

**AFROTC**

**PARADE AND RETREAT  
HANDBOOK**



## TABLE OF CONTENTS

|                         |    |
|-------------------------|----|
| Wing-Level Procedures   | 1  |
| Officers' Center        | 4  |
| Presentation of Command | 5  |
| Commissioning           | 6  |
| Change of Command       | 7  |
| Pass in Review          | 9  |
| Formal Retreat          | 11 |
| Informal Retreat        | 13 |
| Group-Level Procedures  | 14 |
| Officers' Center        | 18 |
| Presentation of Command | 19 |
| Change of Command       | 21 |
| Pass in Review          | 23 |
| Formal Retreat          | 25 |
| Informal Retreat        | 27 |



# WING-LEVEL PROCEDURES

## INTRODUCTION

This handbook describes the procedures for AFROTC parades and retreats and is designed for use at senior units and field training encampments. It replaces Handbook T-5014, Parade and Retreat Procedures, but does not replace AFMAN 36-2203, Drill and Ceremonies, nor obviate the need for thorough knowledge of that regulation.

Procedures are written for a wing-level parade and formal and informal retreats. Of course, these procedures may be modified to accommodate each detachment's particular training needs. However, for standardization, these procedures will be followed at field training.

## TYPES OF COMMANDS

1. Most drill commands have two parts, known as the preparatory command and the command of execution. In this handbook, the preparatory command is printed in boldface capital and lower case letters (**Group**) and the command of execution in boldface all-capital letters (**ATTENTION**).
2. \*When a command requires a unit to execute a movement different from the other units, or the same movement at a different time, the subordinate commander gives a supplementary command. The commander supplementing the command does so without turning his or her head. Supplementary commands are given between the commander's preparatory command and the command of execution. When the wing commander's preparatory command is **Group**, the group commander's supplementary command is **Squadron**.
3. The preparatory command and the command of execution are given as the heel of the foot corresponding to the direction of the movement strikes the ground.
4. For additional information on types of general rules of commands, refer to AFMAN 36-2203.
5. The instruction/ guidance given in this pamphlet pertaining to "parade sequence" is to include "change of command" and "commissioning" ceremonies routinely. Refer to AFMAN 36-2203 for inclusion of decorations and/or Pass and Review ceremonies.

## SUMMARY OF CHANGES

This revision incorporates procedures formerly in Handbook T-5014; deletes the procedure of turning the head when supplementing commands, reorganizes text, and changes many procedures. It changes the starting position for the color guard from the ready line to the final line. It incorporates standardization for all detachments to perform parades in column formation and brings procedures in line with AFMAN 36-2203. This document is published 1998.

## **PARADE PROCEDURES**

### **ASSEMBLY**

1. The wing assembles on the parade field in column formation on the ready line. The wing commander (WgCC), wing staff, and color guard proceed to the parade field individually prior to the arrival of the squadrons. NOTE: The WgCC, wing staff and color guard will be fully prepared before taking their positions.
2. At the parade field, the wing staff assumes a position abreast and to the left of the reviewing stand (or designation thereof) facing the line of flights.
3. Squadrons assembled in the formation area, will march onto parade field parallel and behind the ready line. They will execute a column left (or column right) and halt at their designated positions. GpCCs and Staff will be pre-positioned 15 paces from their group's final line position. Squadron Commanders move to positions centered on and 6 paces in front of their squadrons. Flight Commanders (FltCC) move to positions centered on and 3 paces in front of their flights. See illustration 1 for formation of cadets for parade.
4. SqCCs put their squadrons at parade rest, face about, assume parade rest and wait for adjutant's call.
5. \*The color guard is prepositioned on the final line prior to adjutant's call.
6. The wing adjutant (WgAdj) prepositions at parade rest on the final line, 6 paces to the right of the first flight, and faces down line.

### **MARCH ON**

#### **POSITION--DUTIES**

Wing Commander--Send prearranged signal to Wing Adjutant.

Wing Adjutant--Begins ceremony by assuming position of attention and commanding the band (music coordinator) to: **Sound Adjutant's Call** (music ends after last flight is on final line).

Group Commanders-- On first note of adjutant's call, come to attention, execute about face.

Squadron Commanders--On first note of adjutant's call, come to attention, face about and command **Squadron, ATTENTION** (Throughout issuance of commands, always state "attention" as: **TENCH-HUT!**). **GUIDE-ON-LINE** (Guide-on-line is executed by the ripples, i.e., A Sq gives Guide-on-line, then B Sq, and so on down the line.)

Guides--Upon their particular SqCC commanding guide-on-line, double time to position of final line, halt, face to the right, and align on the WgAdj.

Squadron Commanders--As soon as guide is in place, command **Forward, MARCH** (this is also executed by the ripples--SqCCs march backwards.) When the third element leader reaches the guide, the flight starts to mark time. SqCC then commands **Squadron, HALT. DRESS FLIGHTS TO THE RIGHT.**

Flight Commanders--Turn about and command **At Close Interval Dress Right, DRESS**. Ceremoniously go and check the first 3 ranks for alignment(alongside the third element) and then return to original position facing the flight, command **Ready, FRONT** and face about.

Squadron Commanders--After the flight commanders turn about, then about face.

Group Commanders--Execute about face after their squadron commanders have faced the reviewing stand.

Wing Staff--Once all flights have marched forward, and all group commanders are facing the reviewing stand, signal the WgAdj to march to his post. WgCC and Staff Officer march from their starting position to prearranged position.

Wing Adjutant--Upon signal from WgCC, marches to prearranged location so that arrival coincides with wing staff arrival at their location. The adjutant moves with dignity at adjutant's cadence (140 steps per minute) by the most direct route to a position midway between the line of GpCCs and the WgCC.

### GUIDES POST

The adjutant halts facing down the line of troops then executes a left face to face the troops and commands **G-u-i-d-e-s, POST**.

Guides--Execute a left face and take one pace forward with coordinated armswing.

### SOUND OFF

Wing Adjutant--Directs, **GIVE YOUR GROUPS PARADE REST**.

Group Commanders--(About face) **Parade, REST**.

Squadron Commanders--(Echo)**Parade**

Wing Adjutant--**In Place, SOUND OFF** (Music plays 3 chords of sound off, introduction to a march, repeat 3 chords of sound off)

### FORMATION OF PARADE

Wing Adjutant--At completion of music, directs, **GIVE YOUR GROUPS ATTENTION**

Group Commanders--(Come to attention, about face) **Group, ATTENTION** (Wait for flts to come to attention and then face about to face reviewing stand)

Squadron Commanders--(Echo) **Squadron**

Wing Adjutant--Directs, **GIVE YOUR GROUPS PRESENT ARMS**

Group Commanders--About face, **Present, ARMS** (about face and present arms)

Squadron Commanders--(Echo) **Present**

Wing Adjutant--(About face, salute) **SIR/MA'AM, THE PARADE IS FORMED**

Wing Commander--Returns salute, **TAKE YOUR POST**.

