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Air Training Corps of America, Inc.
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Airman's Manual for Drill and Formation

A Manual for A.T.C.A. Students to
Assist in an Important Phase of
Their Work — Military Drill

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Preliminary Edition

June 1942

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PREPARED FOR
AIR TRAINING CORPS OF AMERICA, INC.

AIRMAN'S MANUAL
FOR
DRILL AND FORMATION

Prepared in collaboration with
representatives of the
United States Army Air Corps
Flying Training Command

Diagrams
by
HAM FISHER

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The material in this manual is essentially that contained in The Soldier's Handbook, FM 21-100, War Department, 1941 edition, with certain revisions, omissions, and additions to make it applicable to ATCA.

Chapters 5 and 8 are based on The Basic Field Manual 22-5, War Department, 1941 edition. The Appendix is taken from A.R. 600-35.

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FOREWORD

This text is an important part of the instructional and guidance material developed during the spring of 1942 for the program of the Air Training Corps of America by a group of cooperating schools, public, private and parochial, in New York City and near-by communities. The work was carried on under the supervision of the Division of Structure and Organization of the Institute of Educational Research, Teachers College, Columbia University.

According to instructions presented in a manual developed with the assistance of Lt. Colonel S. J. Donovan, of the United States Army Air Corps Flying Training Command, groups of boys were given training in a number of schools. These instructors then discussed the nature of revisions needed, and Brother Norbert, C.F.X. was asked to assume the responsibility for revising the document and for the preparation of a teachers' manual to accompany it. This manual for students is the result. The Teachers' Manual is entitled Instructor's Guide Book for Drill and Formation.

Sincere acknowledgment is made to Daniel P. O'Brien, Philip D. Aimes, Alfred A. Holmes, and John Butler, for their helpful assistance in revising the manual.

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June 1942

INTRODUCTION TO THE AIRMAN

This manual has been prepared to assist in a very important phase of your work in the Air Training Corps of America--military drill. It contains only the fundamental movements of close order drill that are usually given to new members of the Air Corps in the Army or the Navy.

Making good as an airman is no different from making good in school or business life. The rule is the same--know your own assignment and then learn the work of the airman ahead of you. You will, no doubt, be anxious to advance your rating in your ATCA unit. By studying this manual and becoming master of its contents, not only your own progress but that of your organization will be assured.

Try to guide your actions by the following aims and you will be a good airman and your ATCA unit will be successful:

BE OBEDIENT.
BE LOYAL.
BE DETERMINED.
BE ALERT.
BE A MEMBER OF THE TEAM.

CHAPTER 1
MILITARY DISCIPLINE AND COURTESY

SECTION 1
Military Discipline

1. Usually civilians or the airman just entering ATCA do not understand the meaning of military discipline. They think of it in connection with punishment or with reprimands that may result from the violation of some military law or regulation. Actually, however, discipline has been a life-long experience; it is not new to you. At first we are disciplined only by our elders, then as we become more mature we learn to discipline ourselves. You were being disciplined at home and in school when you obeyed your parents and teachers, and respected the rights of others. On your baseball or other athletic team you disciplined yourself when you were willing to follow the rules that prepared you for the game or when you turned down the chance to become a star performer because you knew your team could not win without you. You thought of this spirit as team play; you put the interests of the team above your own.

2. The word squadron or flight is simply the military name for a team, and military discipline is nothing more than this same spirit of team play. Nevertheless it is the most

important part of military life. In civil life a young man's disregard of discipline may result in his getting into trouble which will cause his parents and teachers regret or sorrow; it may cause a member of an athletic team to be "sent to the bench," or an employee to lose his job. In military life lack of respect for discipline is far more serious. Here, an airman's lack of discipline may not only cost him his life and the life of his comrades, but may cause a military undertaking to fail and his side to be defeated. On the other hand, a team of a few well disciplined airmen is many times more valuable than a much larger number of undisciplined individuals who are nothing more than an armed mob. History has repeatedly shown that without discipline no body of troops can hold its own against a well directed and well disciplined enemy.

3. In your training as a member of ATCA, your drill instructor and his assistants will insist that what appear to be minor details be carried out with perfection. For example, you will be required to maintain a very definite position while at attention; your arm swing will be corrected when you are marching; you will be required to keep accurately in line while marching; the condition of your uniform will be often checked. Doing these things correctly is part of your disciplinary training. Their first purpose is to teach you obedience, loyalty, team play, personal pride, pride in your organization, respect for the rights of others, as well as a love of the flag and a will to win.

4. So you see that being disciplined does not mean you are being punished. It means that you are learning to place the task of your unit--your team--above your personal welfare; that you are learning to obey promptly and cheerfully the orders of your instructors so that even when they are not present you will carry out their orders to the very best of your ability. When you have learned these things and prompt and cheerful obedience has become second nature to you, then you have acquired military discipline - the kind of discipline that will save lives and win battles.

SECTION II

Military Courtesy

5. In your home and school you were taught to be polite and considerate in your speech and attitude to your parents, your teachers, and your comrades. That was courtesy. Military courtesy is similar. The military man is so proud of his profession and has such high respect for the men who belong to it that in the service courtesy is more carefully observed than in civil life. Military courtesy is a part of military discipline. The disciplined airman is always courteous to members of the military service and to civilians, whether on duty or off. The following occasions are among the ones on which you may have opportunity to demonstrate your military courtesy. All of these will not apply to you immediately. The rules are few and simple, and have an important bearing on your career as an airman.

a. The military salute is the courteous recognition expressed between members of the armed forces of our country. The salute is a privilege enjoyed only by members of the military service in good standing. (Prisoners do not have the right to salute.)

b. The salute is given when you meet a person entitled to it. Those entitled to it are all officers of our Army, Navy, Marine Corps, Coast Guard, and ATCA units. It is also customary to salute officers of friendly foreign countries when they are in uniform.

c. The salute should be given when you can easily recognize that the person is an officer, therefore entitled to a salute. Usually the salute is given at a distance of not more than 30 and not less than 6 paces, in order that the officer may have time to recognize and return it.

d. When you execute the salute, turn your head so that you observe the officer and look him straight in the eye. The smartness with which you give it indicates the pride you have in your profession. A careless or half-hearted salute is discourteous. Never salute with one hand in your pocket, while smoking, or with your coat unbuttoned or partly buttoned.

e. If the officer remains in your immediate vicinity without talking to you, no further salute is necessary when he departs. If a conversation takes place, however, you should again salute when either you or he leaves.

f1. If you are one of a group of airmen not in formation, call the group to attention as soon as you recognize an officer approaching, unless some other member of the group has already done so. If the group is out of doors, all members of the group salute; if indoors, all remove their head covering and stand at attention unless otherwise directed.

f2. If the group is in formation out of doors, it is called to attention by the one in charge and he alone gives the salute.

f3. If you meet an officer on a staircase or in a hallway, halt and stand at attention.

g. The salute is given only at a halt, or when walking. Always bring your gait down to a walk before saluting.

h1. In the Armed Forces, a man not in ranks salutes before he converses with an officer, and again when the conversation is finished. If indoors, when reporting to an officer in his office, a man removes his headdress, knocks, enters when told to, and leaves the door open or closed, as he found it. He proceeds to a point not closer than two paces in front of the officer's desk and salutes, holding the salute until it is returned. He then reports, beginning his initial statement with "Sir," and ending all subsequent conversation with "Sir." He ordinarily uses the third person in all conversation with officers, as follows: "Sir, Private Smith, A.M., reports to the Captain as ordered." After an officer dismisses a subordinate, the latter salutes, faces about, and takes his leave.

h2. In reporting to an officer as an airman, you should follow the same procedure as outlined above, except that you should use second person instead of third person in official conversation. You should not use your ATCA officer titles in official conversation or communications, except under your signature. The correct form for reporting is, "Sir, Airman Brown reports as ordered." In official conversation, you refer to other airmen, using their ATCA officer titles, for example, "Sir, I have reported to Airman Captain Brown, as you directed." You may, however, in order to clarify your conversation, use such official designations (not titles) as squadron commander, flight commander, etc. In officially naming yourself to an officer, always use the term "airman" preceding your name, never "mister," or "new airman." For example, if asked your name by an officer, you reply, "Airman Brown, Sir." Furthermore, if there is more than one airman of your name in your unit, in official conversation add your initials after your name, for example, "Airman Brown, T.C., Sir."

