

PART II
CEREMONIES
CHAPTER 12
GENERAL INFORMATION

12-1. ARRANGEMENT OF UNITS IN FORMATION

a. In ceremonies involving the U.S. Marine Corps and U.S. Navy units, the Marine unit shall be on the right of the line or the head of the column. The senior line officer, regardless of service, functions as the commander of troops.

b. In ceremonies involving other services of the United States, the order of formation from right to left in line and front to rear in column is as indicated below. The senior line officer, regardless of service, functions as the commander of troops.

- (1) Cadets, United States Military Academy.
- (2) Midshipmen, United States Naval Academy.
- (3) Cadets, United States Air Force Academy.
- (4) Cadets, United States Coast Guard Academy.
- (5) United States Army.
- (6) United States Marine Corps.
- (7) United States Navy.
- (8) United States Air Force.
- (9) United States Coast Guard.
- (10) Army National Guard of the United States.
- (11) Army Reserve.
- (12) Marine Corps Reserve.
- (13) Naval Reserve.
- (14) Air National Guard of the United States.
- (15) Air Force Reserve.
- (16) Coast Guard Reserve.
- (17) Other training organizations of the Army, Marine Corps, Navy, Air Force, and Coast Guard in that order, respectively.
- (18) During any period when the United States Coast Guard shall operate as part of the United States Navy, the Cadets, United States Coast Guard Academy, the United States Coast Guard, and the Coast Guard Reserve shall take precedence, respectively, next after the Midshipmen, United States Naval Academy, the United States Navy; and the Naval Reserve.

c. When foreign troops are invited to participate in ceremonies within the territorial jurisdiction of the United States, they will be assigned a position of honor ahead of United States troops. A small detachment of United States troops will immediately precede the foreign troops as a guard of honor.

d. When troops of two or more foreign nations participate, the order of precedence among them will be determined, except for the provisions of the above subparagraph, by the commander of troops in accordance with one of the following methods, whichever is deemed most appropriate:

- (1) The relative ranks of the commanders of the forces from which the ceremonial detachments are drawn.
- (2) The relative ranks of the commanders of the ceremonial detachments.
- (3) The alphabetical order in the English language of the names of the nations concerned.

e. After troops are formed, subordinate commanders and their staffs face front. The commander of troops and his/her staff face the command. The commander of troops and his/her staff face the front to present the command to the reviewing officer.

12-2. STAFF SALUTES

Members of the staff of the commander of troops salute, with the commander, on his/her separate command to the staff, at the following times:

- a. When passing in review.
- b. When rendering honors.
- c. When passing or being passed by the National Color.

d. While the "National Anthem", "To the Colors", or "Hail to the Chief" is played. Salutes are also rendered when "retreat" is played during reviews and all ceremonies, except at evening parade. At evening parade, "Retreat" is played immediately after "Sound Off" while the troops are at parade rest, and is therefore not saluted. In this case, after "Retreat", troops are brought to attention and salutes are rendered while the "National Anthem" is played to lower the national ensign.

- e. At any other time the troops are brought to present arms.

12-3. PLACE OF FORMATION

a. At "Assembly," companies are formed and inspected by their company commanders at their designated locations.

b. At "Adjutant's Call," for a ceremony involving a single battalion, the battalion forms on its designated location and conducts the ceremony. For a regimental ceremony, at the first "Adjutant's Call," each battalion forms at its designated location and the battalion is reported to its commander. At the second sounding of "Adjutant's Call," the regiment is formed and the ceremony conducted.

c. For ceremonies conducted by organizations larger than a regiment, such as a division, at the second "Adjutant's Call," each regiment is formed and is reported to its commander. At the third "Adjutant's Call," the command is formed and the ceremony is conducted.

12-4. ORGANIZATION AND STRENGTH OF UNITS

a. For formations, reviews, and parades when maximum troop participation is desired, units are organized, in as much as practicable, according to their actual tables of organization. Size of units will vary according to actual strengths as will the number of companies in each battalion and platoons in each company. Similarly, the number of ranks in each platoon will vary according to the number of squads. For units not organized by table of organization into squads, they should be formed so that platoons are in three ranks in line and three files in column.

b. When the appearance of troops in formation is of primary concern, the organization and strength of participating units should be standardized. Each platoon should be organized so as to form in three ranks in line and three files in column. The strength of each platoon should be the same so that, when in line, all platoons occupy the same frontage.

12-5. COMMANDS, DRILL MOVEMENTS, AND UNIT FORMATIONS

- a. During ceremonies, unit commanders give commands, units execute drill

movements, and units employ formations as prescribed in Part I for the squad, platoon, company, battalion, and regiment.

b. Formations for ceremonies may be modified by commanding officers when the nature of the ground or exceptional circumstances require such changes. Normally, modifications are generally limited to adjusting the paces specified for intervals and distances in a given formation to fit the ground used for the conduct of the ceremony.

12-6. ADMINISTRATIVE DETAILS

The organization, uniform, arms, and equipment of units participating in ceremonies, along with any other necessary administrative information, are prescribed by the commander of troops, or may be prescribed by unit standing operating procedure to preclude the necessity of frequent repetition in individual ceremony orders.

CHAPTER 13

REVIEWS

13-1. ELEMENTS OF A REVIEW

A review consists of four parts:

- a. Formation of troops.
- b. Presentation and honors.
- c. Inspection (trooping the line).
- d. March in review.

13-2. COMMAND OF TROOPS

The senior officer taking part in a ceremony is designated commander of troops. He is responsible for the formation, presentation, and march in review. When a commander reviews his own troops, he designates another officer as commander of troops. When the review is given for an important visitor or senior commander, the local commander designates another officer so he may accompany the visitor or senior during the review.

13-3. PREPARATIONS

The line on which troops are to form and along which they are to march is marked out or otherwise designated by the adjutant of the unit. The post of the reviewing officer, opposite the center of the line of troops, is marked on each flank with a flag. Figure 13-1 depicts the minimum marking for a review. Additional flat markers may be used to designate the subordinate unit commander's posts, unit guide posts, and turning points for approaching the line of troops.

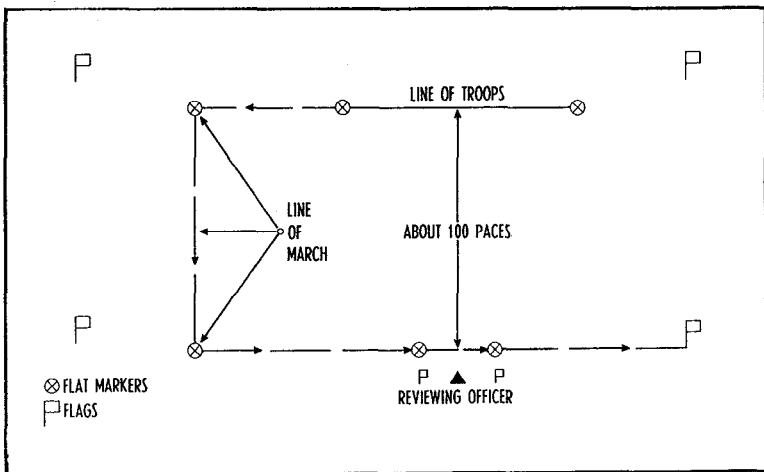


Figure 13-1.--Field Marking in Preparation for a Review.

13-4. TROOP FORMATIONS

a. Troops form in line for a review. Battalions and regiments may form in line with companies in line or with companies in mass formation (see Chapters 10 and 11). When space is limited, for reviews conducted by regiments and larger organizations, the formation may be in line with battalions and independent companies in mass formation. Such formations may be modified when necessary because of space available or other exceptional circumstances. The initial formation will also influence the formation in which troops are to march in review (see figure 13-2).

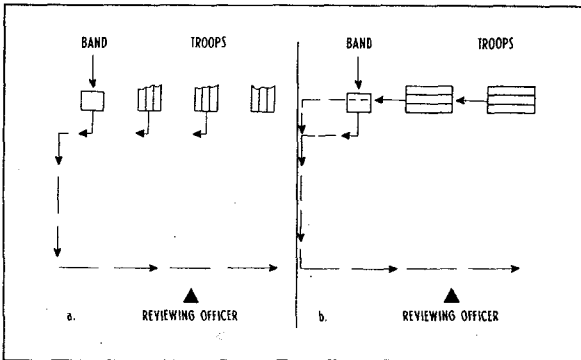


Figure 13-2.--Troop Formations.

b. In reviews involving two or more arms or types of organizations, troops are arranged as directed by the commander of troops. The following order, from right to left on line, may be used as a guide: infantry units, artillery, tanks, and motorized and service units. The provisions of paragraph 12-1 also apply in reviews consisting of units from different services of the United States or foreign nations.

c. Arrangements should be made to provide for forming normal march columns after passing in review. An area should be designated where this can be accomplished without blocking the line of march of units which have not yet passed in review. Unless otherwise directed by the commander of troops, after passing in review, units revert to the control of their respective commanders.

13-5. FORMING FOR THE REVIEW

a. Forming for a Battalion or Regimental Review.

- (1) To form for the review, prior to the Adjutant's Call, the commander of troops initially takes position with the staff 6 paces in front of the reviewing area and facing the line of troops (remaining with swords in scabbards, if so armed). Otherwise, units march and form in line at Adjutant's Call for the review, or take their prescribed positions on the line of troops prior to Adjutant's Call, then, under supervision of the adjutant, are dressed to the right, guides are posted (if units marched on), bayonets fixed (if so prescribed), and the formation presented to the commander of troops, in the same manner as prescribed for forming a battalion for ceremonies in chapter 10, and for a regiment in chapter 11. Prior to presenting the command to the commander of troops, the colors may be trooped as prescribed in paragraph 16-6, in which case, after the color guard has taken its position in line on the left of the color company (battalion), the

adjutant presents the formation to the commander of troops.

(NOTE: Also at Adjutant's Call to form for the review, the commander of troops and staff march from their positions as described above to a position midway between the line of troops and the reviewing area where they halt facing the line of troops (remaining with swords in scabbards).

- (2) To present the command to the commander of troops, the adjutant still facing the troops and at his/her post midway between the line of company (battalion) commanders and the commander of troops, commands PRESENT, ARMS. When all troops are at present arms, the adjutant faces the commander of troops and reports, "Sir, the Parade is Formed". The commander of troops returns the salute and directs the adjutant to TAKE YOUR POST, SIR. The adjutant then marches around the commander of troops right to his/her post in the staff, halts, faces the battalion (regiment), and comes to order sword. When the adjutant is in position, the commander of troops, with the staff (except the adjutant who already has sword drawn) draws sword. The commander of troops then commands ORDER, ARMS.
- (3) If not at an evening review including "Retreat", after all troops are at the order, the commander of troops, still facing the troops, directs the senior staff officer to BOX THE STAFF in a voice only loud enough for the staff to hear. The senior staff officer then reverses the staff (see paragraph 10-3) so that it halts 2 paces from and facing the commander of troops (who remained facing the formation). The commander of troops next faces the front and waits for the reviewing officer to take post in the reviewing area (see paragraph 13-6). If appropriate, prior to facing the front, the commander of troops may command PARADE, REST, then bring the staff to parade rest, and wait for the reviewing officer to take position.
- (4) If at an evening review including "Retreat", after the command has been presented to the commander of troops and has returned to order arms, the staff does not reverse to face the front. Instead, the commander of troops commands PRESENT, ARMS, then, when all troops are at present arms, commands SOUND RETREAT (or gives a pre-arranged signal to the band or field music) at the time prescribed for evening colors. The bugles sound "Retreat" and the band plays the "National Anthem" immediately afterwards. The flag is lowered during the "National Anthem" as prescribed in paragraph 16-3. The commander of troops and staff, who saluted immediately after the troops presented arms, face the formation throughout, then, after the last note of the "National Anthem" terminate their salutes and the commander of troops commands ORDER, ARMS. The staff is reversed as described above, and if appropriate, the commander of troops brings the command to parade rest. The commander of troops faces the reviewing area and waits for the reviewing officer to take post (see paragraph 13-6). (NOTE: To conduct retreat as part of an evening review, troops must be formed in sufficient time prior to sunset to permit the command to be presented and evening colors to be conducted at the proper time.)

b. Forming for Large Reviews.

- (1) For reviews conducted by organizations larger than a regiment, such as a division, the same basic commands, procedures, and sequence of events prescribed above for a battalion or regimental review apply.
- (2) Normally, in large reviews battalions and independent companies are in mass formation. Troop units take their positions on the line of troops prior to the "third"

Adjutant's Call being sounded to form for the review. In this regard, at the "second" Adjutant's Call, regiments may be formed, presented to their commanders, and reports received at their designated locations, or the "second" Adjutant's Call may be conducted so that the regiments are formed at their positions on the line of troops for the review. Regardless, in large reviews, the commander of troops should prescribe the routes of march and departure and arrival times. If the frontage of units has been measured and marked, they may arrive independently in any convenient order to occupy their places on line. If this is not done, units must form in succession from the right. Because of the time consumption involved in the latter method, the former is preferred.

- (3) The commander of troops and adjutant of reviews conducted by organizations larger than a regiment give commands in the same manner as prescribed for a regiment in chapter 11, i.e. in a manner which does not require execution by the troops. In formations consisting of two or more regiments, the regimental commander repeats those commands requiring execution by the troops. Within each regiment, battalions and independent companies execute movements on the command of execution of their respective commanders. Independent battalions, not part of a regiment, execute movements on the command of their respective commanders. Movements are executed successively by units from right to left.

13-6. REVIEWING PARTY

a. After the staff has reversed and the commander of troops has faced the reviewing area, the reviewing officer, with his staff, moves to his post to receive the review.

b. The local commander, distinguished civilians, and the officer and enlisted staff take positions at their posts (see fig. 13-3) facing the troops. The officer who is senior, with his staff, will take position on the right.

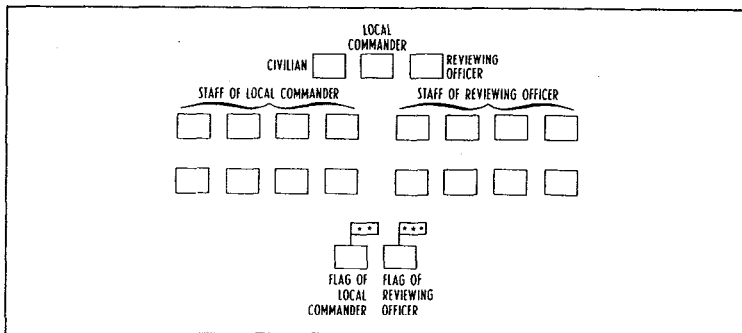


Figure 13-3.--Reviewing Party.

c. An officer from the local commander's staff is designated to escort distinguished civilians to their positions. If a civilian is to receive the review, he takes his position on the right of the local commander. If necessary, he is given an explanation of the ceremony by his escort or the local commander.

13-7. CEREMONY FOR A REVIEW

a. Presentation and Honors.

- (1) As the reviewing officer approaches his post, the commander of the troops brings his command to attention. When the unit is larger than a battalion, the commander uses the same order, ATTENTION, but in a manner and voice which do not demand execution by the troops. Subordinate commanders then successively, beginning with the right unit, bring their commands to attention.
- (2) When the reviewing officer is in position, the commander of troops directs his command to present arms. When all units have presented arms, he faces the reviewing officer and salutes. His staff salutes with him (see fig. 13-4).

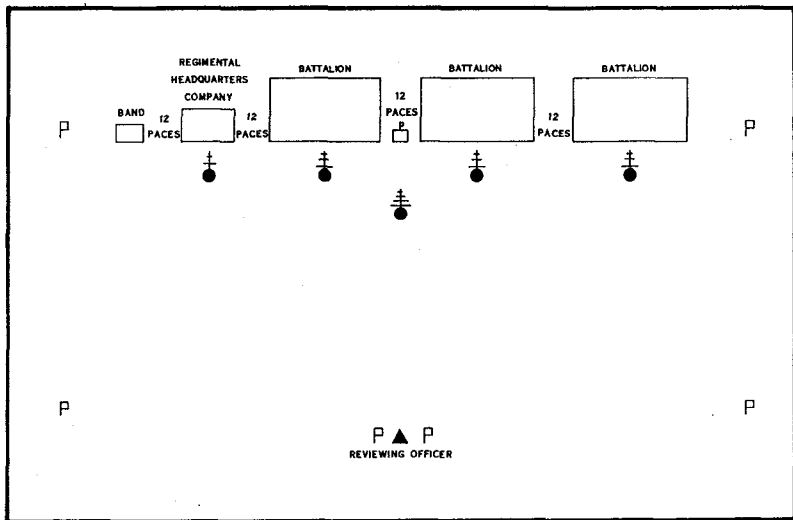


Figure 13-4.--Regimental Review, Battalions in Mass Formation.

- (3) If his rank so entitles him, honors to the reviewing officer are then rendered (see U.S. Navy Regulations). The band (a designated band near the center of the command if more than one band is present) or field music sounds the honors upon the salute of the commander of troops. When the honors are completed, the commander of troops terminates his salute (his staff with him) and brings his troops to order arms. If the formation consists of more than one battalion, he orders AT EASE.
- (4) When artillery is present in the formation, or if saluting guns are available, and when the commanding officer deems it practicable, a salute may be fired. The first gun is fired following the last note of the honors. The firing detachment rejoins its unit after firing the last gun. For those entitled

to a gun salute, this honor may be rendered in addition to the salute described in U.S. Navy Regulations. It should be limited to special ceremonial occasions.

- (5) When the grade of the reviewing officer entitles him to the honor, each organizational color salutes with its command.
- (6) The reviewing officer, his staff, and all military spectators in uniform and covered salute at the first note of the music. They hold their salutes until the music and gun salute are completed.

b. Inspection.

- (1) After the honors, the reviewing officer and the local commander (host) move forward and halt 6 paces in front of the commander of troops. Staffs do not normally accompany the inspection party, but the reviewing officer may direct his staff, or any part of it, to accompany him to the post of the troop commander or throughout the inspection if he so desires. The commander of troops and the reviewing officer exchange salutes and the commander reports, "Sir, the Command is prepared for inspection." He then conducts the reviewing party around the formation. The commander of troops and the local commander (host) march to the right of the reviewing officer (on the side away from the troops). Beginning with the unit on the right of the line, they pass along the front of the line of troops to the left. The reviewing party passes immediately in front of the line of company commanders regardless of the size of the review, except when companies are in a line formation, in which case they pass immediately in front of the platoon commanders. They then pass around the rear of the troops. If staff members accompany the reviewing party, they follow their respective commanders in single file. If the inspection is to be made in vehicles, the reviewing party embarks at the post of the reviewing officer. The reviewing officer enters first and occupies the left rear position. The local commander (host) occupies the right rear position. If staffs are to accompany the reviewing party, the right front position in each vehicle is left vacant. The vehicle (approaching from the commander of troops' left) moves to the post of the commander of troops and stops. The commander of troops salutes, reports, and enters the vehicle, occupying the right front position. His staff occupies the vacant positions in the staff vehicles if staffs accompany the reviewing party, and flags remain at their posts. Upon departure of the reviewing party, the senior staff officer commands, "STAFF, PARADE, REST." After the inspection has been completed, the senior staff officer calls the staff to attention prior to the return of the commander of troops.
- (2) The reviewing officer makes whatever general inspection of the command he may desire. A detailed inspection is not part of the ceremony of review.
- (3) The organizational band plays while the reviewing officer is passing around the troops.
- (4) If the formation is standing at ease or parade rest, each massed unit is brought to attention and given eyes right by its commander upon the approach of the reviewing officer. As the reviewing officer passes to his front, each man turns his head and eyes to the left, following the reviewing officer, until he is looking straight to the front. Each man then stops the movement of his head and eyes and remains at attention. After the reviewing officer has passed each massed unit, its commander gives his troops parade rest. They remain at this position until the reviewing officer approaches the rear of the unit, at which time it is brought to attention and kept so until the reviewing party has passed. While the reviewing party is passing the front of a massed unit, its commander salutes; other officers do not. Except for the commander, personnel armed with the sword remain at order sword. The reviewing party salutes the national

color(s) when passing the front of the formation, but not when passing the rear. The color guard(s) executes eyes right when the reviewing officer passes the front of the formation in the same manner as other units, from order color. While the reviewing party is passing the rear of a massed unit, after the commander has called the unit to attention, he faces toward his unit until the party has passed.