## PARADE AND RETREAT HANDBOOK

Wing Adjutant--Moves directly toward the wing commander, pivots 45 degrees to the left, takes three paces, pivots 45 degrees to the right, halts in position, and executes an about face.

Wing Commander--**GIVE YOUR GROUPS ORDER ARMS**

Group Commanders--Execute order arms, about face, **Order, ARMS**. About face

Squadron Commanders--(Echo) **Order**

Wing Commander--Directs the adjutant: **RECEIVE THE REPORT**

Wing Adjutant--Moves to former position retracing the previous procedures and directs: **REPORT**

Group Commanders--Sequentially from adjutant's left to right, salute and report: **"A" GROUP, ALL PRESENT OR ACCOUNTED FOR, SIR/MA'AM**. Note: Hold salute until adjutant drops it.

Wing Adjutant--Faces about, salutes, and reports; **SIR/MA'AM, ALL PRESENT OR ACCOUNTED FOR**.

Wing Commander--Returns the salute and commands; **PUBLISH THE ORDERS**

Wing Adjutant--Drops salute, faces about. **ATTENTION TO ORDERS, DETAIL FOR THE DAY, CADET OFFICER OF THE DAY, CADET \_\_\_\_\_, BY ORDER OF COLONEL \_\_\_\_\_**. (PAS/FT CC).

### OFFICERS' CENTER

Wing Adjutant--After publishing the orders, commands: **OFFICERS**, (pause) **CENTER**, (pause) **MARCH**. (Faces about and takes position one pace to the right and one and a half paces to the rear of WgCC.)

Group Commanders--On command "officers," stand fast

Squadron Commanders--On command "officers," advance forward three paces

Flight Commanders--On command "officers," advance forward six paces

Guidon Bearers--On command "officers," stand fast

Group Commanders, Squadron Commanders, Flight Commanders and Guidon Bearers--On command "center," face the center, and step off on command "march." (music plays.)

Flight Adjutants--On the command of "officers", take one step back with coordinated armswing; on the command of "center" face toward the colors; on the command "march," move by most direct route to a position abreast of 1st rank (element leaders). Note: March alongside the flank nearest to the colors.

Group Commanders, Squadron Commanders, Flight Commanders and Guidon Bearers--Upon arriving at center, halt individually at close interval, and automatically face the reviewing stand. When all officers are at the center and facing the reviewing stand, the extreme right and left FltCCs report, **ALL IN FROM THE RIGHT/LEFT, SIR/MA'AM**.

“A” Group Commander--Forward, MARCH (loud enough for all officers to hear over the music using parade cadence – three count between commands).

Flight Adjutants--Move by most direct route to FltCC’s position on command “march”

“A” Group Commander--Prior to being six paces from the WgCC, commands: **Officers**, (guidons go up) **HALT** (and the guidon bearer executes present guidon). Note: Officers and guidon bearers halt in 3 counts and salute. (Music stops)

Wing Commander--Returns salute, **Order**, (guidons go up) **ARMS**, (pause)...

*Note:* If a unit or honor flight award/streamer is to be presented, the WgCC commands the appropriate unit guidon bearer, **FRONT AND CENTER, MARCH**. At the command **CENTER**, the designated guidon bearer takes one step to the rear and faces to the nearest flank. At the command, **MARCH**, a route is taken around the nearest flank to a position four paces in front of the WgCC. Present honor flight streamer here if awards, commissioning, or retirement is to be accomplished later. The bearer then executes the individual salute with the guidon and presents the guidon so that it is in a convenient position for the streamer to be attached. The guidon bearer then returns to the carry position and executes the individual guidon salute. The WgCC commands; **Guidon Bearer, POST, MARCH**. The guidon bearer returns to the normal position by the same route used moving to the front.

...**Officers, POST** (Officers, guidon bearers, and flight adjutants, face about) **MARCH**.

Flight Adjutants--Return to original position within the flight on command “march.”

“A” Group Commander--When guidon bearers are six paces from final line, **Officers, HALT**, (pause) **POST**. Officers and guidons face left or right as appropriate. **MARCH**

Group Commanders, Squadron Commanders, Flight Commanders and Guidon Bearers--Step off at four-pace distance ( two 12 inch steps followed by two 24 inch steps then continue 24 inch steps), flank toward their respective flight and halt resuming positions facing the flight.

Group Commanders--As soon as all are back in position, command **POST**.

Squadron Commanders, Flight Commanders and Guidon Bearers--Face about. (Music stops once all officers are in place)

Group Commanders--Face about after SqCC, FltCC, and guidon bearers have turned about

## PRESENTATION OF COMMAND

Wing Commander--Directs, **GIVE YOUR GROUPS PRESENT ARMS**

Group Commanders--About face, **Present, ARMS**, about face and present arms

Squadron Commanders--(Echo) **Present**

Wing Commander--When all GpCCs have executed present arms, gives staff, **Change Post, MARCH**. Adjutant and Staff Officer take three steps forward, halt, face about and present arms. This is a seven-count sequence. The WgCC executes about face and present arms in unison with his staff and then states:

**Sir/Ma'am, I Present the Command.** (Ruffles and Flourishes and the appropriate march are played if the rank or title of the reviewing officer warrants it.)

*Note:* Persons to be commissioned may be presented here.

## COMMISSIONING

Reviewing Officer--Returns the salute and then directs, **HAVE THE PERSON(S) TO BE COMMISSIONED AND COLORS BROUGHT FORWARD.**

Wing Commander--Commands **staff, Order, ARMS**, faces about and directs **GIVE YOUR GROUPS ORDER ARMS.**

Group Commanders--Drop salute, face about. **Order, ARMS.** Face about.

Squadron Commanders--(Echo) **Order**

Wing Commander--**Person(s) to be commissioned and colors, CENTER,** (pause for staff to face out) **MARCH**(Music begins)

Wing Staff--On command "center," adjutant faces left, staff officer faces right. On command "march," they both take three paces forward, halt and face about.

Wing Commander--Marches to within six paces of colors, halts, faces about, and commands over his right shoulder, **Detachment, Forward, MARCH.** Marches colors forward and halts them by commanding **Detachment, HALT** (within five paces of reviewing officer) (*Note:* Color guard will stay in step with and maintain six pace distance from WgCC.)

Wing Staff--As colors are marching forward and they come to within six paces, command **Detail, Present, ARMS.** When colors are approximately six paces past, command **Detail, Order, ARMS** and then command **POST.** Staff officer and adjutant take three paces forward and face the reviewing stand.

*Note:* Music stops playing when Colors halt. After the Colors halt, the person(s) to be commissioned move forward to a position five paces in front of and centered on the Colors, facing the reviewing officer (directly behind the group commander).