1. When you are not in formation and the national anthem is played, or "To the Color" sounded, at the first note face the music, stand at attention and give the salute. At "Escort of the Color" or "Retreat" face the color or the flag. If you are in civilian clothes and wearing a headdress, stand at attention, remove your headdress, and hold it over your left breast. If you are in civilian clothes and not

wearing a headdress, stand at attention and execute the hand salute. Hold the salute until the last note of the music. Vehicles in motion are brought to a halt. If you are riding in a passenger vehicle dismount and salute. The national anthem of any other country is shown the same respect when it is played on special occasions.

j. If you are passing, or being passed, by an uncased national color, render the same honors as you would when the national anthem is played.

k. Whenever you are present but not in formation while personal honors are being rendered, salute and remain in that position until the completion of the ruffles, flourishes, and march.

l. If you are attending a military funeral not as a member of a formation, whether in uniform or in civilian clothes, stand at attention, remove your headdress, and hold it over your left breast at any time the casket is being moved by the casket-bearers and during the services at the grave, including the firing of volleys and the sounding of taps. During the prayers, bow your head. If the weather is cold or inclement, keep your headdress on and give the hand salute whenever the casket is being moved by the casket-bearers, and during the firing of volleys and sounding of taps.

6. You do not or need not salute on the following occasions:

a. If you are in ranks and not at attention and an

officer speaks to you, come to attention, but do not salute. The officer or noncommissioned officer in command of your unit will give the salute for the entire organization to the person entitled to it.

b. Members of details at work do not salute. The officer or noncommissioned officer in charge will salute for the entire detail.

c. When actually taking part in games do not salute.

d. In churches, theatres, or other places of public assemblage, or in a public conveyance, do not salute. Indoors salutes are not given except when reporting to an officer.

e. Do not salute when carrying articles with both hands or when you are otherwise so occupied that saluting is impracticable.

7. Officers and noncommissioned officers will usually address you by your last name, but always use their titles in addressing them. In the military service the following addresses are used:

General officers are addressed as "General"; lieutenant colonels as "Colonel," and both first and second lieutenants as "Lieutenant." Lieutenants are sometimes addressed as "Mister" by their fellow officers.

All chaplains, regardless of grade, are officially addressed as "Chaplain."

Warrant officers are addressed as "Mister."

Members of the Army Nurse Corps are addressed as "Nurse."

Noncommissioned officers are addressed as "Sergeant" or "Corporal."

8. In the Navy, officers of the grade of lieutenant commander and below are addressed socially as "Mister."

When addressing commanders and those of higher rank (captain, rear admiral, vice admiral, full admiral) use their titles. However, the officer commanding a ship, regardless of its size and class, is addressed as "Captain."

9. If you ever have the opportunity to board a war vessel the following instructions must be observed:

Commissioned personnel, and other visitors in their company, approach and board a vessel of war by the starboard side and gangway. All other persons approach and board by the port side and gangway.

Officers enter a small boat in inverse order of rank, and leave it in order of rank.

United States Navy regulations are followed by all military personnel in boarding a vessel of war, as follows:

"All officers and men, whenever reaching the quarter-deck, either from a boat, from a gangway, from the shore, or from another part of the ship, shall salute the national ensign. In making this salute, which shall be entirely distinct from the salute to the officer of the deck, the person making it shall stop at the top of the gangway or upon arriving upon the quarter-deck, face the colors and render the salute, after which the officer of the deck shall be saluted. In leaving the quarter-deck, the same salutes shall be rendered in inverse order. The officer of the deck shall return both salutes in each case, and shall require that they be properly made.

"The commanding officer shall clearly define the limits of the quarter-deck; it shall embrace so much of the

main or other appropriate deck as may be necessary for the proper conduct of official and ceremonial functions. When the quarter-deck so designated is forward and at a considerable distance from the colors, the salute to the colors prescribed in the preceding paragraph will be rendered by officers and men except when leaving or coming aboard the ship.

"The salute to the national colors to be made by officers and men shall be the Hand Salute, the headdress not being removed.

"All officers in the party salute the colors, but only the senior renders or returns the salutes, other than that to the colors, given at a gangway of a naval vessel."

CHAPTER 2

UNIFORM AND INSIGNIA

10a. The uniform you wear as an ATCA airman has been especially designed and styled to set you apart from the members of other military groups. Its uniqueness and streamlined effect, as well as the sparkle of its silvery insignia and buttons, symbolize AIR POWER. It consists, simply enough, of a cap, blouse, and pants. With it you wear a light blue shirt, darker blue or black tie, and black shoes.

b. The material used is a light bluish-gray fabric with a piping of red on the cap, and a band of red on the sleeve. Your metal insignia and buttons are made of silver. The metal insignia is worn on the upper lapel and on the right front of the cap, the cloth insignia is worn on the upper left sleeve. Your cap should be worn tilted to the right, so that its peak forms an angle of about 35 degrees with the vertical. Place it on your head so that the front of the cap is slightly above the right eye and the bottom of the cap is parallel with the ground.

c. Insignia of rank and the proper position for wearing other insignia are shown in Figure 1. The chevrons designating airmen as noncommissioned officers are silver on a black background, the bars designating airmen as officers are also made of silver.

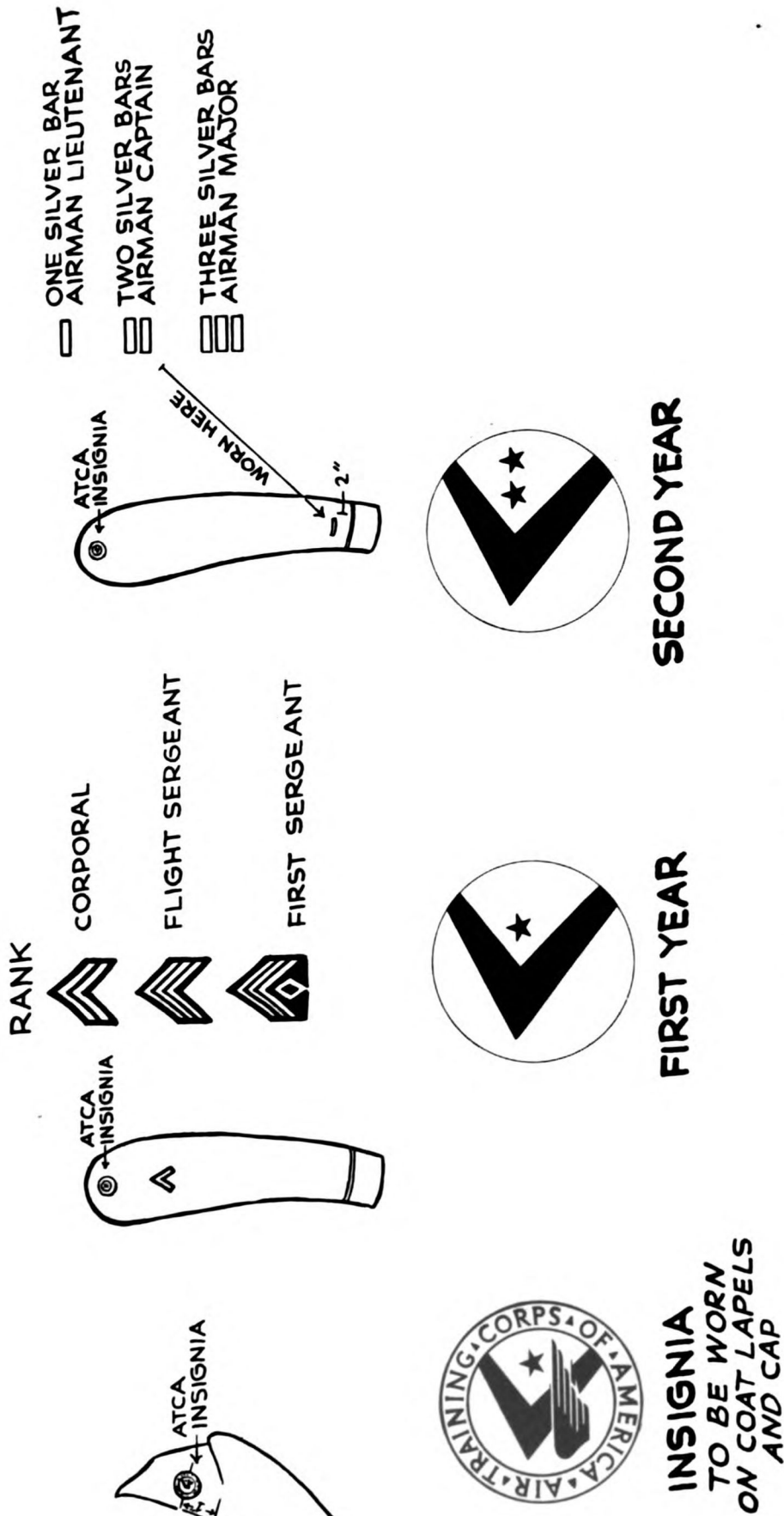


Figure 1. ATCA Insignia

CHAPTER 3

ORGANIZATION

11. As a member of ATCA and later if you should become a member of the Air Service, you will hear the word "organization" used constantly, so it is well that you understand early just what the word means in the Army or the Navy. Actually, its meaning is not completely new because you have become familiar with its use in your community and in your school. For teaching purposes you and your fellow students have been grouped together in classes according to your progress, and to the number of students each teacher can instruct. You have probably been a member of a club that was a school or neighborhood activity directed by elected officers. You are familiar with the way that your local police and fire departments are grouped and divided into districts with one particular man in charge of each station.