- (5) Upon arriving at the right of the band after passing around the line of troops, the commander of troops halts and salutes. The reviewing officer returns the salute. Then he returns to his original post. After the reviewing officer has passed him, the commander of troops returns to his post and faces the reviewing officer. If the reviewing party has inspected in vehicles, the first stop is made at the post of the commander of troops. Here, the commander of troops dismounts. The troop commander exchanges salutes with the reviewing officer (staff members do not). He then takes his post and the reviewing officer returns to his.
- (6) After resuming his/her post, the commander of troops faces the command and orders the troops to attention. After the troops are at attention, presentation of decorations (see chapter 14) may be conducted and then the command is marched in review. If there is no presentation of decorations, the command immediately proceeds to march in review.

c. March in Review.

- (1) After the reviewing officer has taken position back in the reviewing area and the troops are at attention, the commander of troops commands PASS IN REVIEW. On this command the band changes direction to that of the line of march and halts.
- (2) If the review is being conducted by a battalion or regiment formed with companies in line or companies in mass formation, after the band is halted, troops march in review in the same manner as prescribed for a parade in paragraphs 15-2 or 15-3, as appropriate.
- (3) If the review is being conducted by a regiment with battalions and independent companies in mass formation, or by a larger unit, the march in review is conducted as follows after the band has halted.
 - (a) The commander of the right battalion or independent company commands RIGHT SHOULDER, ARMS; RIGHT TURN, MARCH. The band steps off on the command of execution, MARCH, with the right battalion or independent company.
 - (b) Succeeding battalions and independent companies are brought to right shoulder arms and execute a right turn in succession from right to left by their commanders so as to follow at the prescribed distances.
 - (c) The band and each massed battalion or independent company change direction to follow the line of march on the commands of their respective commanders, without command of their regimental commanders or the commander of troops. Each turning point should have been previously marked as described in paragraph 13-3.
 - (d) The commander of troops and staff march so as to take position at the head of the band after the second change of direction. In a review conducted by a unit larger than a regiment, regimental commanders and their staffs initially march parallel with the line of troops and take position at the head of their regiments after the first change of direction in the line of march.
 - (e) The commander of troops and each battalion and regimental commander, with their staffs, salute and execute eyes right

when 6 paces from the nearest member of the reviewing party. They hold their salutes and eyes right positions until 6 paces beyond the reviewing party. The senior company commander in each massed battalion and commanders of massed companies command EYES, RIGHT when 6 paces from the nearest member of the reviewing party. All officers, except those armed with the sword in the interior of a formation (other persons to the front and sides), salute. The salute and eyes right position is held until the massed unit is 6 paces past the reviewing party.

- (f) The band (each band if more than one is present) executes column left when it has passed the reviewing stand. It then executes a second and third column left so it will end up in front of and facing the reviewing officer at least 12 paces from the left flank of the marching troops. It continues to play until its organization has passed. It then stops playing and follows the last unit of its organization from the parade area. The band of a following unit begins playing as soon as the preceding band has ceased playing. In large reviews, bands may alternate playing in order to rest the musicians. Another alternative is to mass bands and post them as one.
 - (g) The band leader and the drum major execute and terminate their salutes at the same time prescribed for other commanders.
 - (h) If the reviewing officer is entitled to a regimental color salute, the color salutes and terminates the salute at the same times prescribed for the commanders of massed units.
 - (i) After the last turning movement, while marching in review, the guide is toward the flank on which the reviewing officer is posted.
 - (j) After saluting the reviewing officer while marching in review, the commander of troops, followed by his staff, turns out of column and takes position on line with and to the right of the reviewing officer. If armed with the sword, he returns sword. The staff takes post in corresponding position beside the staff of the reviewing officer. The staff returns sword with their commander. The commander of troops orders HAND, SALUTE and READY, TWO at the appropriate times as the national color passes in review. When the rear element of his command has passed, the commander of troops faces the reviewing officer and renders a hand salute. When the salute has been returned, he and the staff draw sword and follow their command from the field. If the commander of troops and his staff are in vehicles, the vehicles are parked on the side of the reviewing officer toward the direction of march and in rear of the lines occupied by the reviewing officer and his staff.
 - (k) All individuals in the reviewing stand salute the national color as it passes. When trooping the line, all members of the reviewing party salute the national color as they pass to its front.
 - (l) The reviewing officer returns the salutes of all commanders down to and including battalion commanders as they pass to his front while marching in review. Members of his staff do not return such salutes. For a battalion formation, he returns the salutes of the company commanders.
- (4) After marching off the parade ground following the march in review, the color guard and color company (battalion) return the colors as prescribed in paragraph 16-5. Units march to their respective areas and are dismissed by their commanders.

PRESENTATION OF DECORATIONS AND INDIVIDUAL RETIREMENT

14-1. GENERAL

a. Reviews, when practicable, are held on the following occasions:

- (1) The presentation of United States decorations.
- (2) The decoration of organizational colors.
- (3) The presentation of a foreign decoration.
- (4) The retirement of an individual or a group of any rank. Local commanders should consider it appropriate, when only one distinguished individual is retiring, to allow that individual to participate as the reviewing officer. When the colors are marched forward, the retiree would position himself front and center of the colors. The local commander would then present the retirement orders and/or make appropriate remarks. The retiree would then return to the reviewing officer's post.

b. Formations and procedures for the reviews are as described in chapter 13 until the reviewing officer completes his inspection. At that time the procedures in this chapter are followed.

14-2. POSITIONING OF PERSONS TO BE DECORATED AND RETIREES

After the reviewing officer has inspected the troops and resumed his post, the commander of troops, from his post, does an about face and commands PERSONS TO BE DECORATED, RETIREES, AND ALL COLORS, CENTER, MARCH. On MARCH, persons to be decorated, retirees, and all colors move by the most direct route to the following posts:

a. Persons to be decorated and retirees form a single rank in the center of the command, 15 paces in front of the line of company commanders. They form according to the rank of the decoration to be conferred, the highest ranking decoration on the right. Those to receive similar decorations take position by seniority within each decoration group. Retirees not receiving decorations form to the left of persons being decorated.

b. Colors to be decorated form in a single rank 5 paces in front of the center of the line of persons to be decorated. The color to receive the highest decoration is on the right, the remainder to the left according to the rank of decorations to be conferred.

c. All other colors with color guards form in a single rank 5 paces behind the center of the line of persons to be decorated. Each color is in the same relative position as its parent organization within the formation for review.

14-3. PRESENTATION TO REVIEWING OFFICER

The commander of troops' staff, under the command of the senior staff officer, executes right face, moves to the right a sufficient distance to allow clearance for the colors and persons to be decorated, then halts, and executes left face. The commander of troops takes position 5 paces in front of the leading element of the group to be decorated or retired. He executes an about face and commands FORWARD, MARCH. Upon his command, the entire group marches forward and the band begins playing. The guide is center in all ranks. After the detachment has passed, the staff returns to its original position. When he has reached a point 10 paces from the

reviewing officer, the commander of the troops halts the group by the command DETACHMENT HALT (see fig. 14-1). The band stops playing as the detachment halts. The troop commander then salutes the reviewing officer and reports, "Sir, the persons (and/or colors) to be decorated/retired are present." The reviewing officer returns the salute and orders, "Present the command, Sir." The commander of troops returns to his post by the most direct route around the right flank of the persons and colors to be decorated. On reaching his post, he commands PRESENT, ARMS, faces about, and orders his staff to PRESENT, ARMS. The band plays the "National Anthem." If only a field music is present, he sounds "To the Colors." On completion of the music, the commander of troops brings the command to order arms. The persons to be decorated and/or retirees also salute with the command.

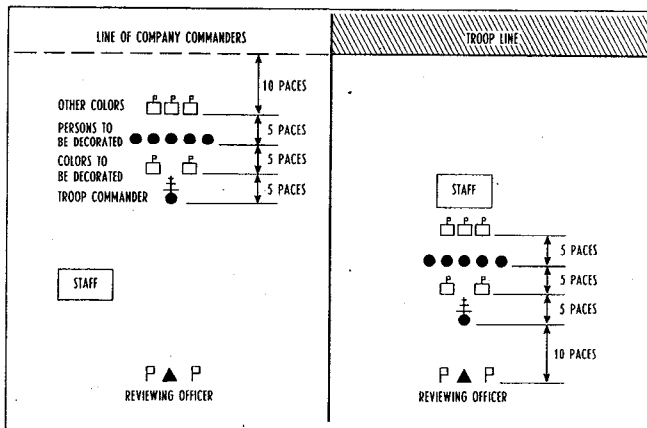


Figure 14-1.--Presentation of Decorations.

14-4. PRESENTATION OF AWARDS

a. A designated staff officer reads the orders and citations of the awards to be presented. In ceremonies involving many awards, the commanding officer may direct that such portions of orders and citations deemed appropriate be read. After the reading of the first citation, the reviewing officer, accompanied by designated necessary staff personnel, advances to the first color/person to be decorated. He attaches the appropriate streamers/decorations and then moves to the next color or person to be decorated and that citation is read. For awards to individuals, the reviewing officer attaches the appropriate decoration to the uniform over the left breast pocket and shakes hands with the person decorated. He will also shake hands with each retiree. Immediately after shaking hands, the person decorated or retiree salutes the reviewing officer. He returns the salute before proceeding to the next person.

b. After shaking hands with the last person, the reviewing officer resumes his post. The persons decorated/retirees, at the command of the senior, form line at normal interval on the left of the local commander, or as otherwise directed. The colors return to their posts by the most direct route. When the colors have taken their posts, the reviewing officer directs the commander of troops to march the command in review.

c. The march in review is conducted in accordance with paragraph 13-7c.

CHAPTER 15

PARADES

15-1. BATTALION AND REGIMENTAL CEREMONIAL PARADES

a. The appearance and movement of troops in formation are the primary considerations of a ceremonial parade. The preparations, the organization of troops, and the conduct of a ceremonial parade are similar to that for a review, except that the inspection by the reviewing officer is omitted. Consequently, a parade consists of three basic parts: formation of troops; presentation and honors to the reviewing officer; and march in review. Other differences are that during the formation of troops the band "Sounds Off" and troops the line, reports are received, orders are published by the adjutant, and officers and guidons are marched center. As with a review, bayonets may be fixed and the colors may be trooped, and at evening parade, retreat may be included as part of the ceremony. Decorations may also be presented during a parade after presentation and honors to the reviewing officer, and prior to the march in review.

b. Paragraphs 15-2 and 15-3 prescribe detailed commands and procedures for conducting battalion and regimental ceremonial parades, respectively. Normally, units larger than a regiment conduct a review (see Chapter 13), but these procedures may be adopted for parades conducted by larger organizations.

15-2. BATTALION CEREMONIAL PARADE

a. The parade field is marked as prescribed for reviews in figure 13-1.

b. Formation of Troops.

(1) The commander of troops and staff initially take position facing the line of troops (with swords in scabbards) 6 paces in front of the reviewing area prior to Adjutant's Call. Under supervision of the adjutant, the battalion forms on the line of troops with companies in line or with companies in mass formation. To do so, companies march on at Adjutant's Call or take position on the line of troops prior to Adjutant's Call. Then companies dress to the right, guides are posted (if companies march on), and bayonets fixed (if prescribed) in the same manner as prescribed for forming for ceremonies in Chapter 10.

(NOTE: The commander of troops and staff, on the first note of the music following Adjutant's Call, march forward from their position in front of the reviewing area to a post midway between the reviewing area and line of troops and halt facing the troops (swords remaining in scabbards).)

(2) After the companies have completed dressing to the right and guides posted (if companies marched on at Adjutant's Call) and bayonets fixed (if prescribed), the adjutant, still facing the battalion from his/her post midway between the line of company commanders and the commander of troops, commands PARADE, REST; SOUND OFF. In the event the colors are trooped, prior to bringing the command to parade rest, the adjutant commands MARCH ON THE COLORS, and the ceremony prescribed in paragraph 16-6 is conducted. After the colors have been trooped, the adjutant commands, PARADE, REST; SOUND OFF.

(3) On the adjutant's command PARADE, REST, the companies come to parade rest, but the adjutant, commander of troops, and staff remain at attention. At the command SOUND OFF, the band plays "Sound Off" in place. Then it marches forward simultaneously with the first note of the march music. It executes a left turn in time to pass across the front of the line of troops midway between the adjutant and the line of company commanders. When the band has passed the left of the line of troops, it countermarches and returns over the same ground back to the right of the line. After it passes the right of the troops, it executes a right turn. When the entire band has passed beyond the front line of troops, it countermarches and halts in its original position. The band stops playing the march at the next ending and then repeats "Sound Off".

(4) If not an evening parade including Retreat, immediately after the band's last "Sound Off", the adjutant commands, BATTALION, ATTENTION; PRESENT, ARMS. The adjutant then faces about, salutes the commander of troops, and reports, "Sir, the parade is formed." The commander of troops returns the salute and directs the adjutant to TAKE YOUR POST, SIR. The adjutant marches around the right of the commander of troops, takes post in the staff, halts, faces the battalion and comes to order sword. When the adjutant is in position, the commander of troops and staff draw swords (except the adjutant, who already has sword drawn).

(5) If at an evening parade including Retreat, immediately after the band halts and plays its last "Sound Off", "Retreat" is sounded by the field music. Following the last note of the music for "Retreat", the adjutant commands BATTALION, ATTENTION; PRESENT, ARMS. The adjutant continues facing the troops and salutes; the commander of troops and staff salute with the adjutant. Upon the adjutant's salute, the band plays the "National Anthem", and the flag is lowered as prescribed in paragraph 16-3. At the completion of the "National Anthem", the adjutant, commander of troops and staff terminate their salutes, and, with the troops still at present arms, the adjutant faces the commander of troops, salutes, and reports, "Sir, the parade is formed." The adjutant then takes post with the staff and the commander of troops and staff draw swords as described above.

(6) After drawing sword, with the troops still at present arms, the commander of troops commands, ORDER, ARMS. Following this, the commander of troops orders such movements of the manual of arms as desired. Normally, the commander of troops commands, PORT, ARMS; RIGHT SHOULDER, ARMS; PORT, ARMS; LEFT SHOULDER, ARMS; PORT, ARMS; ORDER, ARMS. Company officers and noncommissioned officers armed with the sword, come to carry sword on the first port arms and remain at carry sword throughout the exercise of the manual, returning to order sword when the troops come to order arms. The color guard and guidon bearers remain at the order during the manual of arms.

(7) The commander of troops then directs the adjutant, "RECEIVE THE REPORT, SIR." The adjutant, passing the troop commander's right, marches to his post, halfway between the troops and the commander, from which position he commands REPORT.

- (a) On REPORT, the company commanders, in succession from right to left, salute and report, "Company, all present or accounted for," or "Company, men and/or officers absent." The adjutant returns each salute after the report is completed. If armed with a sword, he returns to carry sword after each salute.
- (b) The adjutant then faces the troop commander, salutes, and reports, "Sir, all present or accounted for," or states the number of persons absent.

(8) The commander of troops salutes and directs the adjutant, "PUBLISH THE ORDERS, SIR." The adjutant executes an about face to face the troops and commands, ATTENTION TO ORDERS. The adjutant then publishes the orders; normally, most units publish orders similar to this: "Headquarters, Battalion, Marines, (date) (month) (year), Officer of the Day today is (rank) (name); Officer of the Day tomorrow is (rank) (name). By order of (battalion commander's name) (rank), United States Marine Corps (Reserve), Commanding." Other orders may be published if deemed appropriate. After publishing the orders, still facing the battalion, the adjutant immediately commands, OFFICERS....CENTER.... MARCH. The adjutant pauses between each of these commands so as to allow the actions described below to occur. On the adjutant's own command of MARCH, the adjutant executes an about face as in marching and moves by the most direct route around the right of the commander of troops and resumes his/her post in the staff at order sword.

- (a) On the adjutant's command OFFICERS, all company officers execute carry sword, and all guidon bearers execute carry guidon.
- (b) On the adjutant's command CENTER, company commanders and guidon bearers face center. Simultaneously, when companies

are in line formation, the platoon commanders face center; but when companies are in mass formation, the platoon commanders first take 1 pace forward, then face center. Extra officers and company executive officers move around their company's flank nearest the center and take posts in the rank formed by the platoon commanders.

- (c) On MARCH, the band plays, officers and guidon bearers close to the center at close interval, halt, and individually face the troop commander. Company commanders, when closing to the center, must oblique slightly forward in order to close on a line 4 paces in front of that formed by the guidon bearers. Guidon bearers close on their own line and take position behind their respective company commanders. All other officers close on the line of platoon commanders.
- (d) After all officers and guidon bearers have closed and faced forward, the senior officer commands FORWARD, MARCH. As they advance, the center officer of the leading rank is the guide. He guides toward the troop commander. The group is halted 6 paces from the troop commander by the senior officer. Officers not armed with the sword hesitate for one count after the command HALT and execute the hand salute. If armed with the sword, they execute present sword as prescribed in paragraph 5-3. Guidon bearers execute present guidon as prescribed in paragraph 6-2. All members of the party should be at salute on the fourth count after the command HALT. The troop commander, if the officers are armed with the sword, orders CARRY, SWORDS. On CARRY, the guidon bearers execute the first movement to carry guidon and the officers execute order sword. On SWORDS, guidon bearers complete carry guidon and the officers execute carry sword. If the officers are not armed with the sword, the troop commander orders READY, TWO. On READY, guidon bearers execute the first movement to carry guidon. On TWO, guidon bearers complete carry guidon and the officers terminate their hand salutes. The troop commander returns the salute. He terminates it on the same command which terminates those of the officers' party. Staff members do not salute at this time. The troop commander then gives whatever instructions to the officers he deems necessary.

(9) The commander of troops then commands, POSTS, MARCH.

- (a) On POSTS, all officers and guidon bearers face about.
- (b) On MARCH, they step off. The center officer is the guide as before. He guides toward the center of the battalion formation.
- (c) The senior officer commands, OFFICERS, HALT. The command of execution HALT is timed so that, when companies are in line formation, the rank of platoon commanders is 6 paces from the line of troops; and when the companies are in mass formation, the platoon commanders are 2 paces from the line of troops. The senior officer then commands POSTS; MARCH.

- (1) On POSTS, officers and guidon bearers face in the direction of their companies.
- (2) On MARCH, officers step off in succession at 4-pace intervals, resume their posts, and execute order sword if so armed. Guidon bearers step off with their company commanders, resume their posts, and execute order guidon. The band stops playing when the last officer has resumed his post. During the execution of officers center and officers post, except when saluting, the troop commander remains at carry sword, if so armed.

(10) After the officers and guidon bearers have returned to their original positions with their companies, the commander of troops directs the

senior staff officer to BOX THE STAFF in a voice only loud enough for the staff to hear. The senior staff officer then reverses the staff (see paragraph 10-3) so that it halts 2 paces from and facing the commander of troops (who remained facing the battalion). The battalion commander faces the front and waits for the reviewing officer to take position in the reviewing area.

c. Presentation and Honors to the Reviewing Officer.