Wing Commander--Salute reviewing officer and report: **SIR/MA'AM, THE PERSON(S) TO BE COMMISSIONED AND COLORS ARE PRESENT.**

Reviewing Officer--Returns salute and states: **PRESENT THE COMMAND** (loud enough for the staff officer to hear)

Wing Commander--Returns to position and directs, **GIVE YOUR GROUPS PRESENT ARMS**

Group Commanders--**Present, ARMS**

Squadron Commanders--(Echo) **Present**

## PARADE AND RETREAT HANDBOOK

Wing Commander--Face about and command: **Staff, Present, ARMS** (Loud enough for Colors and honoree(s) to hear). Play the National Anthem or To The Colors. After last note of the music, command **Staff, Order, ARMS**. Face about and direct: **GIVE YOUR GROUPS ORDER ARMS**.

Group Commander--**Order, ARMS**.

Squadron Commanders--(Echo)**Order**

Wing Commander--**GIVE YOUR GROUPS PARADE REST**

Group Commanders--**Parade, REST**

Squadron Commanders--(Echo) **Parade**

Wing Commander--Face about and command: **Staff, Parade REST** (Narrator begins reading citation(s))

Reviewing Officer--Administers Oath of Office(Commissioning).

Color Guard--After commissioning, execute a right about and return to position on final line. Newly commissioned officer joins the reviewing party in the stand.

Wing Commander--When Color Guard is six paces from Wing Staff, command **Staff, ATTENTION**, once the colors have passed, face about and direct: **GIVE YOUR GROUPS ATTENTION**.

Group Commanders—Face about, **Group, ATTENTION**, face about

Squadron Commander--(Echo) **Squadron**

Wing Commander--When Color Guard is in position, face about and salute reviewing officer. No report is given.

*Note: If a change of command is to be done in conjunction with "commissioning", Color Guard will not depart. Upon completion of "commissioning", new wing commander will take his/her position alongside the outgoing wing commander six paces in front of the color guard abreast and to the left of the reviewing officer. (Continue with remainder of change of command from this point.)*

### CHANGE OF COMMAND

Reviewing Officer—Directs; **HAVE THE NEW WING COMMANDER AND COLORS BROUGHT FORWARD**.

Wing Commander--Commands **Staff, Order, ARMS**, Faces about and directs **GIVE YOUR GROUPS ORDER ARMS**.

Group Commanders--Drop salute, face about and command **Order, ARMS**

Squadron Commanders--(Echo)**Order**

Wing Commander--**"New Group Commander and Colors, CENTER,** (pause for staff to face out) **MARCH**.

## PARADE AND RETREAT HANDBOOK

Wing Staff--On command "center", adjutant faces left and staff officer faces right. On command "march", both take three paces forward, halt and face about.

Wing Commander--Marches to within six paces of colors, halts, faces about, and commands over his right shoulder, **Detachment, Forward, MARCH**. Marches colors forward and halts them by commanding **Detachment, HALT** (within five paces of reviewing officer) (*Note*: Color Guard will stay in step with and maintain six pace distance from WgCC.)

Wing Staff--As colors are marching forward and they come to within six paces, command **Detail, Present ARMS**. When colors are approximately six paces past, command **Detail, Order, ARMS** and then command **POST**. Staff officer and adjutant take three paces forward and face the reviewing stand.

New Wing Commander--After WgCC halts colors, march to a position abreast and one pace left of present WgCC.

Wing Commander--After arrival of new WgCC, salute and state: **SIR/MA'AM, THE NEW WING COMMANDER AND COLORS ARE PRESENT**.

Reviewing Officer--Returns salute and states: **PRESENT THE COMMAND** (loud enough for the staff officer to hear).

Staff Officer--Face about and direct, **GIVE YOUR GROUPS PRESENT ARMS**

Group Commanders--**Present, ARMS**

Squadron Commander--(Echo)**Present**

Staff Officer--After all group commanders have executed present arms, face about and command: **Staff, Present, ARMS** (loud enough for WgCC and colors to hear)

*National Anthem is played* (Reviewing Officer salutes on first note of music)

Staff Officer--After National Anthem is over, **Staff, Order, ARMS**, face about and direct: **GIVE YOUR GROUPS ORDER ARMS**.

Group Commanders--**Order, ARMS**

Squadron Commanders--(Echo)**Order**

Staff Officer--**GIVE YOUR GROUPS PARADE REST**

Group Commanders--**Parade, REST**

Squadron Commanders--(Echo)**Parade**

Staff Officer--Face about and command: **Staff, Parade, REST** (Only Staff Officer and Adjutant assume parade rest).

Reviewing Officer--Step off reviewing stand and proceed to officiate change-of-command

*Note: Continue here from “commissioning” ceremony.*

Wing Guidon Bearer--As Reviewing Officer is stepping off reviewing stand, march to position left of reviewing officer, centered between the reviewing officer and the outgoing commander.

Reviewing Officer and Outgoing Commander--Once the guidon bearer is in place, turn to face each other while, simultaneously, the new wing commander moves into a position left of the outgoing commander.

Wing Commander--Salute Reviewing Officer and state: **Sir/Ma’am, I Relinquish Command.** After salute is returned, obtain wing guidon from guidon bearer and pass to reviewing officer who passes it to wing guidon bearer. Take two step back.

New Wing Commander--As outgoing WgCC steps back, take two side steps to the right, Reviewing Officer will have obtained guidon from guidon bearer. Obtain guidon from Reviewing Officer, pass it to guidon bearer, salute Reviewing Officer, and state: **Sir/Ma’am, I Assume Command.**

Reviewing Officer--*(Optional)* Asks outgoing WgCC to join him/her on the reviewing stand. *Note:* If outgoing commander is not asked, then proceed to the left of the reviewing stand alongside the guidon bearer.

Color Guard--As Reviewing Officer returns to reviewing stand, execute a right-about and return to position on final line.

New Wing Commander--Face right and marches in step with colors to wing staff position.

Wing Staff--As Color Guard approaches, assume the position of attention.

New Wing Commander--Upon reaching position, direct: **GIVE YOUR GROUPS ATTENTION.**

Group Commanders--**Group, ATTENTION**

Squadron Commanders--(Echo) **Squadron**

## PASS IN REVIEW

New Wing Commander--When color guard is in position, face about and salute reviewing officer. No report is given.

Reviewing Officer--Return salute and direct: **MARCH THE COMMAND IN REVIEW**

New Wing Commander--Drop salute and command **Change Post, MARCH.** Adjutant and Staff Officer take three steps forward, halt and face about. This is a six-count sequence. The WgCC executes about face in unison with his staff and then states: **PASS IN REVIEW** (See illustration 2 for line of march positioning.)