12. In all the groups named certain fundamental principles control each. There is a definite purpose to be achieved by each. Each member of the organization is assigned a definite portion of the work, the members are grouped in various ways and the work of each group and of the organization as a whole is coordinated so as to produce the desired result. Finally, certain individuals are assigned to control and command each

of the small groups, others to control a number of groups, and one man to control the organization as a whole. In this way, the purpose for which the organization has been set up can be accomplished in the best possible manner without waste of time and effort. You recall the well known axiom "In Union there is Strength." "Union" means organized cooperation.

13. War is the grimmest and most highly competitive activity in which any man will ever engage, so you can easily understand that intelligent organization is vitally necessary to success. The armed services follow the same simple and effective arrangement used by civilian organizations, and for the same reason, namely, to prevent any waste of time and effort. Each man is assigned to a unit, for example, a squadron, in charge of an officer who is responsible for his training. He is also the team captain. To make certain that each of the men is exerting his efforts toward the same end, and to provide for proper control, the squadron is divided into smaller groups called squads and flights, each with its own leader.

14a. For purposes of drill, but not for combat, the Air Corps is set up in the same manner. This basic type of organization will be followed in your ATCA unit. The smallest unit will be the squad which consists of a squad leader or corporal and from seven to eleven airmen. When two, three, or four squads are grouped together, the unit is known as a flight. The flight is commanded by an airman lieutenant assisted by a flight sergeant and has a strength of from 16 to 48 airmen.

The squadron which is led by an airman captain assisted by a first sergeant, is made up of from 2 to 4 flights. The group is the next unit in size and is composed of from 2 to 4 squadrons, led by an airman major assisted by an adjutant who ranks as an airman lieutenant.

b. The training of your school unit will be directed by a drill instructor who, in turn, has a special designation corresponding to the size of the unit. If your unit is a flight, your instructor will be known as a flight officer; if it is a squadron, his title will be squadron officer; if it is a group, he will be called a group officer.

c. You can readily see that each unit fits into a definite place in the larger team and is so organized that one man can control and direct it, and the full power of the team will be directed toward a common purpose.

CHAPTER 4

CARE OF CLOTHING

15. The uniform you wear as a member of ATCA is not to be considered merely as a suit of clothes worn to cover and protect the body. It is of much greater importance. It designates you as one who is voluntarily preparing himself to enter the Air Force of the Army or Navy. It is also symbolic of the honor, the tradition, and the achievements of those national services. The civilian or airman who is careless in his dress and appearance is probably also careless in other ways. Out of respect for your comrades and your organization and out of self-respect you will want to be neat and careful in your appearance. Your squadron will be judged by the impression you make on the officers and men of other organizations.

16. The following information will assist you in the care of your clothing:

a. Whenever you wear your uniform, be certain that it is complete and that it conforms to the instructions given by your drill master. Have your shirt and coat buttoned throughout. Keep your uniform clean, neat, and in good repair.

b. Dust or dandruff on a uniform gives a bad impression. Brush it thoroughly before and after you wear it. Promptly replace missing buttons and insignia.

c. Keep your uniform pressed at all times. This care not only improves its appearance, but actually increases its life.

d. When the uniform is not in use it should be hung or carefully folded and put away where it will not accumulate dust. Uniforms that have become wet or damp should not be folded until they are dry. Loose buttons or rips should be attended to as soon as you take off your clothing instead of when it is needed again.

e. Grease spots on uniforms are unsightly and unmilitary. The sooner a grease spot is removed, the easier. Usually it helps to place a folded towel under the soiled part of the cloth during the cleaning. The cleaning should be done by dampening a clean white cloth with a good commercial cleaning fluid and rubbing gently back and forth in a straight line over a larger area than the spot until dry. This method usually prevents leaving a ring on the fabric.

f. Insignia and buttons should be cleaned with a good commercial silver polish. Rubber bands, manila paper, or any material containing sulphur, if near insignia or buttons, will tarnish them.

g. Be certain that your shoes are properly cleaned and shined.

CHAPTER 5
GENERAL INFORMATION

SECTION 1
GENERAL

17. Purposes of Drill. The purposes of drill are to
- a. Enable your commander to move his command from one place to another in an orderly manner.
 - b. Aid your disciplinary training by instilling habits of precision and response to your leader's orders.
 - c. Provide a means, through ceremonies, of enhancing the morale of troops, developing the spirit of cohesion, and giving interesting spectacles to the public.
 - d. Give your officers and noncommissioned officers practice in commanding troops.

18. Definitions. At this point in the manual, these definitions may have little meaning for you. Refer to them as they occur in the explanations in the following chapters.

- a. Alinement. A straight line upon which several elements are formed or are to be formed, or the dressing or arranging of several elements upon a straight line.
- b. Base. The element on which movement is regulated.
- c. Center. The middle point or element in a command.
- d. Column. A formation in which the elements are placed one behind another.

- e. Depth. The space from head to rear of any formation or of a position, including the leading and rear elements. The depth of an airman is assumed to be 12 inches.
- f. Distance. Space between elements in the direction of depth. Distance is measured from the back of the man in front to the breast of the man in rear. Distance between airmen in formation is measured from the rear rank of the unit in front to the front rank of the unit in rear. Flight commanders and guides whose position in a formation is at 40 inches distance from a rank are themselves considered as a rank.
- g. Double Time. Cadence at the rate of 180 steps per minute.
- h. Element. A squad, flight or squadron forming a part of a larger unit.
- i. File. A column of airmen one behind the other.
- j. Flank. The right or left of a command in line or in column.
- k. Formation. Arrangement of the elements of a command. The placing of all fractions in their order in line, or in column.
- l. Front. The space occupied by an element measured from one flank to the opposite flank. The front of a man is assumed to be 22 inches.
- m. Guide. An officer, noncommissioned officer or airman upon whom the command regulates its march.
- n. Head. The leading element of a column.
- o. Interval. Space between individuals or elements of the same line. Interval is measured from the shoulder or elbow. Between airmen in formation, it is measured from the left flank of the unit on the right to the right flank of the unit on the left. The normal interval is one arm's length; the close interval is 4 inches.

<u>p.</u> Line.	A formation in which the different elements are abreast of each other.
<u>q.</u> Mass formation.	The formation of a squadron or any larger unit in which the squads in column are abreast of each other.
<u>r.</u> Pace.	A step or 30 inches; the length of the full step in quick time.
<u>s.</u> Quick time.	Cadence at the rate of 120 steps per minute.
<u>t.</u> Rank.	A line of airmen placed side by side.
<u>u.</u> Step.	The distance measured from heel to heel between the feet of a man walking. The half step and back step are 15 inches. The right step and left step are 12 inches. The steps in quick and double time are 30 and 36 inches respectively.

19. Use of Right and Left. In this manual the explanation of a movement that may be executed toward either flank is generally given for execution toward but one flank. To adapt such a description to the execution of a movement toward the opposite flank, it is necessary only to substitute the word "Left" for "Right" or "Right" for "Left" as the case requires.

20. Double Time

a. Any movement not especially excepted may be executed in double time.

b. If a unit is at a halt or marching in quick time, and it is desired that a movement be executed in double time, the command Double Time precedes the command of execution.

21. Revoke Command. To revoke a command or to begin anew a movement improperly begun from a halt, your instructor will use the command AS YOU WERE, at which time the movement ceases and

the former position is resumed.

22. General Rules for Guide

a. Unless otherwise announced, the guide of a flight or squadron in column or in line is right.

b. To march with the guide other than as prescribed, or to change the guide, the command Guide Right (Left or Center) is given. The leading airman in each file is responsible for the interval. The guide is responsible for the direction and the cadence of march.

c. The announcement of the guide, when made in connection with a movement, follows the command of execution for the movement.

d. In column of flights, the guide of the leading flight is charged with the step and the direction; the guides in rear preserve the trace, step and distance.

23. Posts of Officers and Noncommissioned Officers

a. The posts of officers and noncommissioned officers in the various formations of ATCA units are shown in the figures or explained in the text.

b. When changes of formation involve changes of posts, the new post is taken by the most direct route as soon as practicable after the command of execution for the movement; officers and noncommissioned officers who have prescribed duties in connection with the movement ordered take their new posts when such duties are completed. In executing any movement or facing in alining units, or in moving from one post to another,

officers and noncommissioned officers maintain a military bearing and move with precision.