(1) After the staff has reversed and the commander of troops has faced the reviewing area, the reviewing officer, with his/her staff, moves to his/her post in the reviewing area to receive the review. The procedures in paragraph 13-6 apply with respect to the reviewing party.

(2) The battalion commander (if not acting as commander of troops) escorts the reviewing officer to position, taking post on the left of the latter. If the battalion commander is the commander of troops, the regimental commander or a senior officer may accompany the reviewing officer. If no officer has been designated to review the parade, the battalion commander acts as reviewing officer, the battalion executive officer (or other officer appointed by the battalion commander) acts as the commander of troops.

(3) When the reviewing officer is in position, the commander of troops faces the battalion and commands PRESENT, ARMS. The commander of troops then faces the reviewing officer and salutes, the staff also salutes. If the reviewing officer is so entitled, honors to the reviewing officer are rendered as appropriate to his/her rank (see U.S. Navy Regulations). The band sounds honors, if appropriate, upon the salute of the commander of troops. After the reviewing officer returns the salute, the commander of troops and staff terminate their salutes. The commander of troops faces the battalion and commands ORDER, ARMS.

(NOTE: After the troops are at the order, presentation of decorations as prescribed in Chapter 14 may be conducted at this time. Then the command is marched in review. If presentation of decorations do not take place, the battalion marches in review.)

d. March in Review.

(1) The commander of troops, facing the battalion, commands, PASS IN REVIEW. On this command, the band changes direction to that of the line of march and halts.

(2) When the band is halted, if the battalion is formed in line with companies in mass formation, the commander of troops commands, RIGHT SHOULDER, ARMS; after the troops are at the right shoulder, the commander of troops then commands, COLUMN OF COMPANIES, RIGHT COMPANY, RIGHT TURN, MARCH. The band and the right company move out on the command of execution of the commander of troops.

- (a) Other companies move out in succession and follow at the prescribed distance.
- (b) The band and each company change direction to follow the line of march without command from the commander of troops. Each turning point should have been previously marked as described in paragraph 13-3.
- (c) The commander of troops and his staff move into position at the head of the column after the second change of direction.
- (d) The commander of troops with his staff, salutes, and executes eyes right when 6 paces from the nearest member of the reviewing party. They hold their salute and eyes right position until 6 paces beyond the reviewing party. The company commander in each company commands EYES, RIGHT when 6 paces from the nearest member of the reviewing party. All officers, except those armed with the sword in the interior of a formation (other persons to the front and sides), salute. Part I describes the salutes for men and officers according to their arms. The salute and eyes right position is held until the massed unit is 6 paces past the reviewing party.

- (e) The band executes column left when it has passed the reviewing stand. It then executes a second and third column left so it will wind up in front of and facing the reviewing officer at least 12 paces from the left flank of the marching troops. It continues to play until the last company has passed. It then stops playing and follows the last company from the field.
 - (f) The band leader and the drum major execute and terminate their salutes at the same time prescribed for other commanders.
 - (g) If the reviewing officer is entitled to a color salute, the color salutes and terminates the salute at the same time prescribed for the commanders of massed units.
 - (h) After the last turning movement, while marching in review, the guide is toward the flank on which the reviewing officer is posted.
 - (i) After saluting the reviewing officer while marching in review, the commander of troops, followed by his staff, turns out of column and takes position in line with and to the right of the reviewing officer. If armed with the sword, he returns sword. The staff takes post behind him. They return swords with their commander. The commander of troops orders HAND, SALUTE AND READY, TWO at the appropriate times as the national color passes in review. When the rear element of his command has passed, the commander of troops faces the reviewing officer and renders a hand salute. When the salute has been returned, he and his staff draw sword and follow their command from the field.
 - (j) All individuals in the reviewing stand salute the national color as it passes.
 - (k) The reviewing officer returns the salutes of all commanders as they pass to his front while marching in review.
- (3) If the battalion is in line with companies in line, when the band is halted, the commander of troops commands, RIGHT, FACE....RIGHT SHOULDER, ARMSFORWARD, MARCH.
- (a) At the commander of troop's command RIGHT, FACE, the companies face right and company officers, senior noncommissioned officers, and platoon guides take their posts in the column (see fig 15-1).
 - (b) On FORWARD, MARCH, the entire battalion steps off and the band plays a quick march. Once the formation is underway, the parade proceeds the same as with companies in mass formation except:
 1. If the battalion passes in review in column (of threes) as shown in figure 15-2, company commanders and platoon commanders give necessary commands to execute column movements along the line of march, without the command of the commander of troops. The leading platoon of each company executes EYES, RIGHT on the command of execution of the company commander, the remaining platoons in each company execute EYES, RIGHT on the commands of their platoon commanders.
 2. If the battalion passes in review in column of platoons in line as shown in figure 15-3, the companies initially march in column of threes, and on command of the company and platoon commanders, execute a column left at the first turn marker. The companies then form column of platoons in line on the march (see fig 9-5) with each platoon executing a left flank march on command of its platoon commander just as it reaches the second turn

marker. On passing the reviewing officer, the company commander and guidon bearer of each company execute EYES, RIGHT together, but each platoon (including the leading platoon of each company) executes EYES, RIGHT on command of its platoon commander. After passing in review, companies should reform column of threes on the march far enough away from the reviewing area so as not to interfere with the "eyes right" of companies marching in the rear.

- (4) After marching off the parade ground following the march in review, the color guard and color company return the colors as prescribed in paragraph 16-5. Companies march to their respective areas and are dismissed.

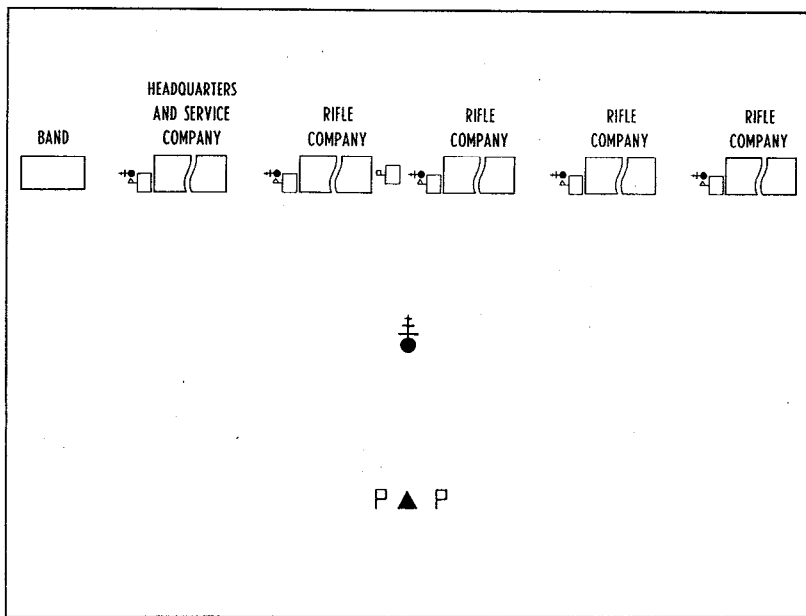


Figure 15-1.--Band Changes Direction, Unit Leaders Move to Head of Units.

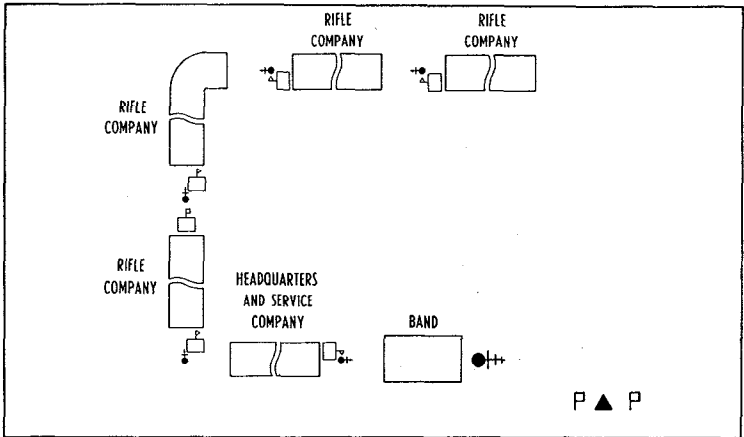


Figure 15-2.--Pass in Review, Companies in Column.

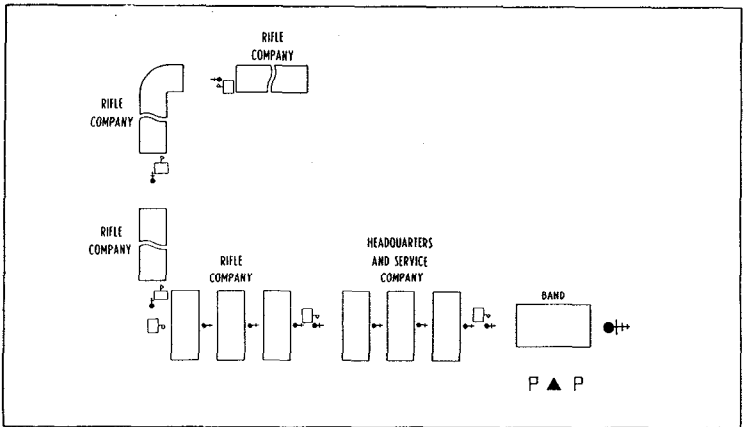


Figure 15-3.--Pass in Review, Companies in Column of Platoons in Line.

15-3. REGIMENTAL CEREMONIAL PARADE

The regiment normally forms in line of battalions with companies in line or companies in mass formation to conduct a ceremonial parade. The parade proceeds as for the battalion (see paragraph 15-2) with the following exceptions:

- a. Regiment is substituted for battalion in the description.
- b. The companies and battalions march on at the "second" or, regimental Adjutant's Call, or form on the line of troops prior to regimental Adjutant's Call under supervision of the regimental adjutant as prescribed for forming for ceremonies in Chapter 11, up to the point where units have completed dressing to the right, guides are posted (if units marched on), and bayonets are fixed (if prescribed). "Sound Off" is then conducted and the remainder of the parade proceeds in the same manner as a battalion parade.
- c. Battalions and independent companies execute present arms, order arms, parade rest, attention, and other movements of the manual of arms on the command of their respective battalion commanders or independent company commanders. Reports to the adjutant are made by battalion and independent company commanders.
- d. In trooping the line, after "Sound Off", the band passes midway between the line of battalion commanders and the adjutant.
- e. At officers center, battalion commanders and their staffs close center on the original line of battalion commanders. Company commanders oblique forward to close on a line 4 paces behind the line of battalion staffs. Guidon bearers oblique forward to close on a line 4 paces behind the line of company commanders. The platoon commanders' rank obliques forward to close 4 paces behind the guidon bearers.
- f. In the march in review, the commander of troops commands **PASS IN REVIEW**. On this command the band changes direction to that of the line of march and halts.
 - (1) If the parade is being conducted with companies in line formation, when the band is halted, the commander of the right battalion or independent company commands, **RIGHT, FACE; RIGHT SHOULDER, ARMS**, and column of threes is formed. Remaining battalions and independent companies form column of threes and come to right shoulder arms on commands of their battalion or independent company commanders in succession from right to left. When all units are at right shoulder arms, the commander of the right battalion or independent company commands, **FORWARD, MARCH**. The band steps off playing on this command. Succeeding battalions and independent companies step off on the commands of their respective commanders so as to follow at the prescribed distances.
 - (2) If companies are in mass formation, when the band is halted, the commander of the right battalion commands, **RIGHT SHOULDER, ARMS; COLUMN OF COMPANIES, RIGHT COMPANY, RIGHT TURN, MARCH**; should an independent company be on the right, its commander commands, **RIGHT SHOULDER, ARMS; RIGHT TURN, MARCH**. The band steps off playing with the right unit. Commanders of succeeding battalions and independent companies give similar commands to set their units in motion so as to follow at the prescribed distances.
 - (3) Initially, battalion commanders and their staffs march parallel to the line of troops and take position at the head of their battalions after the first change of direction. The commander of troops and staff take position at the head of the band after the second change of direction.
 - (4) Battalion commanders and their staffs execute eyes right in the same manner as the commander of troops and his/her staff. Companies march in review in mass formation, column of threes, or column of platoons in line executing changes in direction, flanking movements, and eyes right as appropriate in the same manner as in a battalion parade.

15-4. CHANGE OF COMMAND CEREMONY

The ceremony proceeds in the same manner as the battalion (regimental) ceremonial parade up to the point where the troop commander directs the adjutant, "Publish the orders, Sir."

a. The adjutant then faces the troops and commands ATTENTION TO ORDERS. He publishes pertinent excerpts from the outgoing commander's orders, followed by pertinent excerpts from the incoming commander's orders. Upon completion, he commands OFFICERS, CENTER, MARCH. The ceremony continues as described for the ceremonial parade until the officers have returned to their posts from officers center.

b. The outgoing and incoming commanding officers then take positions in the reviewing area. If the outgoing commanding officer is entitled to honors, they will be rendered at this point. When both have taken their proper positions (the present commanding officer on the right and the new commanding officer on his/her left), the troop commander directs the adjutant, "Deliver the color to the commanding officer." The adjutant returns sword, if so armed, takes the most direct route to a position 2 paces in front of the color guard, salutes, and takes the organizational color from the junior color bearer. Carrying the color as nearly in the position of carry color as he can without a sling, he marches by the most direct route to a position 2 paces in front of the outgoing commanding officer.

c. The commanding officer of troops commands PRESENT, ARMS. On this order, the entire parade executes present arms, and the adjutant transfers the color to the outgoing commanding officer. The outgoing commanding officer passes the color to the incoming commanding officer. The adjutant salutes as the color is passing from one to the other. The passing of the color signifies the transfer of command. The new commanding officer then passes the color back to the adjutant, at which time the commanding officer of troops orders ORDER, ARMS. The old and new commanding officers face each other and exchange salutes and positions (right shoulder to right shoulder). The adjutant then returns the color to the color guard by the most direct route, salutes the colors, resumes his post in the staff, and draws sword. If the new commanding officer is entitled to honors, they will be rendered at this time.

d. The ceremony then continues as set forth in paragraph 15-2 or 15-3.

15-5. BATTALION AND REGIMENTAL CEREMONIAL FORMATIONS

a. For occasions in which ceremony is desired but the situation does not provide the opportunity or necessary space for maneuvering units as in a review or a parade, a battalion or regimental ceremonial formation may be conducted. One of several variations may be used according to the situation and type of ceremony desired.

b. One type of battalion (regimental) ceremonial formation is similar to that of a review, except that the march in review is omitted. The battalion (regimental) commander acts as reviewing officer and the executive officer (or other officer so appointed) acts as the commander of troops. Basically, the battalion or regiment forms in line with companies in line or companies in mass formation at Adjutant's Call for the formation in the same manner as for a review.

(1) For an evening formation including retreat, after the battalion (regiment) is presented to the commander of troops, the troops may be presented, "Retreat" sounded, and flag lowered while the "National Anthem" is played. A morning ceremonial formation may also be conducted in a manner similar to "Retreat" and evening colors. To conduct morning colors as part of the formation, after presenting the command, the commander of troops commands SOUND FIRST CALL TO COLORS; the field music sounds "First Call", followed immediately by the band playing the "National Anthem" to which the colors are raised.

(2) After the command is presented to the commander of troops, if morning/evening colors are not conducted, the commander of troops presents the command to the battalion (regimental) commander. If morning/evening colors are part of the ceremony, the commander of troops presents the command to the battalion (regimental) commander following the conduct of morning/evening colors.

(3) Presentation of decorations may then be conducted. The battalion (regiment) is then dismissed by the commander of troops. The color guard and color company (battalion) return the colors.

c. Another type of formation is conducted in the same manner as a ceremonial parade (see paragraphs 15-2 and 15-3), except that the march in review is omitted. The following additional modifications may be made:

(1) The band may "Sound Off" in place instead of marching. If evening colors is part of the formation, "Retreat" is sounded after the band's second "Sound Off", and the adjutant brings the command to attention and to present arms. Then the flag is lowered while the "National Anthem" is played. For a formation at morning colors, the procedure is similar, except after the second "Sound Off", the field music sounds "First Call", then the adjutant brings the command to attention and present arms for the flag to be raised while the "National Anthem" is played. After colors, the adjutant may bring the troops to order arms and then dismiss the command, or while troops are still at present arms following colors, the adjutant presents the command to the commander of troops.

(2) The commander of troops presents the command to the battalion (regimental) commander. Then decorations may be presented as prescribed in Chapter 14.

(3) On completion of the ceremony, the command is dismissed. The color guard and color company return the colors.

d. In any of the above ceremonial formations, the battalion (regimental) commander may act as both the commander of troops and the reviewing officer. In this case, the following modifications are made:

(1) The adjutant presents the command to the battalion (regimental) commander after the troops are formed. The presentation normally made by the commander of troops to the reviewing officer is omitted.

(2) During the presentation of decorations, the adjutant performs those duties normally required of the commander of troops.

15-6. STREET PARADES

a. Street parades are commanded by a person designated as Grand Marshal. He appoints a chief of staff and aides, and he issues an order concerning formation, movement, and dismissal of the parade. This order includes:

(1) The names of his staff officers and when and where they are to report to him.

(2) The assignment of organizations and their order in brigades and divisions, and the names and assignment of brigade commanders and marshals of divisions.

(3) The streets upon which the brigades and divisions are to form, the direction their lines or columns face, where the right or head of columns rest, and the width of the fronts of the subdivisions in column.

(4) The times for each division to complete its forming and be ready to march.

(5) The time and place at and from which the head of the parade will move, the line of march, and the direction of guide.

(6) Honors to be paid during the march.

(7) Instructions for the dismissal of the parade.

(8) Instructions regarding uniform and equipment.

b. The Grand Marshal may review the parade at some point beyond the reviewing stand before its dismissal.

c. The order of precedence of units in street parades involving two or more services of the United States or of a foreign nation are the same as prescribed in paragraph 12-1. Veterans and patriotic organizations parade in the order prescribed by the Grand Marshal.

d. The Grand Marshal marches at the head of the parade. His staff, chief of staff on the right, marches 1 1/2 paces to the rear in one or more ranks. The Grand Marshal is usually preceded by mounted police and a platoon of dismounted police who clear the way. The marshal of the first division marches 24 paces in rear of the staff of the Grand Marshal.

(1) Odd-numbered divisions are usually formed in streets to the right of the line of march, the first division nearest the starting point. Even-numbered divisions are similarly formed on streets to the left of the line of march. Among formations which may be used for street parades are columns of threes (or fours) abreast and mass formation. Transportation marches in single column or columns of twos, threes, or fours, depending upon the width of the street.

(2) In long parades, rifles may be carried at sling arms with fixed bayonets.