In order from right to left, Squadron Commanders command **Column of Flights, Right Flight, Column Right, MARCH.** On the command **Right Flight**, flight commanders face about. On the command **Column Right**, each flight commander supplements as appropriate (**Column Right or Stand Fast.**) Music begins to play on **MARCH.**

## PARADE AND RETREAT HANDBOOK

At each change of direction, each flight commander turns and faces the formation and commands **Column Left, MARCH**, and marches backward until the turn is completed and **Forward MARCH** is given, then return to normal direction.

Group Commanders--March forward and after the first column left take their position 12 paces in front of their leading squadron commander and 12 paces behind the unit in front of them as appropriate.

Wing Commander--Marches staff to join the line of march after second column left approximately 12 paces in front of the A group commander. Six paces before reviewing stand, turn head to the right and command **Eyes, RIGHT**. Wing Staff turn head and salute. Six paces beyond reviewing stand, command **Ready, FRONT**, then marches staff out of line of march and positions to right of reviewing stand.

*Note: Eyes RIGHT is called as the heel of the right foot strikes the ground with three steps between the preparatory command and the command of execution. Ready FRONT is called as the heel of the left foot strikes the ground also with three steps between the preparatory command and the command of execution.*

Group Commanders--Six paces from reviewing stand, turn head and eyes to the right and command **Eyes, RIGHT**, and group staff turns head and salute. At six paces beyond reviewing stand, command **Ready Front** and group staff drop salute and turn heads front.

Squadron Commanders--Six paces from reviewing stand, execute Eyes Right without command. At six paces beyond reviewing stand, execute Ready Front without command.

Flight Commanders--Six paces from reviewing stand, turn head and eyes to the right and command **Eyes, RIGHT**, and salute. When last flight member is six paces beyond the reviewing stand, command **Ready, FRONT**. All flight members except third element turn their head to the right on the command **RIGHT**, and return their head forward on the command **FRONT**.

Guidon Bearers--Execute present arms by raising guidon on **Eyes** and extending it on **RIGHT**. On the command **Ready**, raise guidon, and on **FRONT**, bring to carry guidon.

Reviewing Officer--Returns salutes of WgCC, GpCCs, SqCC, FltCCs, and holds salute as colors pass in review.

New Wing Commander--After all flights have passed in review and the Air Force song is over, face reviewing stand and salute reviewing officer. When salute is returned, the parade is concluded.

Group Commander--Also marches the group staff to a position right of the reviewing stand facing the parade field.

New Wing Commander and Staff--Exchange salutes upon dismissal and then New Wing Commander dismisses the wing and directs them to carry out the orders of the day.

## FORMAL RETREAT PROCEDURES

### POSITIONS--DUTIES

Flight Commander--Upon entry on the retreat pad, each flight is assigned a line and spot number (detachments may add an appropriate diagram as applicable). Flights are marched in column formation at normal interval to their assigned line and spot number. Upon arrival, the flight is given a left face to face the flag in line formation and they are placed "AT EASE". A cursory AFI 36-2903 check is made on each flight while waiting for the retreat ceremony to begin. The FltCC brings the flight to attention when approached by the cadet retreat monitor and returns them to at ease after the monitor departs, unless otherwise directed by the monitor. After, Flight Commander turns to face the flagstaff and assumes the position of "at ease".

Wing Commander--Marches with Flag Security Detail and at approximately the halfway point peels off toward the predetermined position centered on the flagstaff.

Flag Security Detail--The cadet-in-charge (adjutant) marches the detail to the flagstaff, halts them, faces the flagstaff and commands **Parade, REST**.

Wing Commander--At the appropriate time, commands **Group, ATTENTION** (flag security detail remains at parade rest.)

Group Commanders--(Echo) **Squadron**

Wing Commander--Commands **DRESS FLIGHTS TO THE RIGHT**.

Flight Commanders--Immediately face about and command **Dress Right, DRESS**, and proceed to align the elements. Upon completion of alignment, march three paces past the guide, halt, face left (downline) and command **Ready, FRONT**. March to position six paces from and centered on the flight facing the flagstaff, execute and in-place halt and remain at attention.

Wing Commander--After all FltCCs are back on their spot at attention, command **Parade, REST**, face about, assume parade rest and wait four to five seconds.

Group Commanders--(Echo) **Parade**

Wing Commander--After four to five seconds, come to attention and command **SOUND RETREAT** then resume parade rest.

Musical Support--Plays Retreat.

Flag Security Detail--On the command of **SOUND RETREAT**, halyardsmen assume the position of attention, move forward, execute a right flank and halt. Detach the halyards from the flagstaff, assume the position of parade rest with the halyard in their left hand and await the playing of the Nation Anthem or To The Colors. (Execute all movements in unison.) If at half-staff, raise the Flag briskly to the top, while Retreat is sounded and then lower ceremoniously beginning on the first note of the National Anthem or To The Colors.

Wing Commander--After the playing of Retreat, come to attention, face about, and command **Group, ATTENTION**.

## PARADE AND RETREAT HANDBOOK

Group Commanders--(Echo) **Squadron.**

Wing Commander--Command **Present, ARMS**, face about and salute.

Group Commanders--(Echo) **Present**

Flag Security Detail--Except members manning halyards, present arms on the GpCC's command. The lowering of the flag is coordinated with the music so that the two actions are completed simultaneously.

Wing Commander--At the conclusion of the music and when the flag is completely secured, drop salute, face about and command **Order, ARMS**, then face about and remain at attention while the flag is folded.

Group Commanders--(Echo) **Order**

Flag Security Detail--After the halyards are secure and the flag is folded, the adjutant marches the detail to a position three paces from the GpCC, salutes and reports **Sir/Ma'am, the flag is secured.**

Wing Commander--Return salute.

Flag Security Detail--After exchange of salutes, execute a right about, depart the area and secure the flag for the day.

Wing Commander--After the flag security detail executes their right about, wait approximately 5 seconds, face about and direct: **GROUP COMMANDERS, TAKE CHARGE OF YOUR GROUPS AND CARRY OUT THE ORDERS OF THE DAY.** Note: the WgCC is not required to wait until the flag security detail has exited the drill pad before giving the command.

Group Commanders--Salute the Wing Commander at the same time

Wing Commander--Returns the salute.

Group Commanders--Faces about and directs: **SQUADRON COMMANDERS DISMISS YOUR SQUADRONS AND CARRY OUT THE ORDERS OF THE DAY.**

Squadron Commanders--Salute their respective group commander together.

Group Commanders--Return the salute.

Squadron Commanders--**DISMISSED!**

## **INFORMAL RETREAT PROCEDURES**

### **POSITION--DUTIES**

Wing Commander--At retreat minus 10 minutes, ensure flag security detail and music coordinator (bugler) are present. At retreat minus 2 minutes, march the detachment to the flagstaff, facing flagstaff, command and perform **Parade, REST**. At target time, come to attention, command **SOUND RETREAT**, and go back to parade rest.