24. Partial Changes of Direction

a. Partial changes of direction may be executed by interpolating in the preparatory command the word "half," for example, to change direction 45 degrees - Column Half Right (Left).

b. Slight changes in direction are effected by the command Incline To The Right (Left). The guide or guiding element moves in the indicated direction and the remainder of the command conforms.

c. When acting as instructors, officers, and noncommissioned officers go wherever their presence is necessary. They rectify mistakes and insure steadiness and promptness in the ranks.

25. Commands

a. Commands are employed in close order drill at attention.

b. Where it is not mentioned who gives the prescribed commands, they will be given by the commander of the unit.

c. There are two kinds of commands:

- (1) The preparatory command, such as Forward, which indicates the movement that is to be executed.
- (2) The command of execution, such as MARCH or HALT, which causes the execution.

d. To distinguish between commands in this manual, preparatory commands begin with a capital letter. Commands of execution are set completely in capitals.

e. The preparatory command is given at such intervals of time before the command of execution as to admit proper understanding and to permit the giving of necessary commands by subordinate leaders; the command of execution is given at the instant the movement is to commence.

f. When giving commands to airmen, the commander faces them. In ceremonies, however, the leader turns his head toward the unit but does not face about.

g. All airmen fix their attention at the first word of command.

SECTION II

Military Formations

26a. At some time in the past you must have experienced the thrill that has come to us all when we have seen a body of well trained troops at drill or on parade. All of their movements were formed and executed in unison, exactly and precisely. The reason why these men made such a fine appearance is clear - when their training began and throughout its progress certain definite characteristics were demanded of each individual in the group. If the drill instructors of these men had been lax in insisting on these points, that fact would have been reflected in their display of morale, training, and discipline.

b. The success of your ATCA unit will depend to a great extent on your determination to make these same qualities a part of your mental attitude and your drill instructor and his assistants will continually insist on their practice until they become second nature to you.

c. The essential qualities are:

- (1) Promptness.
- (2) Uniformity.
- (3) Correctness, and attention to detail.
- (4) Smartness and alertness.
- (5) Respect for authority.

d. When the command FALL IN is given by your instructor, you should be in your proper place in ranks, standing at attention. To do this satisfactorily you must be in your required position before assembly in order to avoid confusion when the command is given. Your unit will get off to a bad start on drill day if a few men run wildly into ranks at assembly or straggle into line after the unit has assembled. Such a performance has a bad effect on the entire organization and hinders its spirit of pride and smartness of appearance. Promptness will be required, as well, of squad and flight leaders when rendering reports and of officers when they assume their posts.

e. Uniformity in a formation requires, first, that you are outfitted in exactly the manner of dress called for by your instructor. Failure to adhere to such instructions definitely

impairs the appearance of the unit. Uniformity requires, secondly, that all unit commanders plan beforehand the makeup of their units so that the size of squads, number of squads in a platoon, etc., shall be as nearly uniform as possible.

f. When a military organization displays correctness and attention to details, it reveals that it has been well trained and well disciplined. The movements required of you in this manual are not intended solely for display, and you will not be required to execute them in a flashy or a spectacular manner. The necessary characteristic of all of them should be quality, not showiness. By only one way can you attain military correctness and that is by attention to details. Your instructor will constantly correct the manner in which you execute foot movements, the position of your fingers, the hand salute, your interval and distance from the airmen next to you. With perseverance and patience these details soon will become a matter of habit for you and a source of pride to your unit.

g. Smartness and alertness will grow out of the pride you gain for your organization. It demands a display of action and initiative on your part whenever some unusual situation arises. If an officer or noncommissioned officer is absent at a formation, the airman next in command immediately replaces him in his duties without being told to do so. This alertness will develop as each airman becomes familiar with his own duties and those of his immediate leader. Lack of initiative on the part of even one airman will result in disorganization and poor

appearance. A perfect spirit of cooperation must be engendered between you and your fellow airmen. With it will follow the proper spirit of action and initiative.

h. No military organization will ever be successful unless a pronounced respect for authority exists between airmen and their leaders and between leaders and airmen. Some of your classmates will be placed in positions of leadership in your unit and your attitude toward them must always be one of sincere respect. In turn, these officers cannot expect respect for themselves unless they respect the rights of the airmen under their command. Without this respect in both directions, no formation can be expected to present a proper military appearance.

CHAPTER 6
SCHOOL OF THE AIRMAN

SECTION I
Positions

27. Position of the Airman, or of Attention. (See Figure 2)

a. To take the position of attention place your heels together and on the same line. Allow your feet to turn out equally, forming an angle of 45 degrees with each other.

b. Keep your knees straight but without stiffness.

c. Draw your hips up under your body slightly.

d. Keep your chest up and your shoulders back. Do not allow one shoulder to be higher than the other.

e. Keep your arms straight without stiffness, and hanging at your sides, in such a way that your thumbs are always along the seams of your trousers. Turn the backs of your hands out away from your body and allow your hands and fingers to cup naturally.

f. Always keep your eyes straight to the front.

g. When standing properly the weight of your body will be divided equally between the heels and the balls of both feet.

h. When assuming the position of attention, bring your heels together smartly and audibly.

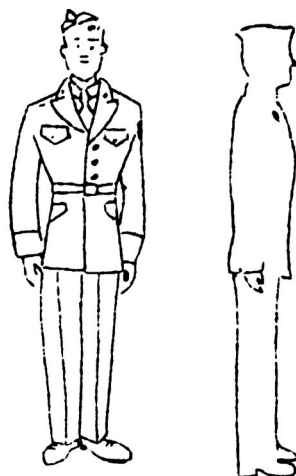


Figure 2. Position of the Airman, or of Attention

28. Rests. When at the halt the commands are: FALL OUT; REST; AT EASE; and 1. Parade, 2. REST.

a. At the command FALL OUT, you may leave your position in ranks but must remain in the immediate vicinity. At the command FALL IN, resume your position in ranks and stand at attention.

b. While at rest you are required to keep one foot in place in ranks. At the command REST, except for keeping one foot in place, you may move and talk.

c. At the command AT EASE, you are authorized to move but must keep your right foot in place in ranks. Silence is always maintained while at ease.

d. PARADE REST is a movement executed in unison by all soldiers in ranks. At the command of execution (REST) of 1. Parade, 2. REST, move your left foot smartly 12 inches to the left of your right foot. As at attention, your knees are kept straight without stiffness, and the weight of your body rests equally on both feet. At the same time that you move your foot, clasp your hands behind your back, palms to the rear, thumb and fingers of your right hand clasping your left thumb. As at attention, you are required to maintain both silence and immobility.

e. Being at any of the rests, except FALL OUT, you resume the position of attention at the command of execution (ATTENTION) of 1. Squad, 2. ATTENTION.

29. Eyes Right or Left. The commands are: 1. Eyes, 2. RIGHT (LEFT), 3. Ready, 4. FRONT.

a. At the command RIGHT, turn your head and eyes exactly 45 degrees to the right oblique.

b. At the command FRONT, turn your head and eyes to the front.

30. Facings. All facings are executed from the halt and in the cadence of quick time. The commands are: 1. Right (Left), 2. FACE; and 1. About, 2. FACE.

a. At the command FACE of 1. Right, 2. FACE, slightly raise your left heel and your right toe; turn 90 degrees to the right by pivoting on the right heel. This movement is assisted by pushing slightly with the ball of your left foot. Hold your left leg straight without stiffness. The second part of this movement consists in placing your left foot alongside of your right and assuming the position of attention.

b. At the command FACE of 1. Left, 2. FACE, you execute the above movement in a corresponding manner to the left and on your left heel.

c. At the command FACE of 1. About, 2. FACE, place the toe of your right foot a half-foot length in rear and slightly to the left of your left heel. Do not move your left foot. Keep the weight of your body mainly on your left heel. Keep your right leg straight without stiffness. The second part of this movement consists of turning your body 180 degrees to the right on your left heel and the ball of your

right foot. Now place your right heel beside your left. If you do this movement properly you will find you have turned exactly 180 degrees and your heels come together on the same line without having to move either foot forward or backward.

31. Salute with the Hand (See Figure 3). The commands are 1. Hand, 2. SALUTE.

a. At the command SALUTE, raise your right hand smartly until the tip of your forefinger (index finger) touches the brim of your headdress, above and slightly to the right of your right eye. If you are without cap or hat, the tip of your forefinger touches your forehead above and slightly to the right of your right eye. In either instance keep your thumb and fingers extended and joined, palm to the left, and the hand and wrist straight. Also keep your upper arm horizontal and the forearm inclined at an angle of 45 degrees. At the same time, turn your head and eyes toward the person you are saluting. The second part of this movement consists in dropping your arm to your side and turning your head and eyes to the front.

b. The first position of the hand salute should be executed when the person you are saluting is six paces from you or at his nearest point of approach, if more than six paces. Hold that position until your salute has been returned or until the person saluted has passed you if he does not return the salute. Then execute the second movement of the hand salute.

c. As an airman, take great pride in developing a perfect hand salute. The fingers, wrist, and hand must be abso-

lutely straight. At the second count of the salute, drop your hand promptly to your side without throwing it out or up. As your hand reaches your side relax it in its normal position.