NATIONAL AND ORGANIZATIONAL FLAGS

16-1. GENERAL

a. When flown from ships or craft of the Navy or from a flagstaff at commands ashore, the national flag will be displayed in accordance with the provisions of U.S. Navy Regulations. The national flag is also called "national ensign" or "ensign."

b. Designated Marine organizations, including divisions, regiments, and battalions, are equipped with a national flag and an organizational flag.

c. When mounted on a staff (pike) and carried by an individual on foot, or displayed or cased in a fixed location, the national flag is called the "national color" and the organizational flag is called the "organizational color." The term "color" means the national color only. The term "colors" means both the national color and the organizational color.

d. When mounted on a vehicle, the national flag is called the "national standard" and the organizational flag is called the "organizational standard." The term "standard" means the national standard only. The term "standards" means both the national standard and the organizational standard.

e. In garrison or on board ship, the colors of an organization, when not in use, are kept by the commanding officer. Whenever practicable, colors should be kept uncased and displayed in the office of the commanding officer, or other appropriate place. They may be cased, however, by placing them within a protective covering and, in such case, are kept in his office. Colors which are kept cased and not used often should be unfurled and aired frequently.

f. The colors (standards) may be carried in any formation in which two or more companies participate, and in escorts and honor guards when ordered. Unless otherwise directed for special ceremonies, the national color will always be carried when the organizational color is carried, but the national color may be carried alone.

g. In regimental formations, only the colors (standards) of the regiment will be carried. When two or more separate battalions are formed as a regiment, only the colors (standards) of one battalion will be carried for the regiment.

h. In battalion formations, the colors (standards) will be posted with a designated color company and in regimental formations with a designated color company or color battalion. For the position of the color company within the battalion formation, see chapter 10. For the position of the color company or battalion within the regimental formation, see chapter 11. In any formation involving two or more organizations which could carry colors (standards) in that formation, the number of colors (standards) to be carried and their positions within the formation will be prescribed by the formation commander.

i. When the formation is broken up, the colors (standards) join the organization commander (or respective organization commanders, if more than one organization in the formation is carrying colors) or are dismissed.

j. When the organizational color is draped in mourning, the mourning shall consist of a black crepe streamer 7 feet long and about 12 inches wide. A bow knot, the loops of which are 6 inches long, is tied in the center. The streamer is attached by this knot to the upper ferrule, just below the spearhead.

k. Colors remain at order color during the manual of arms. Standards remain mounted with the staff vertical.

- l. Colors (standards) are never allowed to touch the deck.
- m. Color guards do not fix bayonets.

16-2. SALUTES

a. By the National Color (Standard).

The national color (standard) renders no salute.

b. By the Organizational Color.

In military ceremonies, the organizational color salutes while the "National Anthem," "To the Color," or "Retreat" (played in lieu of the "National Anthem" in the absence of a band), or "Hail to the Chief" is being played, and when rendering honors to the organizational commander or individual of higher rank, but in no other case. When marching, this salute is rendered when 6 paces from the reviewing stand or person to be saluted. Carry color is resumed when 6 paces beyond the reviewing stand or person to be saluted.

c. By the Organizational Standard.

The organizational standard renders no salute.

d. Salutes to the National Flag.

Salutes are rendered to the national flag in accordance with U.S. Navy Regulations and chapter 18 of this manual.

16-3. HOISTING, LOWERING, AND FOLDING THE NATIONAL ENSIGN

a. General.

- (1) The ceremonial hoisting and lowering of the national ensign at 0800 and sunset, respectively, shall be accomplished ashore in accordance with the provisions of U.S. Navy Regulations and this paragraph.
- (2) A detail consisting of a noncommissioned officer and two nonrated men of the guard will hoist and lower the ensign. This detail will be armed with sidearms, if the special equipment of the guard includes sidearms; otherwise, the pistol belt only will be worn.
- (3) The commander of the guard ashore will see that the proper ensign is flown at the appropriate time and under all weather conditions. For different types of ensigns, see figure 16-1. For U.S. Marine Corps flag size standards, see MCO P10520.3, Flag Manual. Any member of the guard who observes any hazard to the ensign, such as loosened halyards, fouling, etc., will immediately report them to the commander of the guard.

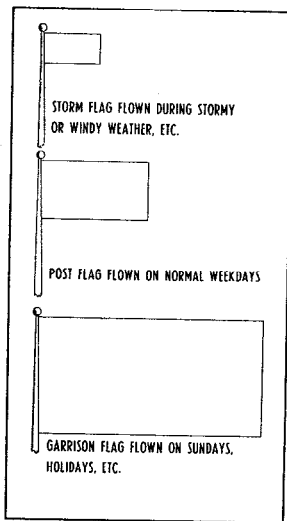


Figure 16-1.--Different Types of Ensigns.

b. Positions of the Ensign.

The ensign is flown from the peak or truck of the mast, except when directed to be flown at half-mast. The ensign at half-mast is flown, when possible, with the middle point of its hoist opposite the middle point of the mast. The middle point of a guyed mast is midway between the truck of the mast and the point of attachment of the guys. The middle point of a mast with a yardarm is midway between the truck of the mast and the yardarm. Technically, an ensign at any position other than at the truck of the mast is half-masted. Local conditions may require other positions. To half-mast the ensign, it is first hoisted to the truck and then lowered to the half-mast position.

c. Hoisting the Ensign.

The detail assigned to hoist the ensign is formed in line at the guardhouse with the noncommissioned officer carrying the ensign in the center. It is then marched to the flagstaff, halted, and the ensign attached to the halyards. The halyards are manned by the two nonrated men who take positions on opposite sides of the staff facing it, so they will be able to hoist the ensign without fouling it. The noncommissioned officer continues to hold the ensign until it is hoisted clear of his grasp to prevent it from touching the deck. When the ensign is clear, he comes to attention and executes the first motion of the hand salute. The other members of the detail grasp the halyard in their left hand and execute the first motion of the hand salute after the ensign is hoisted. On the last note of the "National Anthem" or "To the Color," all members of the detail execute the second motion of the hand salute. If the ensign is to be half-masted, it is then lowered smartly to that position. The halyards are then secured to the cleat of the mast. The detail is again formed, marched to the guardhouse, and dismissed.

d. Lowering the Ensign.

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

e. Folding the Ensign.

The ensign is folded in half the long way so the crease parallels the red and white stripes. It is folded in half again so the new crease parallels the red and white stripes and the blue field is to the outside. The fly end (away from the blue field) is folded up to the top so the single edge lies perpendicularly across the stripes. By repeatedly folding the thick triangle thus formed about the inboard edge of the triangle, the ensign is folded into the shape of a cocked hat (see fig. 16-2).

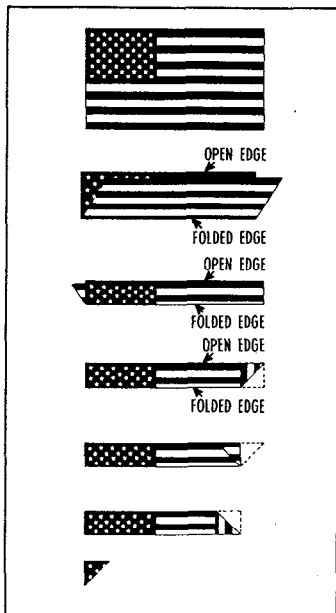


Figure 16-2.--Folding the Ensign.

16-4. MANUAL OF THE COLOR(S)

a. Order Color.

- (1) At order color, the lower ferrule rests on the deck touching the outside edge of the right shoe just opposite the little toe. The staff is gripped from the

right in the "V" formed by the thumb and fingers on the right hand, back of the hand to the right front. The right elbow should be close to the side so the forearm will help support the staff. Hold the staff against the hollow of the shoulder so it points straight up. The rest of the body is at attention (see fig. 16-3).

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

b. Carry Color From Order Color.

- (1) When changing from order color to carry color, the command is CARRY, COLOR.
- (2) At the command CARRY, change the grip on the staff so as to grasp it from the rear between the thumb and fingers of the right hand, the fingers around the staff.
- (3) At the command COLOR, raise the staff smartly with the right hand to a point where the lower ferrule is just above the sling socket. While raising it, keep the staff pointing straight up. Grasp the staff just above the lower ferrule with the left hand to steady it.
- (4) Seat the lower ferrule in the sling socket. As the ferrule is seated, permit the right hand to slide down the staff to a position directly in front of the color bearer's face.
- (5) Grip the staff firmly with the right hand and move the left hand smartly to the side. In this position, the right hand is directly in front of the face and the staff is inclined slightly to the front (see fig. 16-4).
- (6) Color guards armed with rifles execute right and left shoulder arms at the command COLOR so that the rifles are on the outboard shoulder.

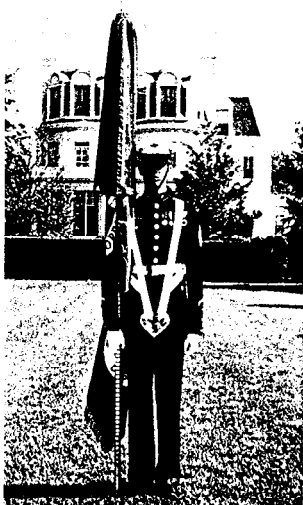


Figure 16-3.--Order Color.

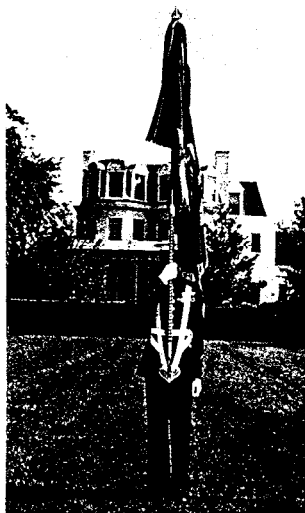


Figure 16-4.--Carry Color.

c. Order Color From Carry Color.

- (1) When changing from carry color to order color, the command is ORDER, COLOR (ARMS). Execution is begun on the preparatory command.
- (2) At the command ORDER, grip the staff with the left hand below the right hand and remove the ferrule from the sling socket.
- (3) At the command COLOR (ARMS), lower the ferrule to a point above the deck along the outside edge of the right toe; release the staff with the left hand and replace it above the right hand.
- (4) Relax the right hand so the staff will slide down between the thumb and fingers. Then change the position of the color and the grip of the right hand to that described in paragraph 16-4a(1).
- (5) Move the left hand smartly back to the left side.

d. Present Color From Order Color.

- (1) To change from order color to present color the command is PRESENT, ARMS. Execution is begun on the preparatory command.
- (2) At the command PRESENT, change the grip on the staff so as to grasp it firmly from the rear between the thumb and fingers of the right hand, the fingers around the staff.
- (3) At the command ARMS, raise the staff smartly with the right hand to a point where the lower ferrule is just above the sling socket. While raising it, keep the staff pointing straight up. Grasp the staff just above the lower ferrule with the left hand to steady it.
- (4) Seat the lower ferrule in the sling socket permitting the right hand to slide down the staff to a point where it is directly in front of the face. Grip the staff firmly with the right hand.
- (5) Move the left arm smartly back to the side. In this position, the right hand is directly in front of the face, and the staff is perpendicular to the deck (see fig. 16-4).
- (6) Lower the staff smartly to the front by straightening the right arm (see fig. 16-5).
- (7) The national color bearer executes the movement to carry color upon the command PRESENT. The national color does not salute; therefore, he remains in this position.
- (8) Color guards armed with rifles execute present arms at the command ARMS.

e. Order Color From Present Color.

- (1) When changing from present color to order color, the command is ORDER, COLOR (ARMS).
- (2) At the command COLOR (ARMS), raise the staff so the right hand is again in front of the face and the staff is inclined slightly to the front. The national color bearer remains at carry color until the organizational color bearer comes to this position.
- (3) Come to the position of order color as described in paragraph 16-4c.

f. Rests With the Color.

- (1) The color bearers and color guards assume the parade rest position in lieu of at ease or rest. At ease or rest are not used by the color guard when carrying colors. The command is given from the position of order color only by the senior color bearer or person in charge of a formation with which colors are posted. It is executed in one count (see fig. 16-6).
- (2) At the command REST, the left foot of color bearers is moved smartly to the left as in the position of parade rest for individuals. The left hand is placed behind the back with the forearm parallel to the deck.
- (3) Color guards assume the position of parade rest as prescribed in chapter 3.

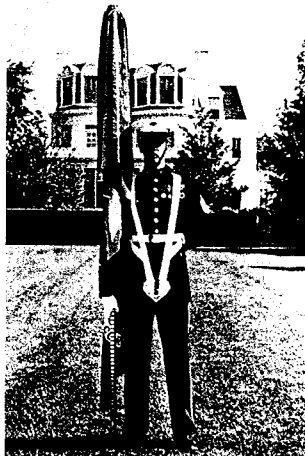
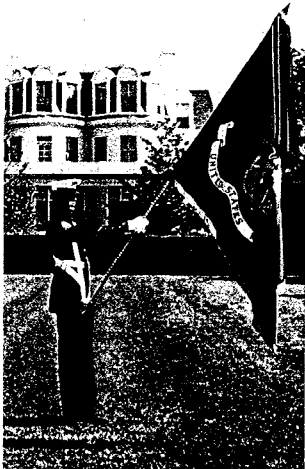


Figure 16-5.--Present Color.

Figure 16-6.--Parade Rest.

g. Eyes Right (left) From Carry or Order Color.

- (1) The command is EYES, RIGHT (LEFT). It will be given only when halted at order color, or while marching at carry color.
- (2) At the command RIGHT (LEFT), if at order color, turn the head and look 45 degrees to the right (left). If at carry color, the organizational color bearer also lowers the staff smartly to the front by straightening his right arm (if the person saluted is entitled to a salute by the organizational color). The right (left) man in the color guard and the national color bearer do not execute the command.
- (3) When the reviewing officer of a parade is entitled to a salute by the organizational color, the salute is executed at the command RIGHT (LEFT).

h. Carry Color From Eyes Right (left).

- (1) The command is READY, FRONT.
- (2) At the command FRONT, the head and eyes are turned smartly to the left (right) so you are looking straight ahead. Those members of the color guard who do not execute eyes right (left) remain looking straight ahead.
- (3) When the senior color bearer commands FRONT, if the organizational color saluted, it resumes the carry.
- (4) During a review, when the reviewing officer troops the line, ready front will not be given after eyes right. During such a ceremony, each member of the color guard executing eyes right turns his head and eyes toward the reviewing officer upon the command RIGHT. He continues to look at him, turning his head and eyes to the left as the reviewing officer passes, until he is again facing directly to the front.

16-5. COLOR GUARD

a. General.

- (1) The color guard consists of four men. Two noncommissioned officers are the color bearers, and two other men, junior to the color bearers, are the color guards. The color bearers are unarmed, but the color bearer carries the national color and commands the color guard. He gives the necessary commands for movements and rendering of honors. The junior color bearer carries the organizational color, which is always on the left of the national color. When only the national color is carried, the color guard will include only one color bearer. The positions of individuals in the Marine Corps color guard, Navy-Marine Corps color guard, and joint armed forces color guard are as shown in figure 16-7.

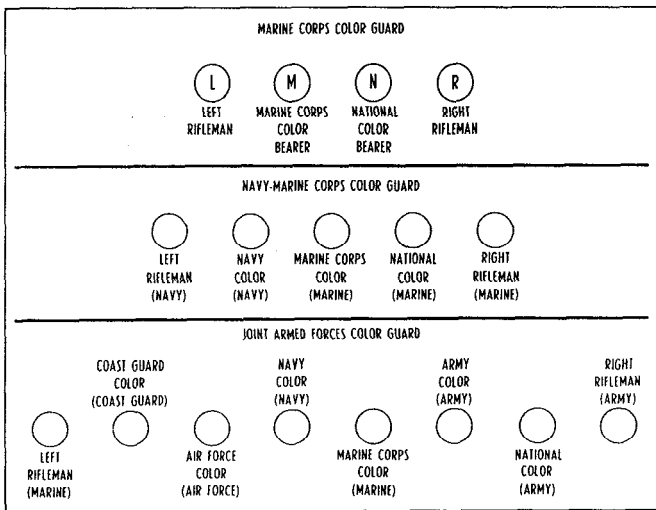


Figure 16-7.--Color Guards.

- (2) The color guard is formed and marches in one rank at close interval with the color bearers in the center. The color guard does not execute to the rear march, about face, flanking movements, or fix bayonets. When any such commands are executed by the unit to which the color guard is attached, except fix bayonets, the senior color bearer orders an appropriate movement as described below.

b. Movements of the Color Guard.

- (1) To face the color guard to the right (left):

- (a) The command is RIGHT (LEFT) TURN, MARCH. It may be executed while halted, marking time, or marching.
- (b) On the command MARCH, with the right (left) flank man acting as a stationary pivot, the color guard inclines to the right (left) until they face the new direction. When making the turn, at any one moment, all members of the color guard face the same direction (see fig. 16-8).

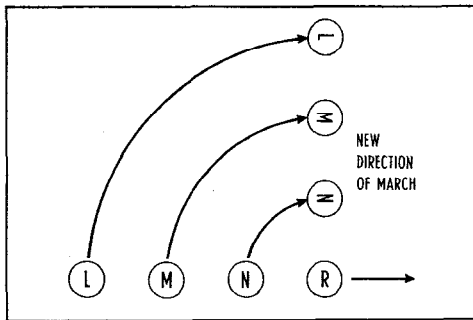


Figure 16-8.--Right Turn.

- (2) To face the color guard to the rear:

- (a) The command is COUNTERMARCH, MARCH. It may be executed while halted, marking time, or marching. When marking time or marching, the command is given as the left foot strikes the deck (see fig. 16-9).

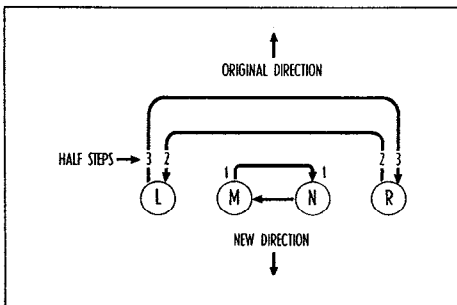


Figure 16-9.--Countermarch.

- (b) At the command of execution, the entire color guard picks up the half-step. The national color bearer makes a small arc to his left, moving into the position formerly occupied by the organizational color bearer, facing the new direction of march.
- (c) The organizational color bearer makes an arc to his right and outside the national color bearer, moving into the position formerly occupied by the national color bearer, facing in the new direction of march.
- (d) The right rifleman takes two half-steps forward, then moves in an arc to his left outside the organizational color bearer, moving into the position formerly occupied by the left rifleman, facing the new direction of march.
- (e) The left rifleman takes three half-steps forward, then moves in an arc to his right outside the right rifleman, moving into position formerly occupied by the right rifleman, facing the new direction of march.
- (f) Upon completion of this move, the color guard marks time until it is halted or until it receives the command FORWARD, MARCH.

c. Receiving the Colors by the Color Guard.

The color guard will use the following procedure in receiving colors:

- (1) The color guard forms and marches to the place designated for receiving colors.
- (2) The color guard is halted 3 paces from the adjutant and sergeant major, who have taken appropriate positions for the presentation of colors to the guard.
- (3) The color guard then executes order arms upon the command of the senior color bearer.
- (4) When the adjutant is ready to deliver colors, the senior color bearer orders present arms. At this command, the color bearers execute the hand salute.
- (5) The adjutant steps to his left oblique and transfers the national color to the senior color bearer, who terminates his salute in time to receive it at the position of carry color. The adjutant then steps back to his original position and salutes.

- (6) Upon the adjutant's salute, the sergeant major steps to his right oblique and transfers the organizational color to the junior color bearer, who has terminated his salute with the senior color bearer, at the position of carry color. The sergeant major then steps back to his original position and salutes.
- (7) When the sergeant major salutes, the senior color bearer commands order arms. The adjutant and sergeant major terminate their salutes as the color guard executes order arms.
- (8) The senior color bearer then marches the color guard to the color company (battalion).

d. Receiving the Colors by the Color Company (Battalion).

