to march forward.
  2. The remaining members mark time (Refer to section on **Mark Time**), and lead off in single file when the file on the immediate right (/left) is clear, stepping off with the LEFT foot first.

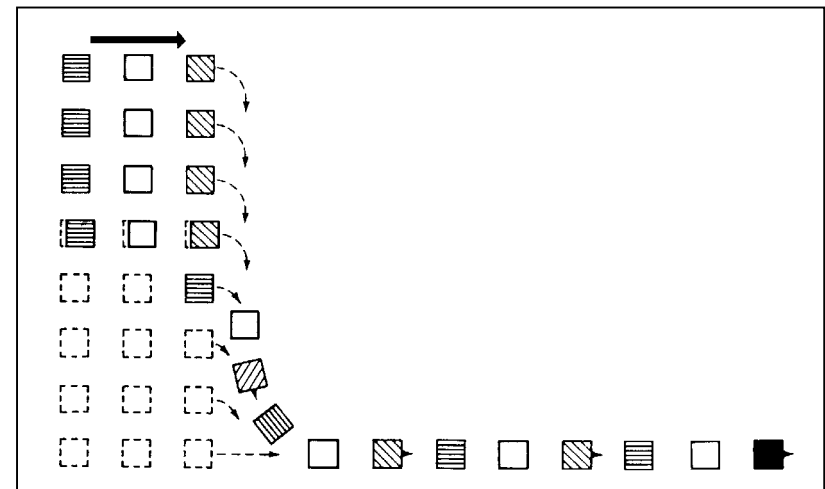


Fig 13. Squad in Line forming Single File from the Right

## Squad in Single File Reforming Squad in Line

### From the Halt

On the command: *On the left (/right), Reform Line, Remainder Quick -- MARCH*

1. The leading file stands fast.
2. The remaining members step-off, reform squadron in line formation by forming files successively, and halt once in position.

### On the March

On the command: *On the left (/right), Reform Line, Remainder Mark -- TIME*

- Called on the LEFT foot
1. The leading file marks time (Refer to section on **Mark Time**).
  2. The remaining members reform squadron in line formation by forming files successively, and mark time once in position.

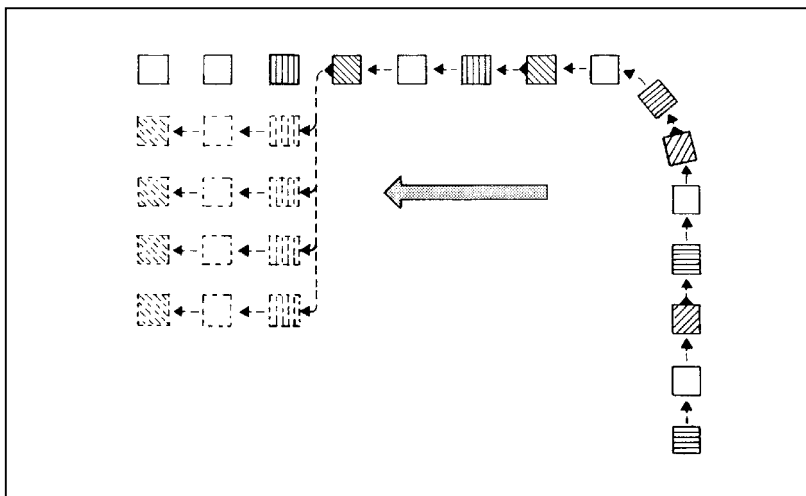


Fig 14. Squadron in Single File reforming Squad in Line on the Left (after a Left Wheel)

## Coming Forward and Returning to Ranks

- Example: when a member is asked to come forward to receive a presentation/award
1. Bring self to Attention if originally at Ease and say “Yes Sir/Ma’am”, to show attendance
  2. One pace forward march.
  3. Make a stationary right turn and march to the right flank of the division. (Front rank takes direct route if no persons in front eg. Officers)
  4. Make a left wheel.
  5. March towards the presenter and halt two paces in front of the presenter, stationary right turn and salute – Refer also to section on **Saluting**)
  6. One pace forward, shake with your right and receive with your left.
  7. One pace step back, salute, stationary left turn, quick march.
  8. In returning, march to the left flank of the division.
  9. Make a left wheel to continue marching behind the rank from which the member came.
  10. Come to a halt.
  11. Make a stationary left turn.
  12. One pace forward march to get back into place.
  13. Bring self back to at Ease if this was the original position.

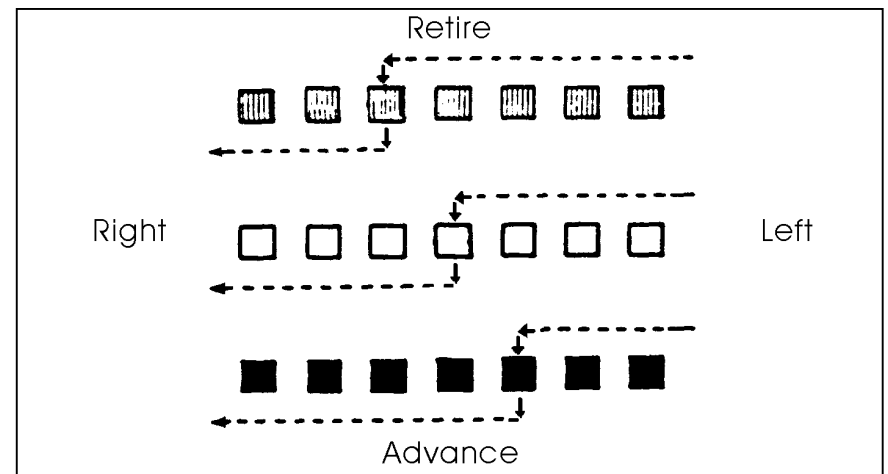


Figure 15. Coming Forward and Returning to Ranks

**Notes**

**Notes**

## Notes