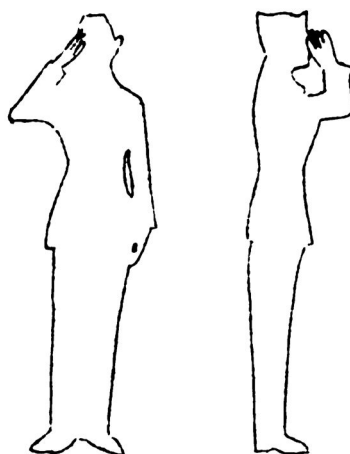


Figure 3. Hand Salute

SECTION II

Steps and Marchings

32a. All steps and marchings that are executed from the halt, except right step, begin with the left foot.

b. Whenever necessary your instructor will indicate the cadence to you by calling "One," "Two," "Three," "Four," as your left and right foot respectively touch the ground.

c. All steps and marchings are executed at attention except 1. Route Step, 2. MARCH and 1. At Ease, 2. MARCH.

33. Quick Time. . Being at the halt the commands to move forward in quick time are: 1. Forward, 2. MARCH. At the command Forward, shift the weight of your body to the right leg without making any noticeable movement. Do not start to move forward. At the command MARCH, step off smartly with your left foot and continue to march with 30-inch steps straight to the front, at the rate of 120 steps per minute. Do this without stiffness and without exaggerating any of the movements. Swing your arms easily and in their natural arcs, 6 inches to the front and 3 inches to the rear of your body, from the shoulder without breaking the elbow.

34. Double Time.

a. Being at the halt, or in march in quick time, to march in double time the commands are: 1. Double Time, 2. MARCH.

(1) If you are at the halt and the command Double

Time is given, shift your weight to your right leg without noticeable movement just as you did at the command Forward. At the command MARCH, step out and take up an easy running step in the cadence of double time (180 steps, 36 inches each, per minute). At the double time you raise your forearms to a horizontal position at your side, close your fingers, with knuckles out, and allow your arms to swing naturally. Remember to keep your lower arms (forearms) horizontal along your waist-line.

(2) If you are already marching at quick time, you continue the march at the command Double Time. At the command MARCH, you take one more step in the cadence of quick time and then step out at the double. Swing your arms the same as you did in (1) above.

b. Being at the double time, to resume the cadence of quick time the commands are: 1. Quick Time, 2. MARCH. At the command MARCH take one step in double time and then commence marching in the cadence of quick time. Allow your arms to drop to your sides and then swing them as they should in the cadence of quick time.

35. TO HALT

a. The halt may be executed as either foot strikes the ground. To halt when marching in quick time, the commands are: 1. Squad, 2. HALT. At the command HALT, given as either foot strikes the ground, take one step in quick time and then place your rear foot alongside the leading foot and assume the position of attention.

36. To Mark Time. Mark time may be given either while you are marching or while you are at a halt. Mark time may be executed either at quick time or at double time. The commands are: 1. Mark Time, 2. MARCH.

a. If you are marching when the command MARCH is given, you take one more step forward and then bring up your rear foot and plant it beside your leading foot with your heels on the same line. You then continue the cadence by alternately raising and planting each foot. Raise your feet 2 inches in marking time. The command MARCH may be given as either foot is on the ground.

b. If you are at a halt when the command MARCH is given, you alternately raise and plant each foot beginning with your left just as you did in a above.

c. You execute the halt from mark time just as you did from quick time or from double time, except that a 2-inch vertical step is substituted for the 30-inch forward step.

d. Forward, Halt, or Mark Time may each be executed one from the other in quick or double time.

37. Half Step

a. The commands are: 1. Half Step, 2. MARCH. If you are marching, when the command MARCH is given, you take one more 30-inch step, then begin taking 15-inch steps. The cadence does not change. The half step is executed in quick time only.

b. If you are marching at the half step, the commands to take up the full step will be: 1. Forward, 2. MARCH.

c. If you are marking time, the same commands are given to take up the full step, that is: 1. Forward, 2. MARCH.

38. Side Step. The commands to take up the side step are: 1. Right (Left) Step, 2. MARCH. These commands are given only from the halt.

a. Right Step, 2. MARCH. At the command MARCH you move the right foot 12 inches to the right and plant it. You then move the left foot and place it beside the right, left knee straight. You now continue in the cadence of quick time by starting again with the right foot.

b. Right Step, 2. MARCH. Left step is executed in the corresponding manner, starting with the left foot instead of the right.

(1) The side steps are used for short distances only. The side step is never executed in double time.

(2) To halt from the side step the commands are: 1. Squad, 2. HALT. The command HALT is always given when the heels are together. At the command HALT you take one more 12-inch step to the flank and then bring your feet together and halt.

39. Back Step. The commands to take up the back step are: 1. Backward, 2. MARCH. These commands are given only while at the halt.

a. At the command MARCH take a 15-inch step straight to the rear.

b. The back step, like the side step, is used for short distances only and is never executed at double time.

40. To Face in Marching (See Figure 4). The facings in marching are an important part of movements, such as Column Right, Close, Take Interval, Extend, etc. Facings in marchings may be executed either from the halt or while marching.

a1. Assume you are at a halt and are required to face to the right and commence marching in that direction. At the command of execution you turn to the right on the ball of your right foot and at the same time step off with your left foot in the new direction. The length of this step will vary with the movement being executed. It may be a full step or a half step. It may be executed at either quick time or at double time.

a2. Assume you are at a halt and are required to face to the left and commence marching in that direction. At the command of execution you face to the left on the ball of the right foot and at the same time step off with your left foot in the new direction.

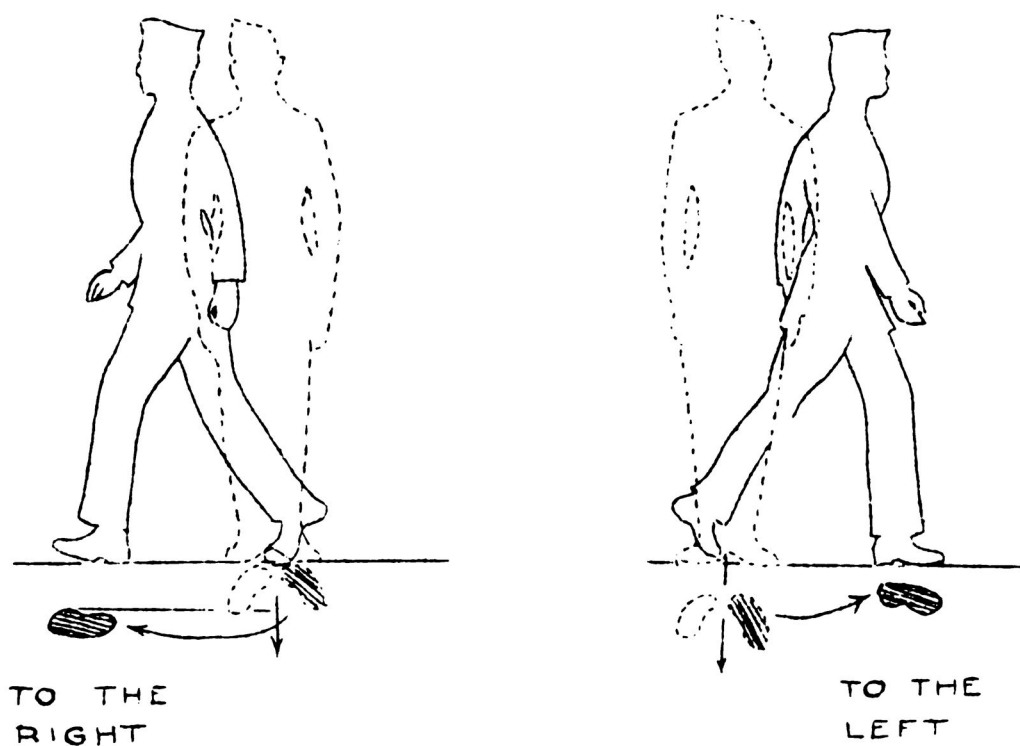


Figure 4. Face in Marching from the Halt

b1. Assume you are now marching and are required to face to the right and continue marching in the new direction. The command of execution will be given as your right foot strikes the ground. At that command advance and plant your left foot. Then face to the right in marching and at the same time step off in the new direction with your right foot. Again the length of this step will depend on whether you are marching at the half step, quick time, or double time. (See Figure 5)