Prior to forming for a ceremony in which the colors are to participate, the colors are received by the color company (battalion) by means of the following ceremony:

- (1) The company (battalion) is formed with its commander facing front.
- (2) The color guard approaches and halts 10 paces in front of and facing the company (battalion) commander. It then executes order color.
- (3) The company (battalion) commander faces about and orders PRESENT, ARMS, faces about again, and salutes. Upon this order, the color guards execute present arms (hand salute if armed with pistols) with the company (battalion); the color bearers execute carry color.
- (4) The company (battalion) commander terminates his salute, faces about, and commands ORDER, ARMS. The color guard executes order color as the company terminates its present arms.
- (5) The company (battalion) commander faces about and orders the color guard to take its post. When the color company (battalion) is in line or mass, the post of the guard is 6 paces to the left of the company (battalion). When the company (battalion) is in column, the post of the guard is 6 paces behind.
- (6) When the color company joins the battalion, the color guard takes its appropriate post in the battalion formation. When the color battalion joins the regiment, the color guard takes its appropriate post in the regimental formation.
- (7) When in formation, the color guard executes parade rest when the color company (battalion) executes at ease or rest.

e. Dismissing the Color Guard.

In dismissing the color guard at the conclusion of a drill or ceremony, the procedure is as follows:

- (1) The guard marches from its post and halts 10 paces in front of and facing the company (battalion) commander.
- (2) The company (battalion) then executes present arms in the same manner described in paragraph 16-5d after which the color guard marches the colors to the quarters or office of the organizational commander.
- (3) The color guard is received by and dismissed from organizations smaller than a company (e.g., funeral escort) in a similar manner.

f. Returning the Colors by the Color Guard.

The color guard will use the following procedure when parting with the colors:

- (1) The senior color bearer halts the guard 3 paces in front of the adjutant and sergeant major who have taken positions near the office or quarters of the organizational commander in time to receive the colors. The guard remains at carry color.
- (2) When the color guard halts, the adjutant and sergeant major salute. The sergeant major steps to his right oblique and receives the organizational color from the junior color bearer. He then steps back to his original position.
- (3) When the sergeant major is back in his position, the adjutant steps to his left oblique and receives the national color from the senior color bearer. He then steps back to his original position.
- (4) When the adjutant is in position, the senior color bearer commands PRESENT ARMS (order arms first if the color guards are armed with rifles). At the command of execution, the adjutant faces about. The sergeant major passes behind the adjutant to a position at normal interval to his left. They then march to the office or quarters of the commanding officer, where they deposit the colors without further ceremony.
- (5) When the colors are out of sight or 6 paces away, the senior color bearer commands ORDER, ARMS, and dismisses the guard or marches them back to the color company (battalion), whichever has been directed.

16-6. TROOPING THE COLORS

a. When it is desired to highlight the unit colors and have them formerly received by the entire battalion (or regiment) while forming for a review, parade, or any other ceremony, the ceremony for trooping the colors may be conducted. It is particularly appropriate to include as part of ceremonies conducted to coincide with an important event in the unit's history.

b. Procedures for trooping the colors are as follows:

- (1) After forming at "Assembly," the color guard receives the battalion (regimental) colors as prescribed in paragraph 16-5. The color company may also receive the color guard in accordance with paragraph 16-5, or the color guard may take its position on the battalion (regimental) parade independently. In the former case, coincidental with Adjutant's Call, the color guard initially marches on with the color company then breaks out of formation so as to take post on the left flank of the line of troops. In the latter case, the color guard marches independently on the parade ground and takes post on the left flank of the line of troops at Adjutant's Call, or prior to Adjutant's Call, as appropriate (see fig.16-10). Regardless, after taking post on the left flank, the color guard comes to order color.
- (2) The troops form at Adjutant's Call according to the commands and procedures prescribed for forming a battalion for ceremonies in Chapter 10 (the regiment in Chapter 11) up to the point where the units complete dressing to the right, the guides are posted (if units marched on), and bayonets are fixed (if so prescribed). Then, the adjutant facing the command and posted midway between the line of company (battalion) commanders and the battalion (regimental) commander, commands, MARCH ON THE COLORS. The band plays appropriate music while the color guard, coming to the carry, marches from its position on the left flank across the front of the battalion (regiment) along a line parallel to the line of troops and midway between the adjutant and line of company (battalion) commanders. On reaching a point in front of the adjutant, the color guard executes a left turn to face the adjutant and halts remaining at the carry. The adjutant then commands PRESENT, ARMS, and salutes the colors. The band plays either "To the Colors" or the "National Anthem." The battalion (regimental) commander and staff salute on the first note of the music and terminate the salute on the last note. After completion of the music, the adjutant commands ORDER, ARMS; POST THE COLORS. The color guard countermarches, moves to the line of troops on the left of the color company (battalion),

countermarches to face the front, halts, and comes to order color.

- (3) After the color guard is in position on the left of the color company (battalion), the adjutant commands PRESENT, ARMS, and faces the commander of troops if at a review, and the ceremony proceeds as described in paragraph 13-5; if at a parade, the adjutant commands PARADE, REST; SOUND OFF, and the ceremony proceeds as described in paragraph 15-2 for a battalion (and 15-3 for a regiment).

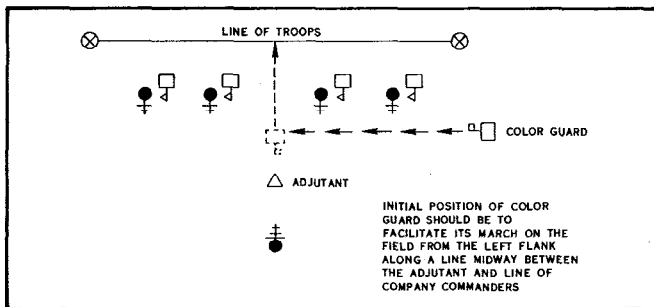


Figure 16-10.--Trooping the Colors.

CHAPTER 17
ESCORT OF HONOR

17-1. GENERAL

Escorts of honor are detailed to receive and escort civilian and military persons of high rank. Troops ordered to this duty are selected for their military appearance and superior discipline.

17-2. ESCORT PROCEDURES

a. The escort is formed in line opposite the place where the person to be honored is to present himself. The band forms on the flank of the escort toward which it is to march. The escort is brought to attention upon the appearance of the person to be honored. When he has taken the position from which he will receive the honors, the escort is brought to present arms, and the honors due his rank are rendered. Upon completion of the honors, the escort is brought to order arms.

b. Ordinarily, the person so honored will, upon completion of the honors, inspect his escort. The escort then forms in column and takes up the march. The honored person, with his staff or retinue, takes position in rear of the column. When the person leaves the escort, it again forms in line; and when he has taken position from which to receive them, the same honors are rendered as upon his arrival.

c. When the position of the escort is a considerable distance from the point where the person to be honored is received--where a courtyard or wharf intervenes--a double line of sentries, facing inboard, is posted from that point to the escort. These sentries salute as the honored person passes their individual positions. In this case, an officer is detailed to accompany the honored person from his place of reception to the escort.

CHAPTER 18

HONORS

18-1. PRESCRIBED HONORS

a. See U.S. Navy Regulations for tables of prescribed honors to be rendered afloat.

b. Except as set forth below, the same salutes, honors, and ceremonies, insofar as practicable, are rendered in connection with official visits to naval stations and Marine Corps posts and bases as are rendered on similar visits to Navy ships.

c. Normally, a unit other than the interior guard will be detailed as the honor guard at shore-based establishments. For a personage who merits the full guard, the honor guard will usually consist of at least two platoons of riflemen, a band, and colors. If sufficient personnel are not available to meet this requirement, the full guard will consist of not less than one platoon of riflemen. For a personage who merits the guard of the day, the honor guard will consist of one platoon of riflemen. The band and colors will not be included unless the guard consists of at least two platoons.

d. The following elements required in honors afloat are omitted when rendering honors ashore:

- (1) Manning the rail.
- (2) Piping alongside and over the side.
- (3) Side boys.

18-2. RENDERING HONORS TO PERSONAGES ARRIVING FOR OFFICIAL VISITS ASHORE

a. See U.S. Navy Regulations for the appropriate musical honors, gun salutes, and display of personal or national flags.

b. Officers and noncommissioned officers will normally be armed with the sword for these ceremonies. At such locations where the sword is not required, those individuals will be armed with the pistol. Personnel so armed will execute the hand salute in lieu of present swords and, during the inspection of the honor guard, will execute inspection arms as the personage halts at their position.

c. The commanding officer, senior officer present, or the representative of either is the host and participates in the ceremony described herein. He ascertains from the visiting personage whether he desires to inspect the honor guard, or to pass around the honor guard as in a review, or to do neither. He also ascertains from the visiting personage whether, following any of the three alternatives above, he desires the honor guard to pass in review, or does not so desire. He then advises the personage of the action to be taken in the ceremony.

d. Prior to the arrival of the visiting personage, the honor guard will form on line at normal interval and at closed ranks. The band takes position to the right of, and on line with, the honor guard. The colors are posted in the center of the formation, excluding the band, and on line with the honor guard.

e. The field music sounds attention upon the appearance of the visiting personage, and the honor guard is called to attention. The host welcomes the personage and escorts him to a position directly in front of and facing the commander of the honor guard, and takes his position to the left of the personage. The distance of this position from that of the commander of the honor guard will depend on local conditions, but it should be sufficient to permit the band and honor guard to pass in review. If sufficient space is not available to permit the march in review, the host will so inform the personage. The commander of the honor guard then executes carry sword, faces about, brings the honor guard to present arms, faces about again, and presents sword.

f. As the commander of the honor guard executes present sword, the band plays the appropriate honors. If a gun salute is to be fired, it is begun immediately after the last note of music. During the rendering of honors and the firing of the gun salute, all observers in the vicinity of the honor guard formation stand at attention facing the personage, or if he is not in view, toward the honor guard formation. Observers in uniform shall salute during the playing of musical honors and the gun salute. The personage, the host, and members of the official parties of both also salute during the playing of musical honors and the firing of the gun salute.

g. If a personal flag or a foreign national flag is to be displayed during the visit, it is hoisted at the first note of music. If a foreign national flag is to be displayed during the gun salute, it is hoisted or unfurled at the sound of the first gun and hauled down, or furled, at the sound of the last. If the personage merits display of the national flag of the United States during the gun salute, it is not necessary to display another ensign if one is already flying from the flagstaff of the installation.

h. On completion of musical honors or the gun salute, the commander of the honor guard executes carry sword, faces about, brings the honor guard to order arms, faces about again, executes present sword, and reports, "Sir, the honor guard is formed."

i. If the personage desires to inspect the honor guard, the host escorts the personage to a position 3 paces in front of the position of the commander of the honor guard. The commander of the honor guard executes carry sword, faces about, and commands, PREPARE FOR INSPECTION. When all platoons have opened ranks, and platoon commanders are in position and facing to the front, the commander of the honor guard faces about, executes present sword, and reports, "Sir, the honor guard is prepared for your inspection." He guides the personage, accompanied by the host and others of the official party, through the inspection, remaining at carry sword. The inspection commences at the right front of the band and proceeds along the line of platoons. As the personage halts in front of a platoon commander, the platoon commander executes present sword and, after being personally inspected, executes carry sword, places himself on the right of the personage, and precedes him throughout the inspection of the platoon. Each man will execute the movements to inspection arms for his weapon as the personage to be honored approaches, regardless of whether this personage halts and faces him directly or not. Upon completion of the inspection of his platoon, the platoon commander, having led the personage down the rear of the last squad, executes column left and halts at the right front of his platoon. He exchanges salutes with the personage, permits the personage and host to pass in front of him, closes ranks, and resumes his post 6 paces in front of the platoon. Salutes are rendered by the inspecting party when passing in front of the colors, but not when passing them to the rear. After completing inspection of the platoon(s), the inspecting party passes around the rear of the formation and the right flank of the band to a point at the right front of the band. At this point, the commander of the honor guard halts, exchanges salutes with the personage, permits the personage and host to pass in front of him, returns to his post, and executes order sword. The band plays during the inspection of the honor guard.

j. If the personage does not desire to inspect, but merely to pass around the honor guard, the host escorts the personage directly towards the right front of the band. The commander of the honor guard executes carry sword, faces to the right as in marching, and proceeds to a point where he joins the personage and host. He guides the personage along the front of the band, across the front of the honor guard, along its left flank and rear, and around the right flank of the band. When the party reaches the right front of the band, the commander of the honor guard halts, exchanges salutes with the personage, permits the personage and host to pass in front of him, returns to his post, and executes order sword. The band plays throughout this procedure. Platoon commanders and personnel remain at attention. Salutes to the colors will be as described in paragraph 18-21.

k. If the personage desires the honor guard to pass in review only, or to pass in review following an inspection or pass around, he will command, "March the guard in review, Sir." The commander of the honor guard executes carry sword, faces about, and commands, PASS IN REVIEW. On that command, the band changes direction to that of the line of march and halts. When the band has halted, the commander of the honor guard commands RIGHT, FACE; RIGHT SHOULDER, ARMS, and takes his position to the rear of the band and at the head of the column of troops, which position he maintains throughout the march in review. When in position, the commander of the honor guard commands FORWARD, MARCH, and the band and honor guard move off simultaneously. The commander of the honor guard salutes and executes eyes right when 6 paces from the position of the host and visiting personage, and terminates the salute and eyes right position when 6 paces beyond the host and personage. Platoon commanders, the band leader, the drum major, and the color guard execute and terminate salutes and eyes right in the same manner as the commander of the honor guard. The band executes column left when it has passed the position of the host and personage. It then executes a second and third column left so that it will end in the front of, and facing, the host and personage, and at least 12 paces from the flank of marching troops. The band continues to play, and marches off the field following the last unit of the honor guard. After passing in review, the commander of the honor guard marches the honor guard from the place of honors and dismisses the formation.

l. If the personage does not desire to have the honor guard pass in review, the commander of the honor guard executes carry sword, faces about, brings the honor guard to present arms, faces about, and executes present sword. When the personage returns the salute, the commander executes carry sword, faces about, brings the honor guard to order arms, faces about again, and executes order sword. The honor guard remains at attention until the personage departs.

m. The conduct of honor guard ceremonies as outlined above may be modified by commanding officers when the nature of the ground or exceptional circumstances require such changes.

n. Procedures for the conduct of joint Service honor guard will be as directed by the Service commander charged with the conduct of the ceremony.

o. The conduct of honor guard ceremonies at Marine Barracks, Washington, D. C. will be as prescribed by the Commandant of the Marine Corps.

18-3. RENDERING HONORS TO PERSONAGES DEPARTING AFTER OFFICIAL VISITS ASHORE

Honors are rendered upon the departure of a personage entitled to honors in the same manner in which they were rendered upon arrival with the following exceptions:

a. Generally, if the personage inspected the honor guard upon his arrival, the host advises him that another inspection on departure is not expected.

b. The honor guard will not pass in review.

c. Honors do not commence until the personage has completed his personal farewells.

d. If a gun salute is to be fired, it will begin just prior to the time the personage leaves the area where honors are rendered.

e. If a personal or foreign national flag has been flown during the visit, it will be hauled down upon the firing of the last gun.

18-4. HONORS TO THE NATIONAL FLAG

a. By Individuals.

- (1) During morning colors and evening colors, salutes are rendered by individuals in accordance with U.S. Navy Regulations.
- (2) When passed by or passing the national color (standard) uncased, all persons in the naval service in uniform and covered shall salute in accordance with paragraph 2-1e(2).
- (3) Small flags carried by individuals and flags flying from flagstuffs (except during morning colors and evening colors) are not saluted.
- (4) A folded flag being carried to morning colors or being returned from evening colors by a color detail will be considered as cased.

b. By Persons in Formation.

- (1) During morning colors and evening colors, salutes are rendered by persons in formation in accordance with U.S. Navy Regulations.
- (2) When passed by or passing the national color (standard) uncased, persons in formation are brought to attention or order arms if halted, or attention if marching. The formation commander shall render the salute for his unit, facing the color if the formation is halted. Persons in formation participating in a ceremony shall, on command, follow the procedure prescribed for the ceremony.
- (3) Small flags carried by individuals and flags flying from flagstuffs (except during morning colors and evening colors) are not saluted.
- (4) A folded flag being carried to morning colors or being returned from evening colors by a color detail will be considered as cased.

c. By Occupants of Vehicles.

During morning colors or evening colors or when passed by or passing an uncased national color, all vehicles in motion will be brought to a halt. Persons riding in such vehicles shall remain seated at attention. (See U.S. Navy Regulations.)

18-5. HONORS TO THE NATIONAL ANTHEM

For honors to the national anthem, see U.S. Navy Regulations.

18-6. ADDITIONAL HONORS

For prescribed honors due vessels passing close aboard, dignitaries embarked in boats passing close aboard, and ships passing Washington's tomb, see U.S. Navy Regulations.

CHAPTER 19

FUNERALS

19-1. GENERAL

a. When not contrary to orders and regulations, the extent to which the naval service participates in a funeral depends upon the expressed wishes of the family of the deceased.

b. The composition and strength of the escort will be as prescribed in U.S. Navy Regulations or as modified by proper authority.

c. The military aspect of a funeral usually begins at one of the following places: home of the deceased, mortuary, railroad station, church or chapel, cemetery gates, or the grave. It may, however, begin at any designated place.

d. The ceremony starts when the remains are first received by the escort. Before that, the bodybearers may be detailed to conduct the remains wherever necessary.

e. In general, the escort receives the body at one of the following places:

- (1) The designated place and conducts it to the place of services and then to the grave.
- (2) The chapel before, and conducts it to the grave after, the services.
- (3) The cemetery gates and conducts it to the grave.
- (4) The grave.

f. Each time the bodybearers remove the remains:

- (1) The escort is brought to present arms.
- (2) The band renders prescribed honors, followed by appropriate music.
- (3) The pallbearers salute.
- (4) All observers in uniform, except the bodybearers, salute.
- (5) All civilian-dressed naval personnel, except women, uncover and hold the headdress over the heart with the right hand. Women place the right hand over the heart without uncovering.

g. When the national color is draped on the casket, it shall be placed so the stars are at the head of the casket over the left shoulder of the deceased. Nothing shall rest on top of the national color. The color will be removed as the casket is being lowered into the grave, and in time so the color will not touch the ground.

h. The casket is always carried foot first, except in the case of a clergyman whose casket is carried into and out of the church or chapel head first.

i. Pallbearers may walk or ride, depending upon the distance to be covered.

j. The senior pallbearer will give necessary cautionary commands to the others in a low voice. All salute at the command PRESENT, ARMS, when given by the escort commander.

k. The personal flag of a deceased general or flag officer will be carried immediately in front of the hearse or caisson. If he was a unit commander or ship's captain, the command or commission pennant will also be carried.

l. If the entrance to the cemetery prevents the hearse or caisson from entering, the procession halts, the casket is removed, and the procession proceeds again.

m. When the deceased is entitled, the minute gun salute prescribed by U. S. Navy Regulations is fired. The first gun fires as the body enters the cemetery. Three volleys are fired at 5-second intervals as the casket is lowered into the grave.

n. When the band is playing a hymn and it becomes necessary to stop, it continues until the next stanza ending.

o. Uniformed officers in an official capacity will wear a mourning band on the left sleeve. If armed with the sword, its hilt will be affixed with the mourning knot.

p. Participation by fraternal or patriotic organizations is as follows:

- (1) Fraternal or semimilitary organizations of which the deceased was a member may participate in the service if desired by the immediate family.
- (2) If the ritual is military or semimilitary, the rites will begin immediately after the military ceremony. If it includes the firing of three volleys and Taps, these features of the military ceremony may be postponed until their appropriate places in the ritual, at which times the military firing party and bugler may render the honors.

q. When the body has been cremated, casket, body, and remains, as used herein, refer to the container of the ashes.