Flag Security Detail--Halyardsmen assume the position of attention on the command **SOUND RETREAT**. The halyardsmen move forward, detach the halyards, assume the position of parade rest with the halyards in their left hand, and await the playing of To The Colors. If at half-staff, the flag will be raised briskly to the top when Retreat is sounded. On the first note of To The Colors, the flag is lowered ceremoniously, with dignity.

Music Coordinator (Bugler)--On the command, **SOUND RETREAT**, assumes position of attention and plays Retreat.

Wing Commander--After Retreat plays, come to attention and command: **Detachment, ATTENTION**, then **Present, ARMS**.

Flag Security Detail--Assumes position of attention. Members not manning the halyards execute present arms on the command.

Music Coordinator (Bugler)--After the command of **Present, ARMS**, play To The Colors.

Wing Commander--On the last note of the music, and after the flag is secured, command **Order, ARMS**.

Flag Security Detail--After the flag is folded and the halyards are secure, execute right about and depart the flagstaff area.

Music Coordinator (Bugler)--Stand fast during departure of flag security detail.

## **GROUP-LEVEL PROCEDURES**

## **INTRODUCTION**

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2. \*When a command requires a unit to execute a movement different from the other units, or the same movement at a different time, the subordinate commander gives a supplementary command. The commander supplementing the command does so without turning his or her head. Supplementary commands are given between the commander's preparatory command and the command of execution. When the group commander's preparatory command is **Squadron**, the squadron commander's supplementary command is **Flight**.
3. The preparatory command and the command of execution are given as the heel of the foot corresponding to the direction of the movement strikes the ground.
4. For additional information on types of general rules of commands, refer to AFMAN 36-2203.
5. The instruction/ guidance given in this pamphlet pertaining to "parade sequence" is to include "change of command" and "commissioning" ceremonies routinely. Refer to AFMAN 36-2203 for inclusion of decorations and/or Pass and Review ceremonies.

## **SUMMARY OF CHANGES**

This revision incorporates procedures formerly in Handbook T-5014; deletes the procedure of turning the head when supplementing commands, reorganizes text, and changes many procedures. It changes the starting position for the color guard from the ready line to the final line. It incorporates standardization for all detachments to perform parades in column formation and brings procedures in line with AFMAN 36-2203.

## **PARADE PROCEDURES**

### **ASSEMBLY**

1. The Group assembles on the parade field in column formation on the ready line. The group commander (GpCC), Group staff, and color guard proceed to the parade field individually prior to the arrival of the squadrons. NOTE: The GpCC, Group staff and color guard will be fully prepared before taking their positions.
2. At the parade field, the group staff assumes a position abreast and to the left of the reviewing stand (or designation thereof) facing the line of flights.
3. Squadrons assembled in the formation area, will march onto parade field and behind the ready line. They will execute a column left (or column right) and halt at their designated positions. SqCCs will be pre-positioned 9 paces from the final line. Flight Commanders (FltCC) move to positions centered on and 3 paces in front of their flights. See illustration 1 for formation of cadets for parade.
4. FltCCs put their squadrons at parade rest, face about, assume parade rest and wait for adjutant's call.
5. \*The color guard is prepositioned on the final line prior to adjutant's call.
6. The group adjutant (GpAdj) prepositions at parade rest on the final line, 6 paces to the right of the first flight, and faces down line.

## PARADE AND RETREAT HANDBOOK

### MARCH ON

#### POSITION--DUTIES

Group Commander--Send prearranged signal to Group Adjutant.

Group Adjutant--Begins ceremony by assuming position of attention and commanding the band (music coordinator) to: **Sound Adjutant's Call** (music ends after last flight is on final line).

Squadron Commander --Pre-positioned on the Final line; on the first note of adjutant's call execute an about face.

Flight Commanders--On first note of adjutant's call, come to attention, face about and command **Flight, ATTENTION** (Throughout issuance of commands, always state "attention" as: **TENCH-HUT!**). **GUIDE-ON-LINE** (Guide-on-line is executed by the ripples, i.e., A Flt gives Guide-on-line, then B Flt, and so on down the line.)

Guides--Upon their particular FltCC commanding guide-on-line, double time to position of final line, halt, face to the right, and align on the GpAdj.

Flight Commanders--As soon as guide is in place, command **Forward, MARCH** (this is also executed by the ripples--FltCCs march backwards.) When the third element leader reaches the guide, the flight starts to mark time. FltCC then commands **Flight, HALT** and **At Close Interval, Dress Right, DRESS**. (Ceremoniously go and check alignment of the first three ranks, then return to front of flight and command **Ready, FRONT**.)

Flight Commanders -- Executes about face when flight is dressed.

Squadron Commander—Face about after FltCC has turned about

Group Staff--Once all flights have marched forward, and all squadron commanders are facing the reviewing stand, signal the GpAdj to march to his post. GpCC and Staff Officer march from their starting position to prearranged position.

Group Adjutant--Upon signal from GpCC, marches to prearranged location so that arrival coincides with group staff arrival at their location. The adjutant moves with dignity at adjutant's cadence (140 steps per minute) by the most direct route to a position midway between the line of SqCCs and the GpCC.

### GUIDES POST

The adjutant halts facing down the line of troops then executes a left face to face the troops and commands **G-u-i-d-e-s, POST**.

Guides--Execute a left face and take one pace forward with coordinated armswing.

### SOUND OFF

Group Adjutant--Directs, **GIVE YOUR SQUADRONS PARADE REST**.

Squadron Commanders--(About face) **Parade, REST**.

Flight Commanders--(Echo)**Parade**

Group Adjutant--**In Place, SOUND OFF** (Music plays 3 chords of sound off, introduction to a march, repeat 3 chords of sound off)

## FORMATION OF PARADE

Group Adjutant--At completion of music, directs, **GIVE YOUR SQUADRONS ATTENTION**

Squadron Commanders--(Come to attention, about face) **Squadron, ATTENTION** (Wait for flts to come to attention and then face about to face reviewing stand)

Flight Commanders--(Echo) **Flight**

Group Adjutant--Directs, **GIVE YOUR SQUADRONS PRESENT ARMS**

Squadron Commanders--About face, **Present, ARMS** (about face and present arms)

Flight Commanders--(Echo) **Present**

Group Adjutant--(About face, salute) **SIR/MA'AM, THE PARADE IS FORMED**

Group Commander--Returns salute, **TAKE YOUR POST.**

Group Adjutant--Moves directly toward the group commander, pivots 45 degrees to the left, takes three paces, pivots 45 degrees to the right, halts in position, and executes an about face.