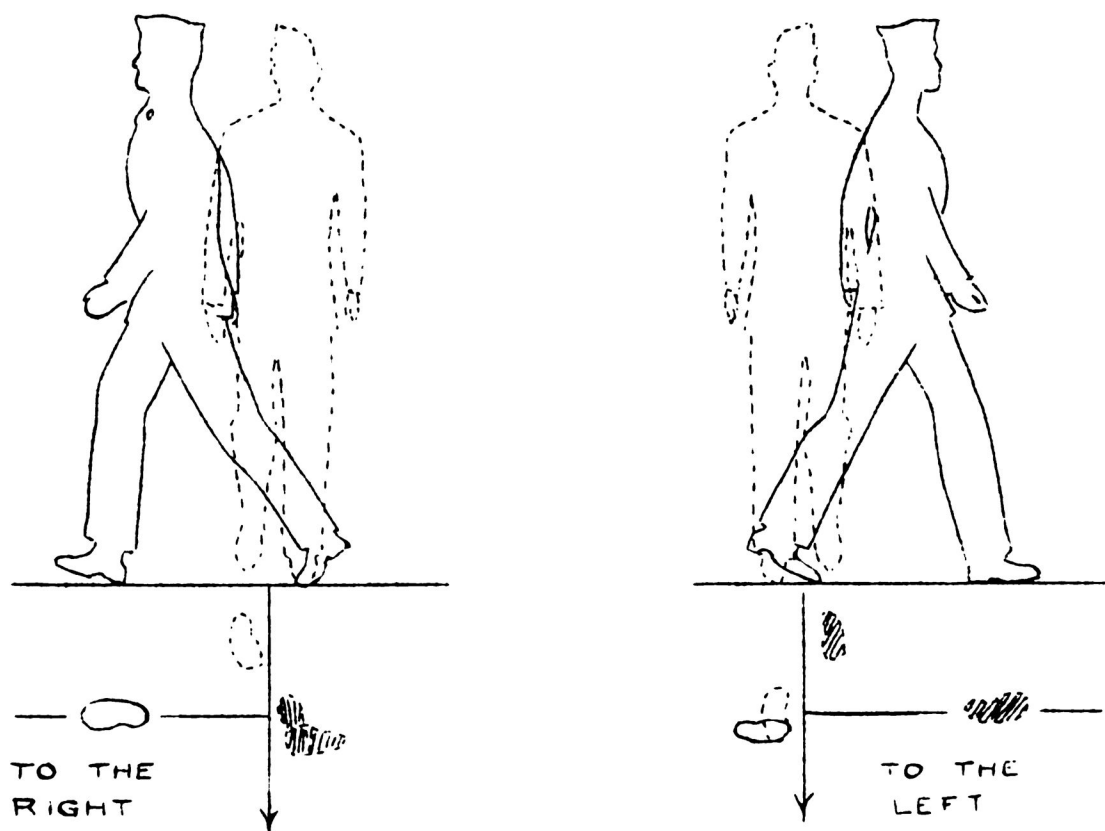


Figure 5. Face in Marching on the March

b2. Assume you are now marching and are required to face to the left and continue marching in the new direction. This time the command of execution will be given as your left foot strikes the ground. At the command advance and plant your right foot. Then face to the left in marching and at the same time step off in the new direction with your left foot.

41. To Face to the Rear. To face to the rear while marching the commands are: 1. To The Rear, 2. MARCH. This command will be given as your right foot strikes the ground. At the command of execution, advance and plant your left foot. Then turn to the right about on the balls of both feet and immediately step off in the new direction with your left foot.

42. To March by the Flank. Being in march, the commands are: 1. By The Right (Left) Flank, 2. MARCH.

a1. By The Right Flank, 2. MARCH. This command will be given as your right foot strikes the ground. At the command MARCH advance and plant your right foot, face to the left in marching, you then step off in the new direction with the right foot.

b1. By The Left Flank, 2. MARCH. This command will be given as your left foot strikes the ground. At the command MARCH advance and plant your right foot, face to the left in marching, and move off in the new direction with your left foot.

43. To Change Step. The commands are: 1. Change Step, MARCH. This command may be given as either foot strikes the

ground. The command is used only while marching.

a. If the command of execution (MARCH) is given as your right foot strikes the ground, you advance and plant your left foot. Then place the toe of your right foot near the heel of your left foot and immediately step off with your left foot.

b. If the command of execution is given as your left foot strikes the ground, you change step on the right foot.

44. To March Other Than at Attention. The commands are:
1. Route Step, 2. MARCH; or 1. At Ease, 2. MARCH.

a1. Route Step, 2. MARCH. At the command MARCH you are not required to march at attention, in cadence, or to maintain silence.

b1. At Ease, 2. MARCH. At the command of execution you are not required to march at attention or in cadence. You are, however, required to maintain silence.

CHAPTER 7
SQUAD AND FLIGHT DRILL

SECTION I

The Squad

45. General

a. The squad is a group of airmen organized as the basic unit for drill purposes. It consists of one squad leader and from 7 to 11 airmen. When the squad leader is absent, he is replaced by the second in command. If the second in command is also absent, the next senior member of the squad acts as leader.

b. As far as practicable, the squad is kept intact. The usual formation of the squad is a single rank or single file. This formation permits variation in the number of men composing the squad.

c. The squad in line marches to the left or to the front only for minor changes of position. (See Figure 6)

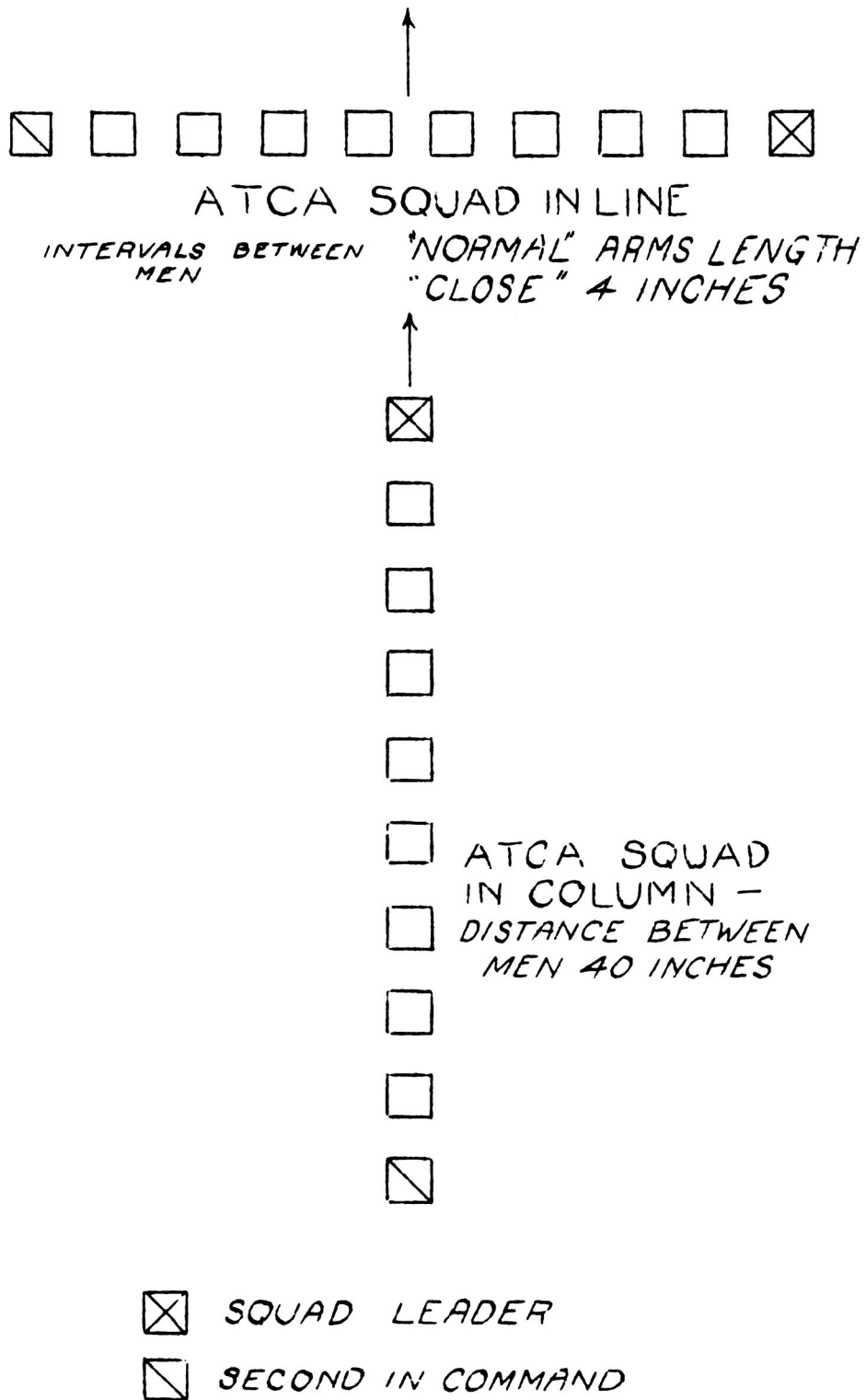


Figure 6. The ATCA Squad

46. To Form the Squad

a. The command is FALL IN. At the command FALL IN, the squad forms in line. (See Figure 7) On falling in, each man except the one on the left, extends his left arm laterally at shoulder height, palm of the hand down, fingers extended and joined. Each man, except the one on the right, turns his head and eyes to the right and places himself in line so that his right shoulder touches lightly the tips of the fingers of the man on his right. As soon as proper intervals have been obtained, each man drops his arm smartly to his side, and turns his head to the front.