- (1) For all phases of the funeral in which the cremated remains are carried by hand, one enlisted man will be detailed to carry the receptacle. Four enlisted men will be detailed as flag bearers. When the receptacle is carried from a conveyance into the chapel, from the chapel to the conveyance, or from the conveyance to the grave, the flag bearers will follow the receptacle with the flag folded as prescribed in paragraph 16-3e and carried by the leading flag bearer on the right.
- (2) When the receptacle has been placed on the stand before the chancel of the chapel, or when placed in the conveyance, the flag will be folded and placed inside it. If the caisson is equipped with a casket container for the receptacle, the open flag will be laid on the container as prescribed for a casket.
- (3) When a hearse or caisson is not used, suitable transportation will be provided the receptacle bearer and flag bearers.
- (4) When the remains are to be conducted to a crematory and the ashes interred with military honors at a later time, the ceremony will consist only of the escort to the crematory. Arms will be presented as the body is carried into the crematory. Volley firing and Taps are omitted. If the funeral is held at the crematory and no further military honors are anticipated, the volleys will be fired (if local ordinances permit) and Taps sounded outside the crematory.

19-2. DUTIES OF THE OFFICER IN CHARGE OF THE CEREMONY

a. The officer in charge should be detailed in sufficient time before the funeral to allow planning and prior arrangements. He will confer with the clergy and funeral director. Together they will ensure that all necessary arrangements have been made. The chaplain will perform the duties of officer in charge of the ceremony in case no other officer is so designated.

b. As soon as the service in the church or chapel has begun, the officer in charge will:

- (1) Make sure the hearse or caisson is ready to receive the casket at the front entrance.
- (2) Ensure a conveyance for flowers is posted at the side or rear entrance.
- (3) Arrange the cars for the clergy, pallbearers, and immediate family (if the procession is to ride) in the proper order (see fig. 19-1).

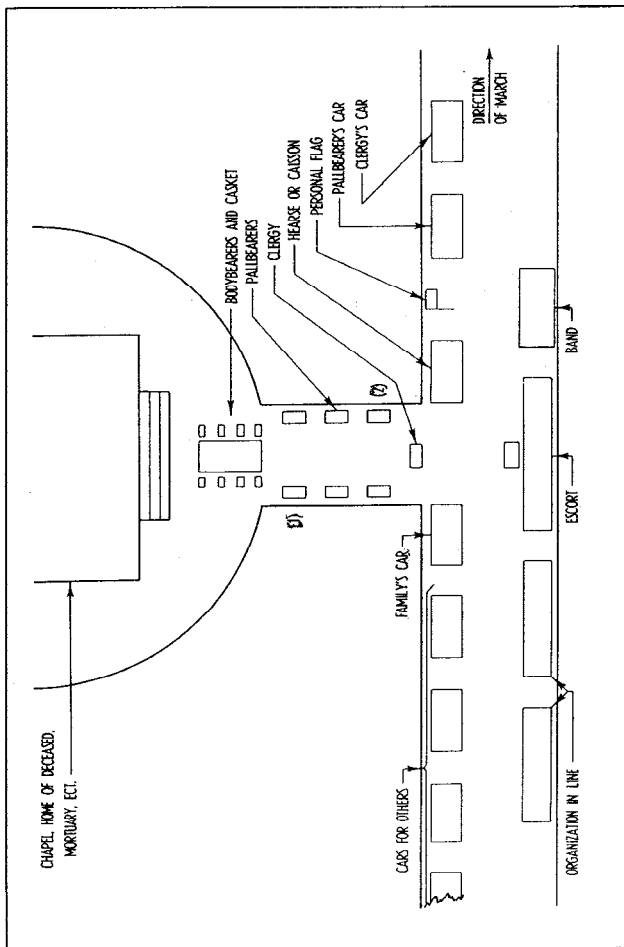


Figure 19-1.--Receiving the Remains from a Building.

- (4) Designate four of the bodybearers to help carry the flowers out after the body has been placed in the conveyance. They should return through the side or rear door, at whichever the flower conveyance is parked. The remaining bodybearers will secure the casket on the caisson or hearse. After the flowers have been moved, the four designated bodybearers will take position in rear of the caisson or hearse.

c. When the body is transferred from the hearse to the caisson, the officer in charge will be in the vicinity. He will signal the escort commander when the transfer begins and when it is completed.

d. When the procession is in motion, the officer in charge will go to the grave and await the arrival of the funeral party. He will determine the positions for the band, escort, firing party (if separated from the escort), the bugler, and other units. Upon their arrival, he will direct these individuals and units to their proper positions at the grave.

e. After the units and individuals are in position at the grave, he will signal the bodybearers to carry the remains from the conveyance and the band and escort to render the honors.

f. When the widow or mother of the deceased is unaccompanied, the officer in charge will escort her from the car to the grave. When practicable, he will remain with her to render assistance until completion of the commitment.

g. After the commitment service, he will deliver the folded national color, used on the casket, to the family of the deceased.

h. When situations arise which are not covered in this manual, the officer in charge will use his own judgment.

i. Final decisions pertaining to troop handling or movement will be made by the officer in charge. All orders to troops participating in a funeral party will be given through him.

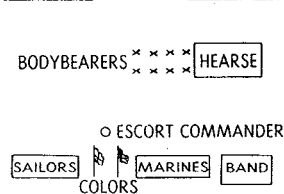
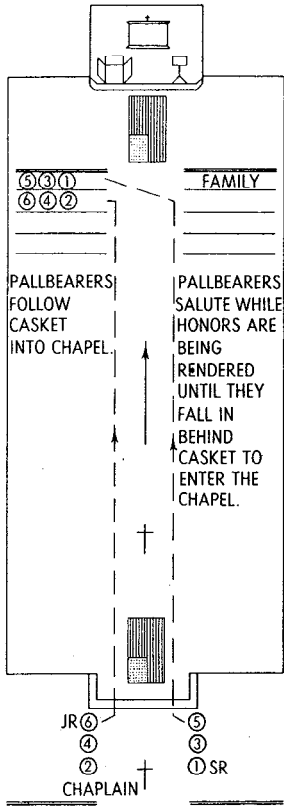
j. The officer in charge must cooperate with the funeral director engaged by the deceased's family. He must not arbitrarily assume the duties the funeral director is being paid to perform.

k. The officer in charge will explain the nature and significance of the volleys to the next of kin, or those representing the next of kin, and ascertain whether the volleys are desired.

19-3. RECEIVING THE REMAINS

Whenever the remains are received, the following procedure will govern (see figs. 19-1, 19-2, and 19-3):

ENTERING CHAPEL



LEAVING CHAPEL

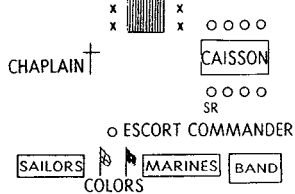
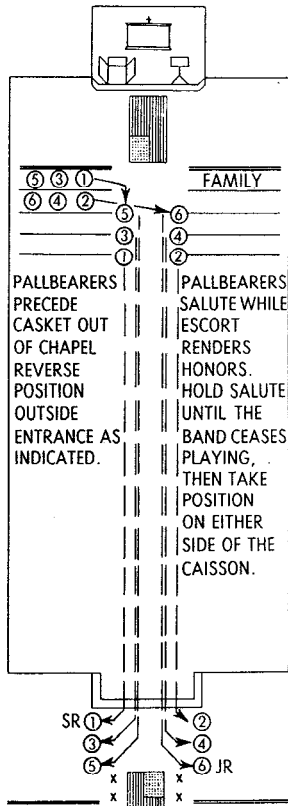


Figure 19-2.--Entering Chapel; Leaving Chapel.

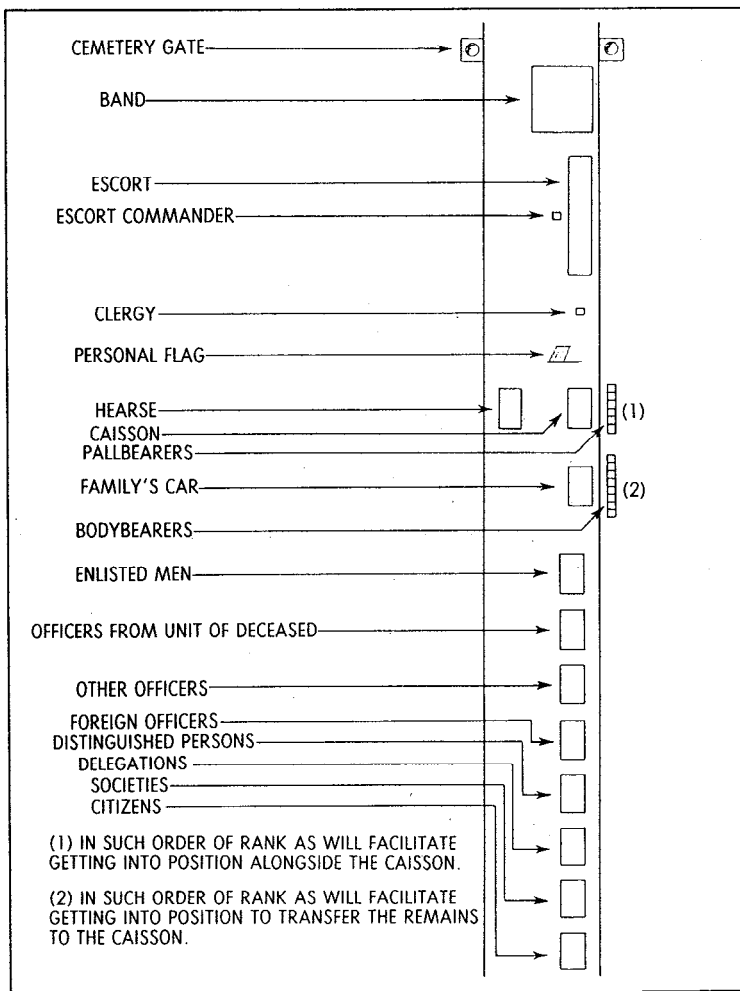


Figure 19-3.-- Receiving Remains at Cemetery Gates (Transferring Remains from Hearse or Caisson).

a. The escort is formed opposite the place where the remains are to be received. As they arrive, or when all is ready to receive the remains, the commander of the escort commands PRESENT, ARMS. After the remains have been received, the door to the hearse is closed, or the casket secured to the caisson, and the escort commander orders ORDER, ARMS.

b. The band is formed on the flank toward which the escort is to march. At the command of execution for present arms by the escort commander, the band will render musical honors if the deceased is entitled to such honors. Following this, they play appropriate music, stopping at the next stanza ending after order arms has been ordered.

c. The bearer of the personal flag of the deceased takes position and marches in front of the hearse or caisson.

d. Duties of the pallbearers are as follows:

(1) When the remains are received at the chapel before the services, form in two ranks facing inboard at the entrance with the juniors nearest the door. They must allow room between ranks for the casket to pass between them. As the casket is removed from the hearse or caisson, they execute the first movement of the hand salute. The second movement is executed as the casket passes, after which they face toward the door and follow the casket into the chapel. Seats are usually reserved for them among the left front pews.

(2) When the remains are received from a building (see fig. 19-1), assemble inside the building in column of twos, in reverse order of rank, junior to the left front, prepared to march out. They follow the clergy from the building (preceding the casket), open to allow the casket to pass between, halt, face inboard, and salute while the casket is passing. They remain at hand salute until the escort executes order arms. They then take their place in two columns of files on each side of the casket in inverse order of rank, junior to the left front, the leading person of each column opposite the front wheels of the hearse or caisson.

(3) When the remains are received at the cemetery gates (see fig. 19-3), they form in a single rank on the flank of the escort, opposite the hearse or caisson and in such order of rank that moving to position alongside the caisson is facilitated. They execute and terminate the hand salute on the commands for present and order arms by the escort commander. After present arms, they take their places beside the hearse or caisson as described in paragraph 19-3d(2).

e. The bodybearers, if not already with the remains, form on the left of the pallbearers. They leave the formation at the proper time to receive the casket and carry it to the chapel, caisson, or grave. They form, according to height, on each side of the casket. While indoors and not carrying the casket, they uncover. Outdoors they remain covered.

19-4. PROCESSION

a. After the remains have been placed in the hearse or caisson and all is ready, the officer in charge of the ceremony signals the escort commander. The escort commander puts the band and escort in motion. Elements in rear follow.

b. The procession forms in the following order (see fig. 19-4):

- (1) Escort commander.
- (2) Band or field music (bugler).
- (3) Escort in suitable formation.
- (4) Clergy.
- (5) Pallbearers if riding.
- (6) Personal flag if rated.
- (7) Casket. If pallbearers are not riding, they form on either side of the hearse or caisson as described in paragraph 19-3d(2). If the pallbearers ride, the bodybearers take the place of the pallbearers.
- (8) Bodybearers in column of twos behind the hearse or caisson.
- (9) Family of the deceased.
- (10) Enlisted men.
- (11) Officers from the ship or organization of the deceased, in inverse order of rank.
- (12) Other officers in inverse order of rank.
- (13) Foreign officers.
- (14) Distinguished persons.
- (15) Delegations.
- (16) Societies.
- (17) Citizens.

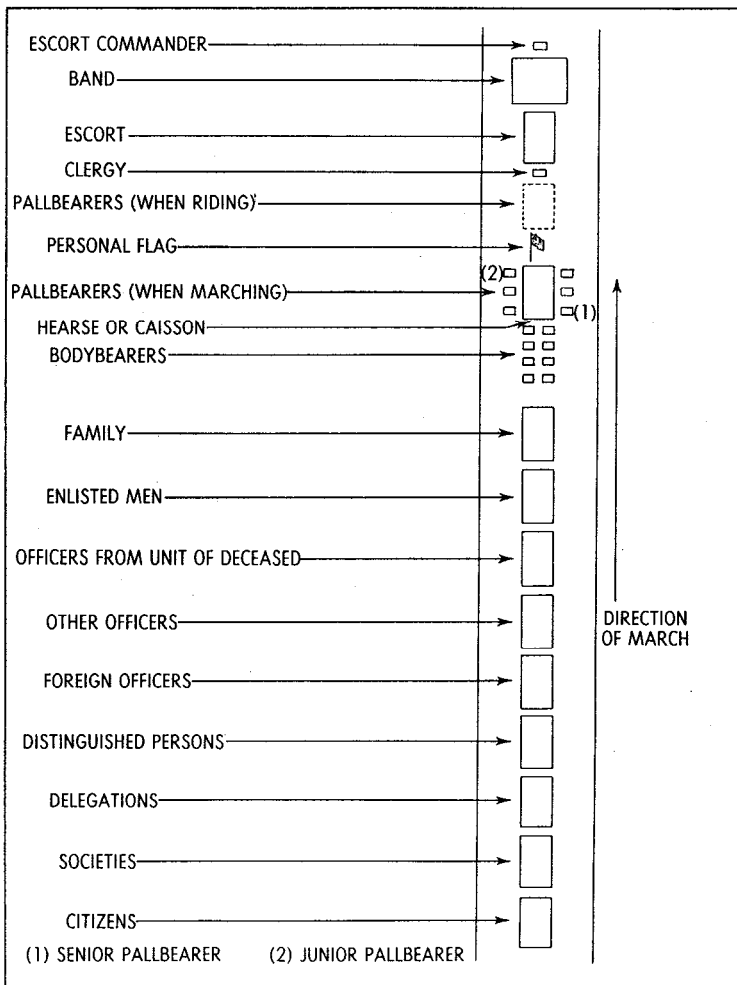


Figure 19-4.--Order of March of Funeral Procession.

c. The procession marches in slow time to solemn music.

19-5. AT THE GRAVE

a. As the procession arrives at the grave, units turn out of column and take the following positions (see fig. 19-5):

- (1) The band forms in line with and on the right of the escort.
- (2) The escort forms in line facing the grave at a position indicated by the officer in charge of the ceremony. It should be at least 50 feet from the grave so the mourners will not be disturbed by the volleys. The terrain may dictate that the formation be inverted with the band on the left.
- (3) The clergy forms between the hearse or caisson and the grave.
- (4) The bearer of the personal flag of the deceased takes post between the clergy and the caisson or hearse.
- (5) The pallbearers form in two ranks between the clergy and the grave. They face each other with the juniors nearest the grave. They allow room between their ranks to permit passage of the casket.
- (6) The family of the deceased remains near the caisson or hearse.
- (7) Other units form in separate lines near and facing the grave. Their positions are indicated by the officer in charge of ceremonies.

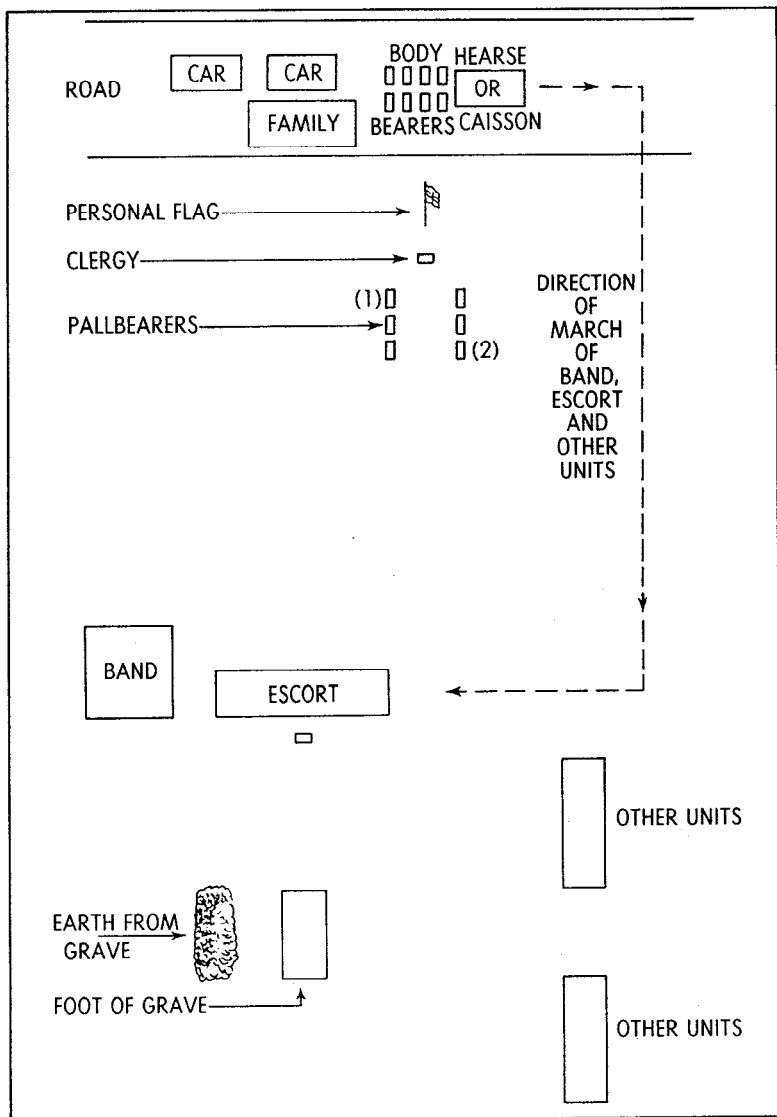


Figure 19-5.--Receiving the Remains at the Burial Ground.

b. When all units are in position and upon signal of the officer in charge of the ceremony, the bodybearers remove the casket from the caisson or hearse. They carry it between the pallbearers and in front of the escort, then place it on the lowering device over the grave. They raise the national color by the corners and sides and hold it waist or shoulder high until the end of the services.

c. As the bodybearers remove the casket from the caisson or hearse (see fig. 19-6):

- (1) The band renders prescribed honors, if rated, after which they play appropriate music. The music stops when the casket is placed on the lowering device.
- (2) The escort presents arms until the casket is placed on the lowering device.
- (3) The clergy precedes the personal flag and the casket to the grave.
- (4) The flag bearer follows the clergy, preceding the casket, and takes position at the head of the grave. He remains there during the service.
- (5) The pallbearers salute as the casket passes between them. When the casket has passed, they terminate the salute, face the grave, close interval, and follow the casket. Upon arrival at the grave, they form in two ranks facing the grave, usually just in rear and to one side of the clergy.
- (6) The family of the deceased follows the pallbearers and takes position provided for it.