Group Commander--**GIVE YOUR SQUADRONS ORDER ARMS**

Squadron Commanders--Execute order arms, about face, **Order, ARMS.** About face

Flight Commanders--(Echo) **Order**

Group Commander--Directs the adjutant: **RECEIVE THE REPORT**

Group Adjutant--Moves to former position retracing the previous procedures and commands; **REPORT**

Squadron Commanders--Sequentially from adjutant's left to right, salute and report: **"A" SQUADRON, ALL PRESENT OR ACCOUNTED FOR, SIR/MA'AM.** Note: Hold salute until adjutant returns it.

Group Adjutant--Faces about, salutes, and reports: **SIR/MA'AM, ALL PRESENT OR ACCOUNTED FOR.**

Group Commander--Returns the salute and commands; **PUBLISH THE ORDERS**

Group Adjutant--Drops salute, faces about. **ATTENTION TO ORDERS, DETAIL FOR THE DAY, CADET OFFICER OF THE DAY, CADET \_\_\_\_\_, BY ORDER OF COLONEL \_\_\_\_\_.** (PAS/FT CC).

## OFFICERS' CENTER

Group Adjutant--After publishing the orders, commands: **OFFICERS**, (pause) **CENTER**, (pause) **MARCH**. (Faces about and takes position one pace to the right and one and a half paces to the rear of WgCC.)

Squadron Commanders--On command "officers," advance forward three paces

Flight Commanders--On command "officers," advance forward ve paces

Guidon Bearers--On command "officers," stand fast

Squadron Commanders, Flight Commanders and Guidon Bearers--On command "center," face the center, and step off on command "march." (music plays.)

Flight Adjutants--On the command of "officers", take one step back with coordinated armswing; on the command of "center" face toward the colors; on the command "march," move by most direct route to a position abreast of 1st rank(element leaders). Note: March alongside the flank nearest to the colors.

Squadron Commanders, Flight Commanders and Guidon Bearers--Upon arriving at center, halt individually at close interval, and automatically face the reviewing stand. When all officers are at the center and facing the reviewing stand, the extreme right and left FltCCs report, **ALL IN FROM THE RIGHT/LEFT, SIR/MA'AM**.

"A" Squadron Commander--**Forward, MARCH** (loud enough for all officers to hear over the music using parade cadence – three count between commands).

Flight Adjutants--Move by most direct route to FltCC's position on command "march"

"A" Squadron Commander--Prior to being six paces from the GpCC, Commands: **Officers**, (guidons go up) **HALT** (and the guidon bearer executes present guidon). Note: Officers and guidon bearers halt in 3 counts including the salute. (Music stops)

Group Commander--Returns salute, **Order**, (guidons go up) **ARMS**, (pause)...

*Note:* If a unit or honor flight award/streamer is to be presented, the GpCC commands the appropriate unit guidon bearer, **FRONT AND CENTER, MARCH**. At the command **CENTER**, the designated guidon bearer takes one step to the rear and faces to the nearest flank. At the command, **MARCH**, a route is taken around the nearest flank to a position four paces in front of the GpCC. Present honor flight and/or warrior flight streamer here. The bearer then executes the individual salute with the guidon and presents the guidon so that it is in a convenient position for the streamer to be attached. The guidon bearer then returns to the carry position and executes the individual guidon salute. The GpCC commands: **Guidon Bearer, POST, MARCH**. The guidon bearer returns to the normal position by the same route used moving to the front.

...**Officers, POST** (Officers, guidon bearers, and flight adjutants, face about) **MARCH**.

Flight Adjutants--Return to original position within the flight on command "march."

"A" Squadron Commander--When guidon bearers are six paces from final line, **Officers, HALT**, (pause) **POST**. Officers and guidons face left or right as appropriate. **MARCH**

Squadron Commanders, Flight Commanders and Guidon Bearers--Step off at four-pace distance ( two 12 inch steps followed by two 24 inch steps then continue 24 inch steps), flank toward their respective flight and halt resuming positions facing the flight.

Squadron Commanders--As soon as all are back in position, command **POST**.

Flight Commanders and Guidon Bearers--face about. (Music stops once all officers are in place)

Squadron Commanders--Face about after FltCC and Guidon Bearer have turned about.

## PRESENTATION OF COMMAND

Group Commander--Directs, **GIVE YOUR GROUPS PRESENT ARMS**

Squadron Commanders--About face, **Present, ARMS** (by the ripples), about face and present arms

Flight Commanders--(Echo) **Present**

Group Commander--When all SqCCs have executed present arms, gives staff, **Change Post, MARCH**. Adjutant and Staff Officer take three steps forward, halt, face about and present arms. This is a seven-count sequence. The GpCC executes about face and present arms in unison with his staff and then states: **Sir/Ma'am, I Present the Command**. (Ruffles and Flourishes and the appropriate march are played if the rank or title of the reviewing officer warrants it.)

*Note:* Persons to be commissioned may be presented here.

## COMMISSIONING

Reviewing Officer--Returns the salute and then directs, **have the person(s) to be commissioned and Colors brought forward**.

Group Commander--Commands **Staff, Order, ARMS**. Face about and direct: **Give your Squadrons Order Arms**.

Squadron Commanders--**Order, ARMS**

Flight Commanders--(Echo)**Order**

Group Commander--Person(s) to be Commissioned and Colors, **CENTER**, (pause for staff to face out) **MARCH** (music begins)

Group Staff--On command "**CENTER**", adjutant faces left, staff officer faces right. On command "**MARCH**", both take three paces forward, halt and face about.

Group Commander--Marches to within six paces of colors, halts, faces about, and commands over his/her right shoulder, **Detachment, Forward, MARCH**. Marches Colors forward and halts them by

## PARADE AND RETREAT HANDBOOK

commanding **Detachment, HALT** (within five paces of reviewing officer) (**Note:** Color Guard will stay in step with and maintain six paces from GpCC.)

**Group Staff--As Colors are marching forward and they come to within six paces, command Detail, Present, ARMS. When Colors are approximately six paces past, command Detail, Order, ARMS and then command POST. Staff officer and adjutant take three paces forward, halt, and face the reviewing stand.**

**Note:** Music stops playing when Colors halt. After the Colors halt, the person(s) to be commissioned move forward to a position five paces in front of and centered on the Colors, facing the reviewing officer (directly behind the Group Commander).

Group Commander--Salute reviewing officer and report: **SIR/MA'AM, THE PERSON(S) TO BE COMMISSIONED AND COLORS ARE PRESENT.**

Reviewing Officer--Return salute, **PRESENT THE COMMAND**

Group Commander--Returns to position and directs: **GIVE YOUR SQUADRONS PRESENT ARMS.**

Squadron Commanders--**Present, ARMS**

Flight Commanders--(Echo) **Present**

Group Commander--Face about and command **Staff, Present, ARMS** (loud enough for Colors and honoree(s) to hear). Play the National Anthem or To The Colors. After last note of the music, command **Staff, Order, ARMS.** Face about and direct: **GIVE YOUR SQUADRONS ORDER ARMS.**

Squadron Commanders--**Order, ARMS**

Flight Commanders--(Echo) **Order**

Group Commander--**GIVE YOUR SQUADRONS PARADE REST**

Squadron Commanders--**Parade, REST**

Flight Commanders--(Echo) **Parade**

Group Commander--Face about and command **Staff, Parade, REST** (Narrator begins reading citation(s)).