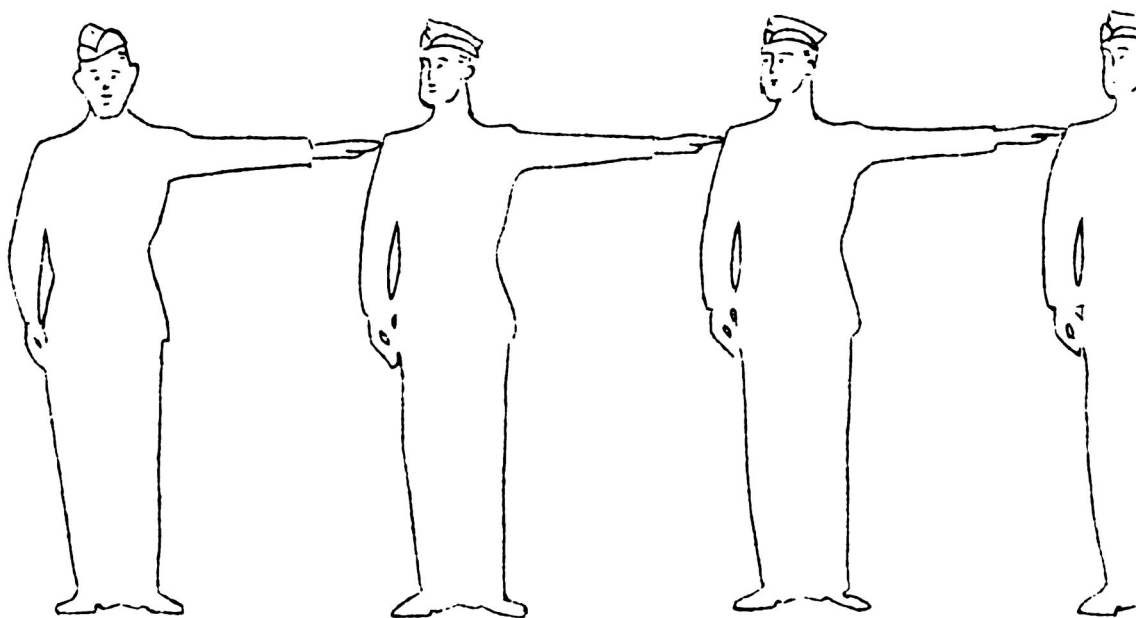


Figure 7. Dress Right Dress at Normal Intervals

b. To form at close intervals, the commands are: 1. At Close Intervals, 2. FALL IN. At the command FALL IN, the men fall in as described in a above, except that close intervals are obtained by placing the left hands on the hips. (See Figure 8) In this position the heel of the palm of the hand rests on the hip, the fingers and thumb are extended and joined, and the elbow is in the plane of the body.

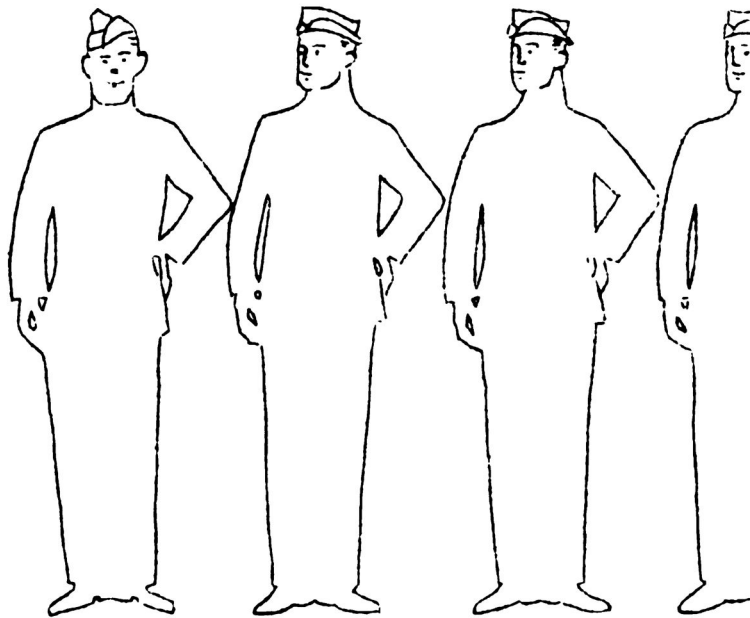


Figure 8. Dress Right Dress at Close Intervals

c. The squad falls in on the squad leader.

47. Previous Instructions Applicable. The squad executes the positions and movements prescribed in Chapters 5 and 6, all men executing the movements simultaneously.

48. To Dismiss the Squad. The command is simply DISMISSED.

49. To Count Off

a. The command is COUNT OFF. At the command COUNT OFF each man of the squad, except the one on the right flank, turns his head and eyes to the right. The right flank man calls out, "One." The next man in succession calls out, "Two"; the next "Three," etc., each turning his head and eyes to the front as he gives his number.

b. This command is given whenever it is desirable for the men to know their relative positions in the squad.

50. To Aline the Squad

a. If in line, the commands are: 1. Dress Right (Left), 2. DRESS, 3. Ready, 4. FRONT. At the command DRESS, each man, except the one on the left, extends his left arm (or if at close interval, places his left hand upon his hip), and all aline themselves to the right. The instructor places himself on the right flank one pace from and in prolongation of the line, facing down the line. From this position he verifies the alinement of the men, ordering individual man to move forward or backward as is necessary. Having checked the alinement, he faces to the right in marching and moves three paces forward, halts, faces to the left, and commands: 1. Ready, 2. FRONT. At the command

FRONT, arms are dropped quietly and smartly to the side and heads turned to the front.

b. If in column the command is COVER. At the command COVER, men cover from front to rear with 40-inch distances between men.

51. Being in Line at Normal Interval, to Obtain Close Interval. The commands are: 1. Close, 2. MARCH. At the command MARCH, all men except the right flank man face to the right in marching and form at close intervals, as prescribed in paragraph 46b.

52. Being in Line at Close Interval, to Extend to Normal Interval. The commands are: 1. Extend, 2. MARCH. At the command MARCH, all men except the right flank man face to the left in marching and form at normal intervals as prescribed in paragraph 46a.

53. Being in Line, to March to the Flank. The commands are: 1. Right (Left), 2. FACE, 3. Forward, 4. MARCH. The movements are executed as explained in paragraphs 40a and 43, all men stepping off simultaneously.

54. To March to the Oblique. (See Figure 9)

a. For the instruction of recruits, the Squad being in column or correctly alined, the instructor causes each man to face half right (left), points out his position, and explains that it is to be maintained in the oblique march.

b. The squad being in any formation, the commands are:

1. Right (Left) Oblique, 2. MARCH. At the command MARCH, given as the right foot strikes the ground, each airman advances and plants the left foot, faces half right in marching and steps off in a direction 45 degrees to the right of his original front. He preserves his relative position, keeping his shoulders parallel to those of the guide (man on right front of line or column), and so regulates his step that the ranks remain parallel to their original front.

c. The command HALT is given on the left foot when halting from the right oblique and on the right foot when halting from the left oblique. At the command HALT, given as the left foot strikes the ground, each airman advances and plants the right foot, turns to the front on the ball of the right foot, and places the left foot by the side of the right foot.

d. To resume the original direction, the commands are:
1. Forward, 2. MARCH. At the command MARCH, given as the left foot strikes the ground, each individual faces half left in marching and then moves straight to the front.