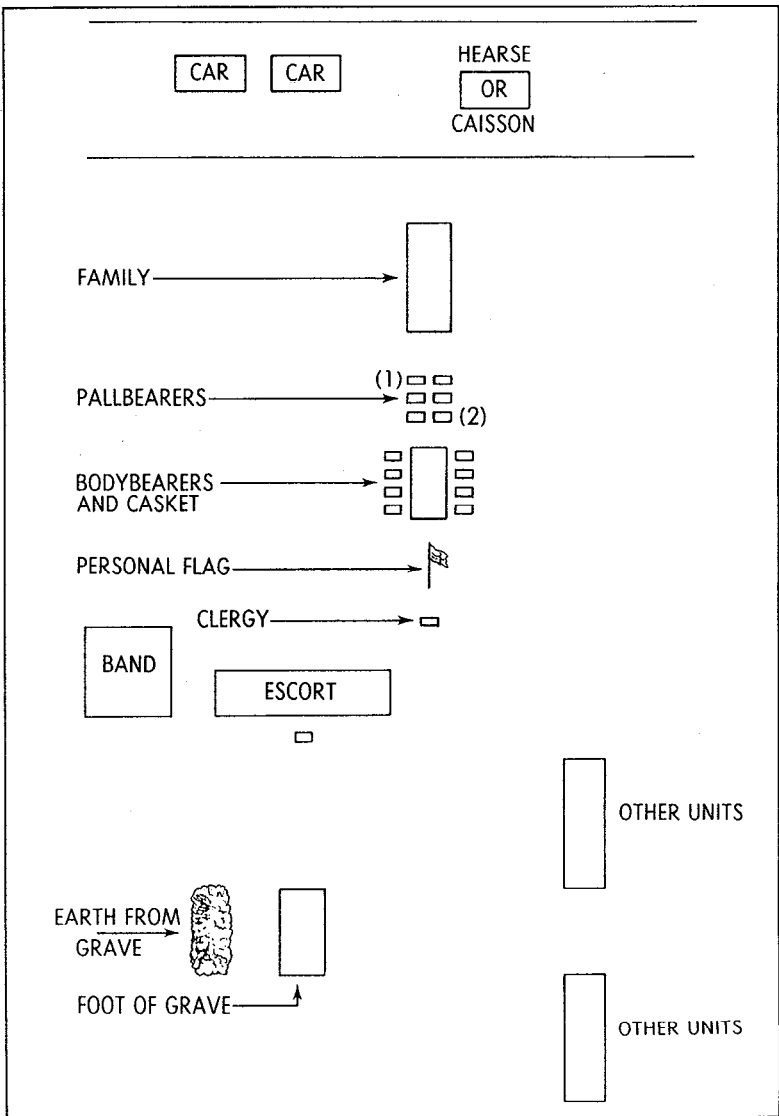


Figure 19-6.--March to the Grave.

d. When the casket is placed on the lowering device and the family has arrived (see fig. 19-7):

- (1) The escort commander orders ORDER, ARMS; PARADE, REST. Members of the escort execute parade rest.
- (2) Pallbearers and other units execute parade rest on the escort commander's order.
- (3) The bodybearers remain in their positions, holding the national color so it will not touch the ground when the casket is lowered.
- (4) The clergy conducts the commitment services.

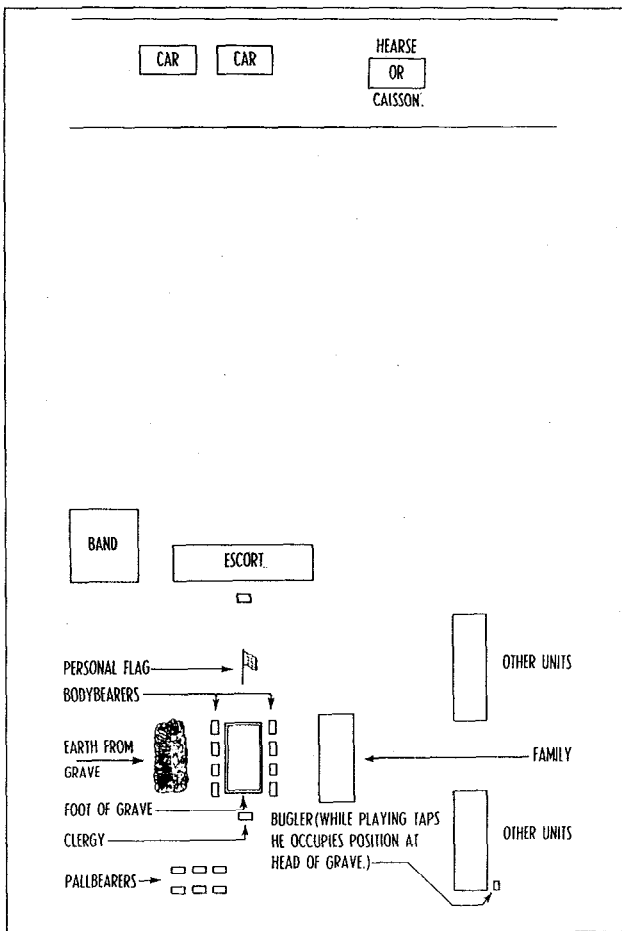


Figure 19-7.---A Distribution of Units at the Grave.

e. After the commitment services:

- (1) The escort commander orders ESCORT, ATTENTION. He then commands ESCORT, PRESENT, ARMS. The noncommissioned officer in charge of the firing party then gives the command (see chapter 21) for the firing of volleys. The firing party executes present arms after completion of the three volleys. When sufficient troops are not available for a separate firing party, the front squad of the escort will be designated as the firing party.
- (2) The pallbearers come to attention on the command of the escort commander and salute on his command for present arms.
- (3) Other units are brought to attention and present arms at the same time as the escort.
- (4) The clergy come to attention and, if in uniform, salute.
- (5) The band leader comes to attention and salutes.
- (6) The bearer of the personal flag of the deceased comes to attention and salutes. If necessary, he first steps aside to allow the field music to take his position for sounding Taps.
- (7) The field music takes position at the head of the grave on the escort commander's order to present arms. (The officer in charge may direct that the field music assume a position forward of and to the flank of the escort rather than directly at the head of the grave). He salutes, and then sounds Taps immediately after the last volley and the firing party executes present arms. He salutes again, faces about, and rejoins his unit.

f. After the last note of Taps has sounded:

- (1) The escort commander brings the entire escort to order arms and, after the color has been folded by the bodybearers and presented to the next of kin by the officer in charge, marches the escort and band to a suitable place for dismissal. The band does not play during the march from the grave. The rifles of the firing party are unloaded and inspected. If the escort and band continue in formation after leaving the cemetery, they remove all mourning and muffling from any colors that may be present. The band then plays march music.
- (2) The pallbearers fall out and withdraw.
- (3) The flag bearer folds the flag and rejoins his unit.
- (4) The bodybearers fold the national color and give it to the officer in charge of the ceremony and march away.
- (5) Other units march from the vicinity behind the escort.

19-6. MEMORIAL SERVICE HONORS

a. General.

Upon the request of the next of kin, memorial services will be held for naval personnel whose remains have been declared nonrecoverable.

b. Honor Guard.

The honor guard shall consist of the personnel listed in figure 19-8.

	FULL HONORS (OFFICERS ONLY)	HONORS (EN- LISTED, OFFICERS IF SO REQUESTED)
SQUAD LEADER	1	
SQUAD	12	
COLOR GUARD	4	4
FIELD MUSIC	1	1
OFFICER IN CHARGE (REPRESENTATIVE OF THE NAVAL DISTRICT COMMANDANT OR DISTRICT MARINE OFFICER)	1	1
CHAPLAIN (IF REQUESTED)	1	1
COLOR BEARER	1	1
TOTAL	21	8

Figure 19-8.--Honor Guard.

c. Ceremony.

- (1) The color bearer is present in the rear of the church or chapel before the arrival of the next of kin. At the exact time set for the services to begin (if next of kin has arrived), he carries the folded national color down the center aisle to the altar. He places it on the rostrum, where it remains throughout the ceremony, and retires to the wall on the left of the congregation. For the remainder of the services, he stands at attention, facing inward, just in front of the first pew.
- (2) The honor guard, with color guard on their left, forms outside the church or chapel exit which will be used by the next of kin as he leaves. They remain at ease outside the church or chapel during the services. When Taps is sounded, they come to attention.
- (3) The field music takes position in the vestibule or other room separate from the congregation.
- (4) If requested by the next of kin, the chaplain conducts the services. Otherwise, the family minister or priest presides.
- (5) At the conclusion of services, the field music sounds Taps.
- (6) The chaplain presents the national color to the next of kin. If a family minister has officiated or the rank of the deceased requires, this duty is performed by the officer in charge.
- (7) While presenting the flag, or after the flag has been presented by the chaplain, the officer in charge pays his respects and offers the condolences of the District Marine Officer.
- (8) The chaplain speaks to the next of kin if he did not present the flag.
- (9) The officer in charge escorts the next of kin from the church or chapel.

- (10) The honor guard and color guard are called to attention by the squad leader (senior color bearer if squad is not present) upon the appearance of the next of kin. As the next of kin approaches to within 6 paces, the squad leader orders PRESENT, ARMS. The position of present arms is retained until the squad leader is directed to give order arms by the officer in charge. This will be after the next of kin has departed the vicinity.

- (11) All participating personnel are dismissed.

19-7. CONDUCT OF FUNERALS WHEN MILITARY PERSONNEL ARE LIMITED

When personnel are limited, military honors for funerals may be efficiently rendered by a detail of eight men and one field music. The firing squad will stack arms at the place from which volleys will be fired, which should be approximately 50 feet from the head of the grave. They then will return to the hearse and convey the body to the grave. After placing the casket over the grave, six members of the party will take position as the firing squad while the remaining two men will remain at the grave and hold the flag over the casket during the service and rendition of military honors. The field music should take position approximately 50 feet from the head of the grave until the volleys have been fired, at the conclusion of which he shall sound Taps. Then the two men holding the flag shall fold it. The flag will be handed either to the Marine in charge of the detail or to the military escort commander. He will present it to the next of kin in a dignified manner with a short statement such as, "This flag is offered by a grateful nation in memory of the faithful service performed by your (relationship)."

CHAPTER 20

INSPECTIONS

20-1. GENERAL

The company is the basic unit for inspection. Battalion, regimental, and higher commanders or inspecting officers inspect each company in its own area, or have it march to a specified place at a designated time for inspection. Under special conditions, an entire battalion or regiment may be inspected in one large formation.

20-2. COMPANY FORMATION

a. General

The company forms in line or in column of platoons in line as prescribed in chapter 9. If transportation is included, it forms 5 meters in rear of the troops. Drivers remain with their vehicles.

b. Procedure

- (1) When ready to inspect, the company commander commands PREPARE FOR INSPECTION. At this command, the platoon commanders open ranks by platoons. The right platoon executes the initial movement. The second platoon opens ranks when the front rank of the first platoon has been aligned. The third and subsequent platoons do not begin to open ranks until the front squad of the platoon to its right has been aligned. All platoon commanders align their squads on the corresponding squad of the platoon to their right. When the formation is a column of platoons in line, platoon commanders open ranks successively from front to rear without awaiting the alignment of the platoon to their front. They cause their units to cover the corresponding files to their front. In opening ranks and aligning their platoons, platoon commanders comply with the procedures prescribed for platoon drill. After verifying the alignment of the rear rank, each platoon commander faces to the right in marching, moves 3 paces beyond the front rank, faces the left, and commands READY, FRONT; COVER; after giving the command COVER, each platoon commander takes one step forward and faces to the front, thereby being in a position 3 paces in front of the right file of the front rank of their respective platoon. It is at this post that the platoon commander receives the inspecting officer.
- (2) When all ranks have been opened, the company commander commands AT EASE. He then inspects the company. During the inspection, officers, noncommissioned officers, and guidon bearers not in ranks come to attention at order arms as the company commander approaches. After being inspected, they resume at ease. The company commander may direct the first sergeant to accompany him for the purpose of taking notes. The inspection begins at the head of the column or the right of the line. The company commander inspects the arms, equipment, dress, and appearance of the personnel. As he approaches each platoon, its commander brings his unit to attention and salutes. After being personally inspected, the platoon commander returns sword (if so armed) and places himself on the right of the company commander. He precedes the company commander during the entire inspection, down the front and rear of each squad. The company commander may direct that squads having been or not yet inspected be given at ease while he inspects others. In this case, the platoon commander complies and brings them to attention for inspection at the proper time.
- (3) The inspection is made from right to left in the front, and from left to right in the rear of each rank. After inspecting the platoon commander, the company commander

moves around the platoon commander's left to a position in front of the right flank man in the first rank. He moves from man to man by stepping off to the right in marching, halting, and executing a left face. The platoon commander must move in the same manner so as not to be in the company commander's way.

- (4) Each man executes the movements to inspection arms for his weapon immediately after the company commander has completed the left face movement and is facing him.
- (5) The company commander takes all individual weapons from the individual being inspected. He takes the rifle by grasping the handguard with his right hand. The man whose rifle is being inspected immediately drops his hands to his sides. After inspecting the weapon, the company commander hands it back with his right hand in the same position. The man smartly takes his weapon by grasping the center of the handguard just forward of the slipping with his left hand, closes the bolt, pulls the trigger, and returns the weapon to order arms as soon as he receives it. The company commander takes and returns other weapons in the most convenient manner. A detailed inspection will include bayonets and other equipment carried.
- (6) Bayonets will be inspected when the company commander is in the rear of the rank. He will take and replace them without assistance from the man being inspected. The man will merely raise his left arm when the company commander takes and replaces the bayonet.
- (7) Upon completion of the inspection of his platoon, the platoon commander, having led the company commander down the rear of the last squad, executes column left and halts when 3 paces beyond the right flank man of the first rank. He faces left, calls the entire platoon to attention, and then resumes his post, (see par. 20-2b(1)). The company commander passes to his right, faces to the left in marching, halts, and executes a left face. He then gives the platoon commander any instructions necessary. The platoon and company commanders exchange salutes and the latter proceeds to the next platoon.
- (8) Upon completion of the inspection of each platoon, its commander faces left and orders CLOSE RANKS, MARCH. At the command MARCH, the platoon commander moves by the most direct route and takes his post 6 paces in front of the center of his platoon.
- (9) The company commander may direct the platoon commanders to make the detailed inspection by the following order, PLATOON COMMANDERS, INSPECT YOUR PLATOONS. In this case, each platoon commander complies. They may direct their platoon sergeants to accompany them for the purpose of taking notes. The company commander will normally spot check individuals while platoon commanders are inspecting their platoons. In this case, men at ease will automatically come to attention upon his approach, and to inspection arms if he stops in front of them, regardless of whether they have been previously inspected.

20-3. INSPECTION OF PERSONAL FIELD EQUIPMENT IN RANKS

a. The company forms in column of platoons, in line for a preliminary rifle inspection. After the inspection of the first platoon, the company commander directs the platoon commander to prepare for inspection of equipment. Upon his departure to inspect the arms of the next platoon, the platoon commander orders FIRST SQUAD, 2 PACES FORWARD, MARCH; SECOND SQUAD, 1 PACE FORWARD, MARCH. He then causes the platoon to take interval, after which he commands UNSLING EQUIPMENT. Upon the completion of this, he orders DISPLAY EQUIPMENT.

b. At the command UNSLING EQUIPMENT, each man draws his bayonet and thrusts it into the ground, with his left hand, outside and against the left instep. The bayonet ring is to the front. Men not armed with the bayonet mark the place with their left heels. This is to mark the rear right corner of the individual's equipment layout. Each man armed with a shoulder weapon lays it on the ground with muzzle to the front, barrel to the left, and butt near the toe of his right foot. He then unslings his equipment and places it on the ground 1 foot in front of his feet. The top of the pack should be to the front and the side which faces rear when worn should be up. All men resume attention when finished.

c. At the command DISPLAY EQUIPMENT, packs are opened and equipment displayed as in current directives. The equipment is displayed in the interval to the left of each man. As he finishes arranging his equipment, each man resumes attention in his original position in ranks.

d. The company commander returns to the first platoon after inspecting the arms of the last. He passes along the ranks from right to left as before. When finished inspecting the platoon, he directs the platoon commander to have the packs rolled and proceeds the platoon to the next platoon to be inspected. The post of the platoon commander and his action during the company commander's arrival and departure is the same as described in paragraph 20-2b.

e. The platoon commander then commands ROLL PACKS. Each man assembles his equipment and rolls his pack. He places it in front of him, as described in paragraph 20-3b and comes to attention.

f. After all equipment is assembled and packs rolled, the platoon commander commands SLING EQUIPMENT. All men sling packs, fasten belts, and take arms. They then assume their original place in formation, at attention and order arms.

g. The platoon commander then causes the platoon to close interval and then close ranks, after which he gives REST or AT EASE.

h. In units such as weapons or headquarters and service companies which have special combat equipment, the company commander, after packs have been opened or after individual inspection, directs DISPLAY MACHINEGUN (MORTAR, or other) EQUIPMENT. Gun teams/squads under the direction of their leaders break ranks and lay out their weapons and accessories for inspection as described in the gun drill for that particular weapon. Headquarters personnel lay out their fire control, communication, or other equipment in a similar manner. Such equipment is displayed 3 paces from the squad's flank from which interval was taken. The rear of the equipment is placed on line with the rear of the individual field equipment.

20-4. INSPECTING OFFICER OTHER THAN COMPANY COMMANDER

Should the inspecting officer be other than the company commander, the latter will face the original front of his company after commanding AT EASE. Upon the approach of the inspecting officer, the inspection proceeds as previously explained. The company commander follows the inspecting officer.

20-5. BATTALION INSPECTIONS

a. The battalion is formed in column of companies with companies in line or in line with companies in line, as prescribed in chapter 10. Before the inspection, the battalion commander indicates whether crew-served weapons and special equipment are to be displayed. They may be laid out at the armory or left on their transportation for subsequent inspection.

b. When the companies are in position, the battalion commander commands PREPARE FOR INSPECTION. At this command, all companies prepare as described in paragraph 20-2. The color guard proceeds to a position 3 paces in rear of the battalion staff.

c. The battalion commander then commands REST, returns sword if so armed, and inspects his staff and color guard. The staff members come to attention without command, upon his approach, and execute order sword. When he approaches the color guard, after inspecting the staff, the staff members return sword and accompany him. The color guard is brought to attention by the senior color bearer. The color guard may be dismissed by the battalion commander as soon as inspected.

d. The battalion commander, beginning at the right of the line or at the head of the column, inspects the arms, equipment, dress, and appearance of the personnel in each company.

e. As the battalion commander approaches each company, its commander calls it to attention, faces the front, and salutes. As soon as he has been inspected, the company commander gives his unit REST, returns sword if so armed, and accompanies the battalion commander during the inspection. The inspection proceeds as described in paragraph 20-2.

f. The battalion commander may direct the company commanders to make the detailed inspections of their own companies, in which case he will usually spot check individuals throughout the battalion. In such a case, all men react as described in paragraph 20-2b upon the approach of the battalion commander. The battalion commander may also direct members of his staff to inspect individual companies, in which case company commanders react as described in paragraph 20-2.

g. After a company has been inspected, unless otherwise directed, it may be marched from the field and dismissed.

h. When desired, the battalion commander may direct companies not being inspected to stack arms, fall out, and await their turn in the immediate vicinity. In this case, company commanders so instructed must fall their men in and prepare for inspection in time so as not to delay the entire inspection.

i. If the inspecting officer is other than the battalion commander, the latter prepares the battalion for inspection in the same manner. Upon the approach of the inspecting officer, he brings the battalion to attention, faces the front, and salutes. After being personally inspected, the commander gives the battalion REST, returns sword, and accompanies the inspecting officer. The inspecting officer proceeds as previously prescribed for the battalion commander.