Reviewing Officer--Administers Oath of Office (Commissioning)

Color Guard--After commissioning, execute a right about and return to position on final line. Newly commissioned officer joins the reviewing party in the stand.

Group Commander--When Color Guard is six paces from Group Staff, command **Staff, ATTENTION,** face about and direct: **GIVE YOUR SQUADRONS ATTENTION.**

Squadron Commander-- **Squadron, ATTENTION**

Flight Commander--(Echo) **Flight**

**Group Commander--When Color Guard is in position, face about and salute reviewing officer. No report is given.**

*Note: If a change of command is to be done in conjunction with “commissioning”, Color Guard will not depart. Upon completion of “commissioning”, new group commander will take his position alongside the outgoing group commander six paces in front of the color guard abreast and to the left of the reviewing officer. (Continue with remainder of change of command from this point) If no change of command is performed, continue with “Pass in Review”.*

## CHANGE OF COMMAND

Reviewing Officer--Directs, **HAVE THE NEW GROUP COMMANDER AND COLORS BROUGHT FORWARD.**

Group Commander--Commands **staff, Order, ARMS**, faces about and directs **GIVE YOUR SQUADRONS ORDER ARMS.**

Squadron Commanders--Drop salute, face about. **Order, ARMS.** Face about.

Flight Commanders--(Echo) **Order**

Group Commander--**NEW GROUP COMMANDER AND COLORS, CENTER**, (pause for staff to face out) **MARCH**

Group Staff--On command “center,” adjutant faces left, staff officer faces right. On command “march”, both take three paces forward, halt and face about.

Group Commander--Marches to within six paces of colors, halts, faces about, and commands over his right shoulder, **Detachment, Forward, MARCH.** Marches colors forward and halts them by commanding **Detachment, HALT** (within five paces of reviewing officer) (*Note:* Color guard will stay in step with and maintain six pace distance from GpCC.)

Group Staff--As colors are marching forward and they come to within six paces, command **Detail, Present, ARMS.** When colors are approximately six paces past, command **Detail, Order, ARMS** and then command **POST.** Staff officer and adjutant take three paces forward and face the reviewing stand.

New Group Commander--After GpCC halts colors, marches to a position abreast and one pace left of present GpCC.

Group Commander--After arrival of new GpCC, salute and state: **SIR, THE NEW GROUP COMMANDER AND COLORS ARE PRESENT**

Reviewing Officer--Returns salute and states: **PRESENT THE COMMAND** (loud enough for the staff officer to hear)

Staff Officer--Face about and direct, **GIVE YOUR SQUADRONS PRESENT ARMS**

## PARADE AND RETREAT HANDBOOK

Squadron Commanders--**Present, ARMS**

Flight Commanders--(Echo) **Present**

Staff Officer--After all squadron commanders have executed present arms, face about and command: **Staff, Present, ARMS** (Loud enough for GpCC and colors to hear)

*National Anthem is played* (Reviewing Officer salutes on first note of music)

Staff Officer--After National Anthem is over, **Staff, Order, ARMS**, face about and direct: **GIVE YOUR SQUADRONS ORDER ARMS.**

Squadron Commanders--**Order, ARMS**

Flight Commanders--(Echo) **Order**

Staff Officer--**GIVE YOUR SQUADRONS PARADE REST**

Squadron Commanders--**Parade, REST**

Flight Commanders--(Echo) **Parade**

Staff Officer--Face about and command: **Staff, Parade REST** (Only Staff Officer and Adjutant assume parade rest).

Reviewing Officer--Step off reviewing stand and proceed to officiate change-of-command

*Note: Continue here from “commissioning “ ceremony.*

Group Guidon Bearer--As Reviewing Officer is stepping off reviewing stand, march to position left of reviewing officer, centered between the reviewing officer and the outgoing commander.

Reviewing Officer and Outgoing Commander—Once the guidon bearer is in place, turn to face each other while, simultaneously, the new group commander move into a position left of the outgoing commander.

Group Commander--Salute Reviewing Officer and state; **Sir/Ma’am, I Relinquish Command.** After salute is returned, obtain group guidon from guidon bearer and pass to reviewing officer who passes it to group guidon bearer. Take two steps back.

New Group Commander--As outgoing GpCC steps back, take two side steps to the right, Reviewing Officer will have obtained guidon from guidon bearer. Obtain guidon from Reviewing Officer, pass it to guidon bearer, salute Reviewing Officer, and state: **Sir/Ma’am, I Assume Command.**

Reviewing Officer—(*Optional*), Asks outgoing GpCC to join him/her on the reviewing stand. *Note:* If outgoing commander is not asked, then that commander should position him/herself to the left of the reviewing stand beside the group guidon bearer.

Color Guard--As Reviewing Officer returns to reviewing stand, execute a right-about and return to position on final line.

New Group Commander—Faces to the right and marches in step with colors to group staff position.

Group Staff—As Color Guard approaches, assume the position of attention.

New Group Commander—Upon reaching position direct, **GIVE YOUR SQUADRONS ATTENTION.**

Squadron Commanders—**Squadron, ATTENTION**

Flight Commanders—(Echo)**Flight**

## PASS IN REVIEW

New Group Commander--When color guard is in position, face about and salute reviewing officer. No report is given.

Reviewing Officer--Return salute and direct: **MARCH THE COMMAND IN REVIEW**

Group Commander--Drop salute and command **Change Post, MARCH.** Adjutant and Staff Officer take three steps forward, halt and face about. This is a six-count sequence. The GpCC executes about face in unison with his staff and then states: **PASS IN REVIEW** (See illustration 2 for line of march positioning.)

In order from right to left, Squadron Commanders command **Column of Flights, Right Flight, Column Right, MARCH.** On the command **Right Flight**, flight commanders face about. On the command **Column Right**, each flight commander supplements as appropriate (**Column Right or Stand Fast.**) Music begins to play on **MARCH.**

At each change of direction, each flight commander turns and faces the formation and commands **Column Left, MARCH**, and marches backward until the turn is completed and **Forward MARCH** is given, then return to normal direction.

Squadron Commanders--March forward and after the first column left take their position 12 paces in front of their leading flight commander and 12 paces behind the unit in front of them as appropriate.