20-6. REGIMENTAL INSPECTION

Only in an exceptional situation will an entire regiment be inspected in one formation. However, when held, the principles are the same as for the battalion. The regiment may be formed in any manner suitable to the available space and ground. Battalions are prepared for inspection as described in paragraph 20-5. Upon the approach of the inspecting officer, each battalion commander brings his unit to attention and salutes. Battalion inspection then follows.

20-7. INSPECTION OF QUARTERS OR CAMP

a. General.

In quarters, the men stand near their respective bunks uncovered and without equipment or arms. In camp or bivouac, they stand outside their tents covered but without equipment or arms. If inspection of individual equipment and/or clothing has been ordered, each man arranges the required articles as described in current directives.

b. Battalion.

During the inspection of the quarters or camp of a company, the battalion commander is accompanied by the company commander and preceded by the first sergeant and field music. The first sergeant causes the field music to sound ATTENTION as the inspecting party approaches. In the absence of a field music, the first sergeant uses the voice command. Such other officers as may be designated accompany the battalion commander on his inspection.

c. Regimental.

The procedure is the same as outlined in paragraph 20-7b. The regimental commander is accompanied by the battalion commander and commander of the company being inspected.

CHAPTER 21

LOADING AND CEREMONIAL FIRING OF THE RIFLE

21-1. GENERAL RULES

a. For ceremonial firing, only the front rank of units larger than a squad executes the loading and firing.

b. Rifles are kept on SAFE while loaded.

c. Except during actual firing, loaded rifles are kept on SAFE without command until UNLOAD or INSPECTION, ARMS is ordered.

d. In order to enhance the appearance of the firing party, magazines with three rounds will be inserted into the rifle out of view of spectators. (Two expended cartridges should be placed in the magazine below the three blank cartridges so that adequate tension will be placed on the spring.) A round will not be placed in the chamber.

21-2. TO LOAD

a. With the unit at attention (see fig. 21-1), the command is WITH BLANK AMMUNITION, LOAD. The movements are executed quickly and smartly.

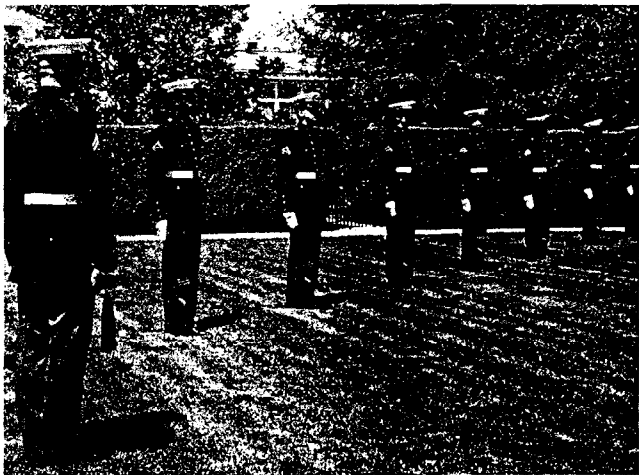


Figure 21-1.--Firing Party Ready for Ceremonial Firing.

b. On the command LOAD, members of firing party execute the following sequence of movements.

(1) Face half right (see fig. 21-2).

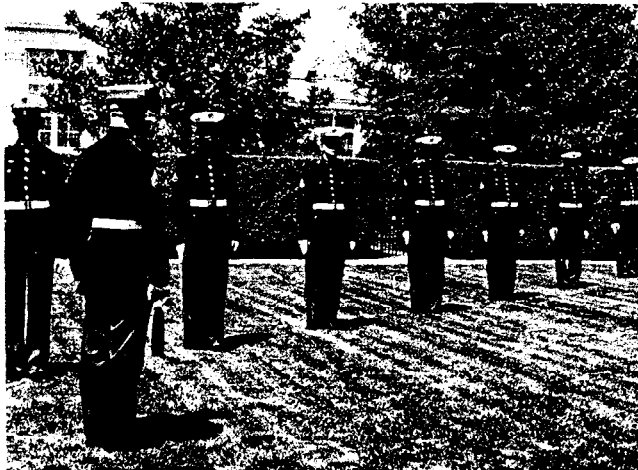


Figure 21-2.--Riflemen Face Half Right.

- (2) Move left foot 12 inches to the left (see fig. 21-3). The legs are kept straight so the weight of the body rests equally on both feet.

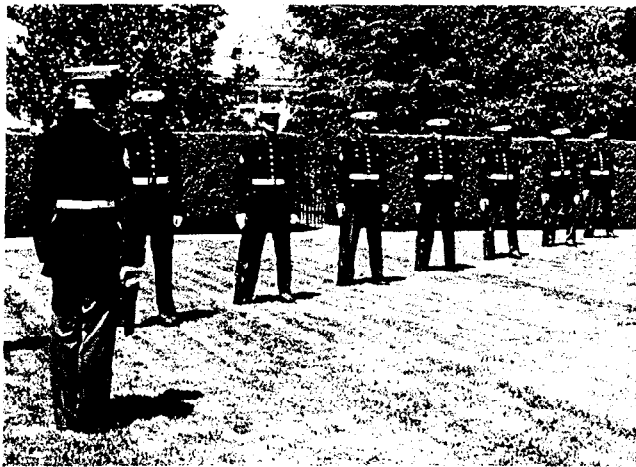


Figure 21-3.-- Each Rifleman Places Left Foot 12 Inches to the Left.

- (3) Raise the rifle with the right hand and grasp it at the handguard with the left hand (see fig. 21-4). This is the same as the first count of PORT ARMS.

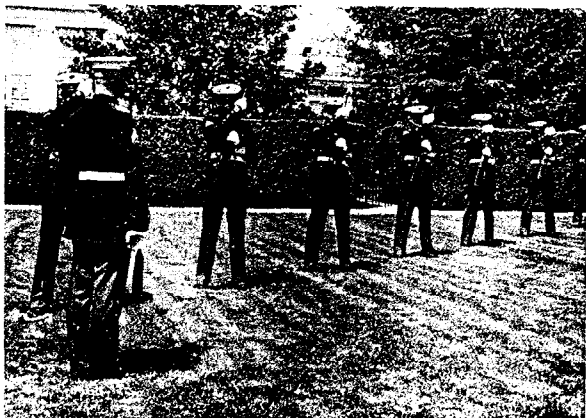


Figure 21-4.-- Raise the Rifle with Right Hand, Grasp Handguard with Left Hand.

- (4) Move the right hand to the small of the stock (see fig. 21-5). This is the same as the second count of PORT ARMS. The rifle should now be in the position of port arms.

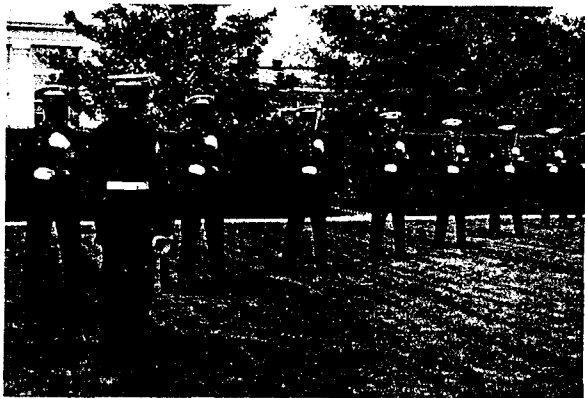


Figure 21-5.-- Move Right Hand to the Small of the Stock (PORT ARMS).

- (5) Pull charging handle fully to the rear with the right hand (see fig. 21-6) and release it, thus placing a round in the chamber.

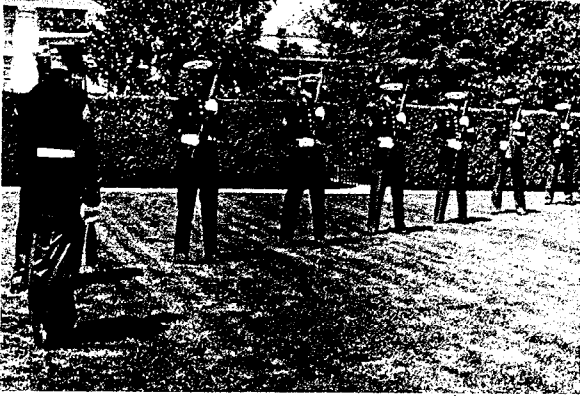


Figure 21-6.--Pull Charging Handle Fully to the Rear.

(6) Move the right hand to the pistol grip.

21-3. TO FIRE BY VOLLEY

a. After the rifles are loaded as described above, the noncommissioned officer in charge of the firing party orders READY; AIM; FIRE.

b. On READY, each rifleman moves the selector lever from SAFE to SEMI AUTOMATIC with the right thumb.

c. On AIM, each rifleman raises the rifle to a position of 45 degrees from horizontal, places the butt firmly in the right shoulder, and rests the handguard in the "V" formed by the thumb and forefinger of the left hand. All fingers of the left hand are together and extended. The left wrist is straight. The right hand is wrapped around the pistol grip from the right. The right elbow is raised to near shoulder height. The head is turned 90 degrees to the left and held erect. Both eyes remain open with the right eye looking out over the front sight (see fig. 21-7).

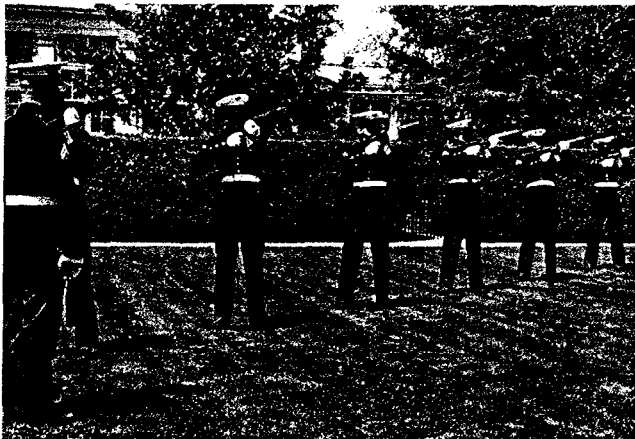


Figure 21-7.--Firing Party at Position of Fire.

d. On FIRE, squeeze the trigger quickly and lower the rifle to the position of port arms.

e. To continue the firing, the commands are AIM; FIRE. Each command is executed as explained above. To continue the firing with weapons without blank adapters, the commands READY, AIM, FIRE are again given. On the command READY, each rifleman manually chambers the next round. The execution of the commands AIM and FIRE are as described above.

f. After the last round has been fired, rifles are brought to the position of PORT ARMS. From this position, the command PRESENT, ARMS is given by the noncommissioned officer. The command is executed in three counts:

- (1) With the left foot extended, pivot on the heel of the left foot and toe of the right, completing a left face.
- (2) Bring the heel of the right foot smartly against the heel of the left foot.
- (3) Move the weapon to present arms.

21-4. TO UNLOAD

a. The weapons will be unloaded and inspected as soon as possible after leaving the site of the ceremony and out of sight of spectators, if possible.

b. The command is UNLOAD. It is executed by removing the magazine and then performing inspection arms.

MARINE CORPS BIRTHDAY CEREMONY

22-1. PROCEDURE AND GUIDE

a. The following procedure is prescribed as a guide for the conduct of the Marine Corps Birthday Ceremony. It is outlined on the basis of a Marine Corps post commanded by a general officer. At posts where no general officer is present, and in enlisted men's messes, modifications may be made as necessary to meet local conditions. Rehearsals must be conducted to ensure that the ceremony proceeds smoothly and precisely.

b. At a time selected for the commencement of the ceremony, a field music sounds attention and the officer in charge requests guests to clear the center of the dance floor. The adjutant takes post at the front of the cleared area. Drummers and trumpeters and other participants in the ceremony form at the main entrance to the ballroom. Escort draws swords. The adjutant's sword remains in scabbard throughout the ceremony.

c. On signal from the officer in charge, the doors to the ballroom are thrown open; the adjutant commands SOUND ADJUTANT'S CALL; the field music sounds ADJUTANT'S CALL; drummers take up the beat at the last note and, after a brief interval, drummers and trumpeters march onto the dance floor playing the "Foreign Legion March." Drummers and trumpeters march down a cleared lane to the far end of the dance floor, countermarch just in front of the adjutant, and followed by him, march back to the main entrance, countermarch again, and halt. Drummers and trumpeters then execute right and left step a sufficient distance to clear the entrance doorway. The adjutant moves behind the cake escort. The march is ceased upon the command of the drum major.

d. The band or orchestra commences playing "Semper Fidelis." Two colonels of escort enter the ballroom together, march down the dance floor, and when an appropriate distance from the far end of the ballroom, turn right and left in marching and take station on each side of the cleared lane facing inboard. They are then followed by two lieutenant colonels, two majors, two captains, two first lieutenants, and two second lieutenants, each pair taking station at double arms interval, the two lines thus forming two long sides of a hollow rectangle. General officers, if present, or other ranking personnel, enter the ballroom in pairs by the main entrance, march down the line of escorts to the end of the ballroom, halt, face about, and form a third side of the rectangle, leaving two spaces vacant in the center of the lines. When all are in position, the band or orchestra ceases playing.

e. The field music sounds "Attention." The commanding general and guest of honor, if one has been invited to participate, enter the ballroom together, march halfway down the line of escorts, and halt. The senior colonel of the escort commands PRESENT, ARMS. Officers of the escort salute. The appropriate musical honors will be rendered. The senior colonel of the escort commands ORDER, ARMS and the escort comes to the order. The commanding general and the guest of honor move to the end of the line of escort (without music), halt, and face about, taking position in the center of the line of general officers.

f. The field music sounds "Attention." The color guard enters the ballroom, marches halfway down the line of escorts and halts, remaining at right shoulder arms. The senior colonel of the

escort commands PRESENT ARMS. The escort and color guard salute, and the band or orchestra plays the "National Anthem." The senior colonel of the escort then commands ORDER, ARMS. The escort comes to the order and the color guard returns to right shoulder arms. The color guard then marches forward to the end of the line of escorts, countermarches, and marches back down the line of escorts to a position in front of the drummers and trumpeters, then executes a second countermarch and halts. The color guard then executes left and right step, halting in front of the drummers and trumpeters.

g. The field music sounds "Attention." The band or orchestra plays "The Marines' Hymn" and the cake escorts (four second lieutenants) enter the ballroom. Between them they push a serving cart on which are placed the birthday cake and a Marine sword. The adjutant follows the cake. The cake escorts slowly roll the cake down the line of escorts to a position in front of the commanding general. The cake escorts then sidestep 1 pace, halt, and face inboard toward the cake. The band or orchestra ceases playing. The adjutant faces about and reads the traditional birthday message. He then retires by marching the length of the ballroom.

h. The commanding general steps forward, gives a short talk on the significance of the Marine Corps birthday, and introduces the guest of honor, if one is present. The guest of honor then makes a few remarks. When the addresses are completed, the senior cake escort steps forward, takes the sword from the cake cart, and passes it over his left forearm, grip forward, to the commanding general. The band or orchestra plays "Auld Lang Syne" while the first slice of cake is being cut. The commanding general places the first slice of cake on a plate handed to him by one of the cake escorts, and passes the plate to the guest of honor. After tasting the cake, the guest of honor returns the plate to one of the escorts who places it on the serving cart. The commanding general then cuts and presents pieces of cake to the oldest Marine present and the youngest Marine present, in that order.

i. Upon completion of this part of the ceremony, the color guard, upon order of the color sergeant, closes by executing right and left step and comes to right shoulder arms. The color sergeant commands FORWARD, MARCH and the band or orchestra commences playing "Semper Paratus." The color guard then marches forward to the end of the line of escorts, countermarches, and marches between the line of escorts and out the entrance way. When the colors have cleared the dance floor, the commanding general with the guest of honor march forward between the line of escorts and out the entrance way. When they have cleared the entrance, they are followed in a similar manner by the remainder of the general officers, marching out in pairs.

j. As the last general officer clears the ballroom, the cake escort steps forward, faces right and left, and rolls the cake serving cart forward to the line where the general officers were standing. The cake escort then faces about toward the entrance and remains in position until the conclusion of the ceremony, when all members of the cake escort assist in passing the cake to the distinguished guests present.

k. Upon completion of the cake escort's movements, the two colonels come to carry swords, march forward to center line of the ballroom, face toward the entrance door, and march off the dance floor together through the entrance way. They are followed successively by the remainder of the escorts, the band or orchestra continuing to play until the last officers of the escort have cleared the dance floor. The band or orchestra ceases playing. The drummers and trumpeters close by side-stepping to the right and left, take up the beat, march the length of the dance floor, countermarch, and march back down the floor and out of the entrance way. As the last trumpeter clears the entrance way, the doors are closed, thus concluding the ceremony.

CHAPTER 23

RELIEF AND APPOINTMENT OF THE SERGEANT MAJOR

23-1. GENERAL

Ceremonies for relief and appointment of sergeants major in the Marine Corps shall be conducted as prescribed in this chapter.

23-2. OCCASION

When practicable, the ceremony set forth below will be held upon the relief of the old and appointment of a new sergeant major within units of battalion size or larger.

23-3. FORMATION

The troops and reviewing party form and take position as prescribed for a review.

23-4. PRESENTATION OF COMMAND TO REVIEWING OFFICER

a. As the reviewing officer approaches his post, the commanding officer of troops brings his command to attention as in a review.

b. When the reviewing officer has returned his salute, the commanding officer of troops faces about and commands ORDER, ARMS.

23-5. RELIEF AND APPOINTMENT

a. The commanding officer of troops then commands SERGEANTS MAJOR, FRONT AND CENTER, MARCH.

b. The old sergeant major, in the staff of the commanding officer of troops, and the new sergeant major, behind the center company, march front and center individually. They take the most direct route to positions 6 paces front and center of the reviewing officer, the new to the left of the old at normal interval. As they march to this position, the band plays "The Marines' Hymn."

c. The reviewing officer directs his adjutant to publish the orders. The adjutant reads the orders of the old sergeant major, the orders of the new sergeant major, and then resumes his position on the staff.

d. When the adjutant has resumed his position, the old sergeant major marches to a position 2 paces in front of and facing the reviewing officer. He halts, salutes, and reports, "Sir, Sergeant Major (last name) reports as the old sergeant major." The reviewing officer returns the salute and commands, "You are relieved." The old sergeant major terminates his salute and takes position immediately to the left of the reviewing officer at normal interval.

e. The new sergeant major then takes the position just vacated by the old sergeant major. He salutes and reports, "Sir, Sergeant Major (last name) reports as the new sergeant major." The reviewing officer returns the salute. The new sergeant major terminates his salute.

f. The reviewing officer then commands, "Take your post." The new sergeant major salutes. When his salute is returned, he faces about and marches, by the most direct route, to the post for sergeant major on the staff of the commanding officer of troops.

23-6. CONTINUATION OF THE REVIEW

The ceremony then continues as for the review.