Group Commander--Marches staff to join the line of march after second column left approximately 12 paces in front of the "A" squadron commander. Six paces before reviewing stand, turn head to the right and command **Eyes, RIGHT.** Group staff turns head and salute. Six paces beyond reviewing stand, command **Ready, FRONT**, then marches staff out of line of march and position to right of reviewing stand.

*Note: Eyes RIGHT is called as the heel of the right foot strikes the ground with three steps between the preparatory command and the command of execution. Ready FRONT is called as the heel of the left foot strikes the ground also with three steps between the preparatory command and the command of execution.*

Squadron Commanders--Six paces from reviewing stand, execute Eyes Right without command. At six paces beyond reviewing stand, execute Ready Front without command.

Flight Commanders--Six paces from reviewing stand, turn head and eyes to the right and command **Eyes, RIGHT**, and salute. When last flight member is six paces beyond the reviewing stand, command **Ready, FRONT.** All flight members except third element turn their head to the right on the command **RIGHT**, and return their head forward on the command **FRONT.**

## PARADE AND RETREAT HANDBOOK

Guidon Bearers--Execute present arms by raising guidon on **Eyes** and extending it on **RIGHT**. On the command **Ready**, raise guidon, and on **FRONT**, bring to carry guidon.

Reviewing Officer--Returns salutes of GpCC, SqCCs, FltCCs, and holds salute as colors pass in review.

Group Commander—After all flights have passed in review and the Air Force song is over, face reviewing stand and salute reviewing officer. When salute is returned, the parade is concluded.

## **FORMAL RETREAT PROCEDURES**

### **POSITIONS--DUTIES**

Flight Commander--Upon entry on the retreat pad, each flight is assigned a line and spot number (detachments may add an appropriate diagram as applicable). Flights are marched in column formation at normal interval to their assigned line and spot number. Upon arrival, the flight is given a left face to face the flag in line formation and they are placed "**AT EASE**". A cursory AFI 36-2903 check is made on each flight while waiting for the retreat ceremony to begin. The FltCC brings the flight to attention when approached by the cadet retreat monitor and returns them to at ease after the monitor departs, unless otherwise directed by the monitor. After, Flight Commander turns to face the flagstaff and assumes the position of "at ease".

Group Commander—Marches with Flag Security Detail and at approximately the halfway point peels off toward the predetermined position centered on the flagstaff.

Flag Security Detail--The cadet-in-charge (adjutant) marches the detail to the flagstaff, halts them, facing the flagstaff and commands **Parade, REST**.

Group Commander--At the appropriate time, commands **Group, ATTENTION** (flag security detail remains at parade rest.)

Squadron Commander--(Echo) **Squadron**

Group Commander--Commands **DRESS FLIGHTS TO THE RIGHT**.

Flight Commander--Immediately face about and command **Dress Right, DRESS**, and proceed to align the elements. Upon completion of alignment, march three paces past the guide, halt, face left (downline) and command **Ready, FRONT**. March to position six paces from and centered on the flight facing the flagstaff, execute and in-place halt and remain at attention.

Group Commander--After all FltCCs are back in their spot at attention, command **Parade, REST**, face about, assume parade rest and wait four to five seconds.

Squadron Commanders--(Echo) **Parade**

Group Commander--After four to five seconds, come to attention and command **SOUND RETREAT** then resume parade rest.

Musical Support--Plays Retreat.

Flag Security Detail—On the command of **SOUND RETREAT**, halyardsmen assume the position of attention, move forward, execute a right flank and halt. Detach the halyards from the flagstaff, assume the position of parade rest with the halyard in their left hand and await the playing of the Nation Anthem or To The Colors. (Execute all movements in unison.) If at half-staff, raise the Flag briskly to the top, while Retreat is sounded and then lower ceremoniously beginning on the first note of the National Anthem or To The Colors.

Group Commander--After the playing of Retreat, come to attention, face about, and command **Group, ATTENTION**.

## PARADE AND RETREAT HANDBOOK

Squadron Commanders--(Echo) **Squadron.**

Group Commander--Command **Present, ARMS**, face about and salute.

Squadron Commanders--(Echo) **Present**

Flag Security Detail--Except members manning halyards, present arms on the GpCC's command. The lowering of the flag is coordinated with the music so that the two actions are completed simultaneously.

Group Commander--At the conclusion of the music and when the flag is completely secured, drop salute, face about and command **Order, ARMS**, then face about and remain at attention while the flag is folded.

Squadron Commanders--(Echo) **Order**

Flag Security Detail--After the halyards are secure and the flag is folded, the adjutant marches the detail to a position three paces from the GpCC, salutes and reports **Sir/Ma'am, the flag is secured.**

Group Commander--Return salute.

Flag Security Detail--After exchange of salutes, execute a right about, depart the area and secure the flag for the day.

Group Commander--After the flag security detail executes their right about, wait approximately 5 seconds, face about and direct: **SQUADRON COMMANDERS, TAKE CHARGE OF YOUR SQUADRONS AND CARRY OUT THE ORDERS OF THE DAY.** Note: the GpCC is not required to wait until the flag security detail has exited the drill pad before giving the command.

Squadron Commanders—Salute the Group Commander at the same time.

Group Commander—Returns the salute.

Squadron Commanders—Face about and command, **FLIGHT COMMANDERS DISMISS YOUR FLIGHTS AND CARRY OUT THE ORDERS OF THE DAY.**

Flight Commanders—Salute their respective squadron commander together

Squadron Commander—Return the salute.

## **INFORMAL RETREAT PROCEDURES**

### **POSITION--DUTIES**

Group Commander--At retreat minus 10 minutes, ensure flag security detail and music coordinator (bugler) are present. At retreat minus 2 minutes, march the detachment to the flagstaff, facing flagstaff, command and perform **Parade, REST**. At target time, come to attention, command **SOUND RETREAT**, and go back to parade rest.

Flag Security Detail--Halyardsmen assume the position of attention on the command **SOUND RETREAT**. The halyardsmen move forward, detach the halyards, assume the position of parade rest with the halyards in their left hand, and await the playing of To The Colors. If at half-staff, the flag will be raised briskly to the top when Retreat is sounded. On the first note of To The Colors, the flag is lowered ceremoniously, with dignity.

Music Coordinator (Bugler)--On the command, **SOUND RETREAT**, assumes position of attention and plays Retreat.

Group Commander--After Retreat plays, come to attention and command: **Detachment, ATTENTION**, then **Present, ARMS**.

Flag Security Detail--Assumes position of attention. Members not manning the halyards execute present arms on the command.

Music Coordinator (Bugler)--After the command of **Present, ARMS**, play To The Colors.

Group Commander--On the last note of the music, and after the flag is secured, command **Order, ARMS**.

Flag Security Detail--After the flag is folded and the halyards are secure, execute right about and depart the flagstaff area.

Music Coordinator (Bugler)--Stand fast during departure of flag security detail.