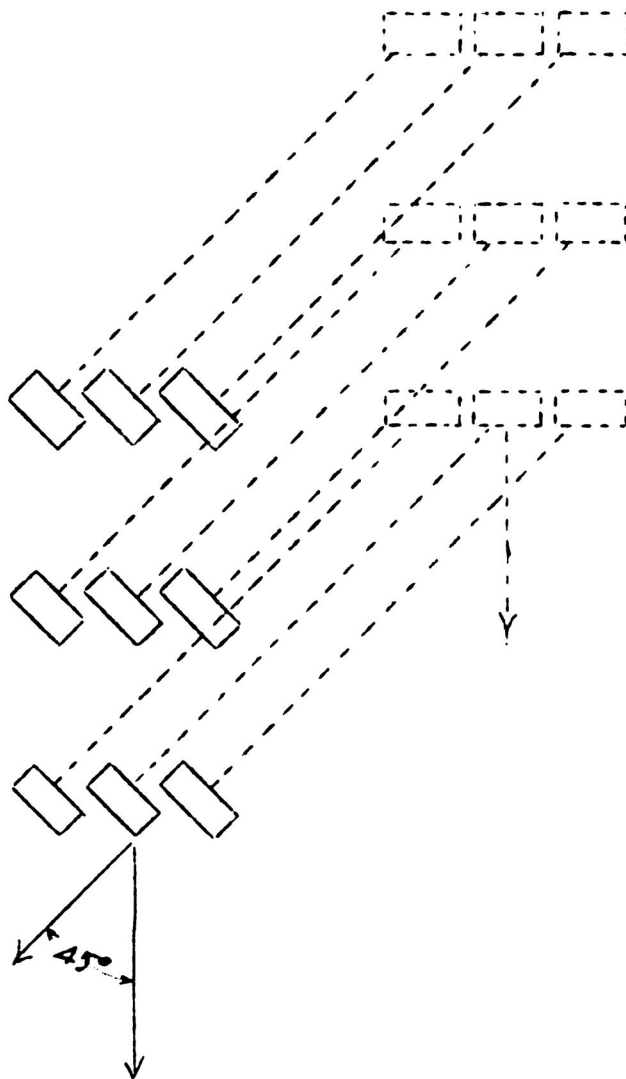


Figure 9. Right Oblique as Applied to a Flight

e. If at Half Step or Mark Time while obliquing, the full step is resumed by the command: 1. Oblique, 2. MARCH.

f. To give volume to the command, "oblique" is pronounced to rhyme with "strike."

55. To March Toward a Flank While in March

a. The commands are: 1. By the Right (Left) Flank, 2. MARCH. At the command MARCH, each man executes the movement as prescribed in paragraph 42.

b. This movement is used when a quick movement to the right or left for a short distance is required. Normally the unit is halted, faced in the desired direction, and started forward again by the commands: 1. Forward, 2. MARCH.

56. Being in Column, to Change Direction. The commands are: 1. Column Right (Left) (Half Right) (Half Left), 2. MARCH. At the command MARCH, the leading man executes the movement as prescribed in paragraphs 40a and 40b. The other men in the column execute the same movement successively and on the same ground as the leading man.

57. Column of Twos. When marching small groups that are not at drill, the group may be marched in column of twos by forming it in two ranks and giving the command: 1. Right (Left), 2. FACE.

58. To Form Column of Twos from Single File and Re-Form

a. The squad being in column, at a halt, to form column of twos, the commands are: 1. Form Column of Twos, 2. MARCH.

At the command MARCH, the leading man stands fast; the second man in the squad moves by the oblique until he is to the left of and abreast of the corporal with normal interval, and halts; the third man moves forward until behind the corporal with normal distance and halts; the fourth man moves by the oblique until he is to the left of and abreast of the third man with normal interval and halts, and so on.

b. The squad being in column of twos, in marching, to re-form single file, the squad is first halted. The commands are: 1. Form Single File From The Right, 2. MARCH. At the command MARCH, the leading man of the right column moves forward, the leading man of the left column steps off to the right oblique, then executes Left Oblique so as to follow the right file at normal distance. Remaining twos follow successively in like manner.

SECTION II

The Flight

59. Formations of More Than One Squad

a. The squads form in line, one behind the other, with 40-inch distances between ranks.

b. Squads are usually arranged to produce a three-or four-rank formation so that by facing to the right the unit will march in column of threes or a column of fours depending on the number of squads.

c. A two-squad unit forms in two ranks and marches in

column of twos.

d. A three-squad unit forms in three ranks and marches in column of threes.

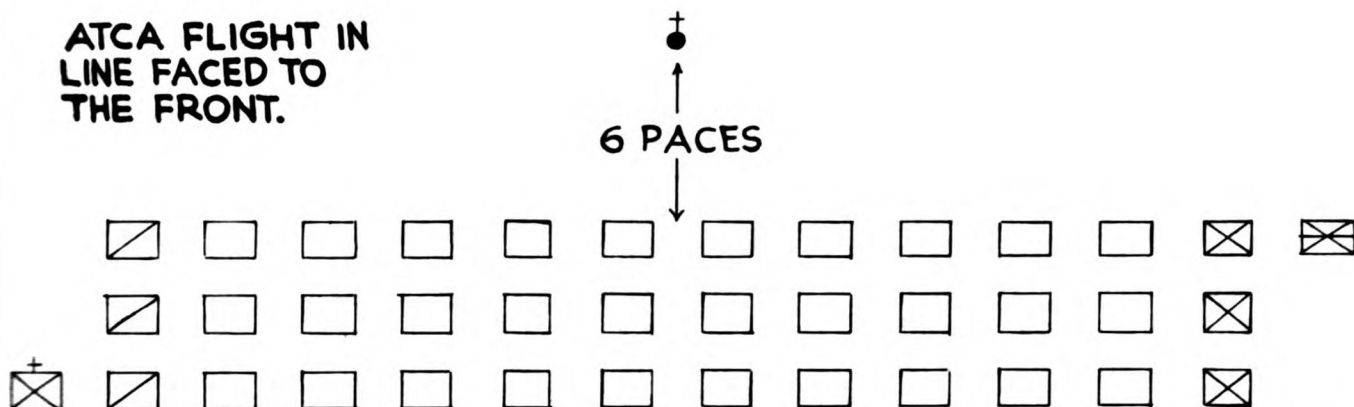
e. A four squad unit forms in four ranks and marches in column of fours.

f. Movements are described herein for Column of Threes, or Fours and may be executed in either formation. If the unit has only two squads, adjustments should be made to fit the unit needs.

g. When in line, the flight is alined as prescribed for the squad in paragraph 50. The alinement of each rank is verified by the flight leader.

60. Composition and Formation of the Flight. The flight consists of flight headquarters and several squads. Flight headquarters consists of a flight leader--an airman lieutenant--and a flight sergeant. For purposes of drill and ceremonies, the size of the squads should be equalized. Figure 10 shows how the flight formation applies to an ATCA flight.

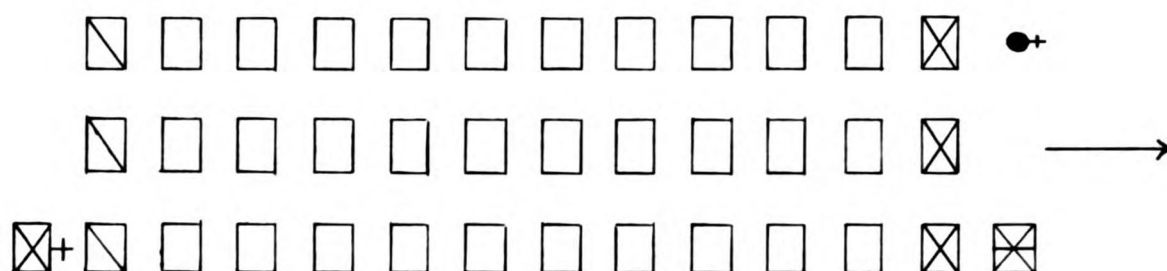
ATCA FLIGHT IN
LINE FACED TO
THE FRONT.



AT THE COMMANDS: 1. RIGHT 2. **FACE**, THE FLIGHT
FACES TO THE RIGHT. FLIGHT LEADER AND GUIDE
CHANGE TO NEW POSITIONS.

AT THE COMMANDS: 1. FORWARD 2. **MARCH**, IT MOVES OFF.

ATCA FLIGHT
IN COLUMN



LEGEND

●+ FLIGHT LEADER

⊠ SQUAD LEADERS

⊠+ FLIGHT SERGEANT

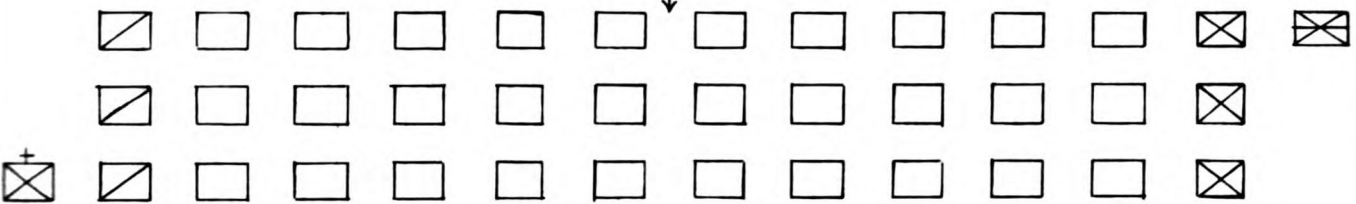
⊠ SECOND IN
COMMAND
OF SQUAD

⊠ FLIGHT GUIDE

Figure 10. The ATCA Flight

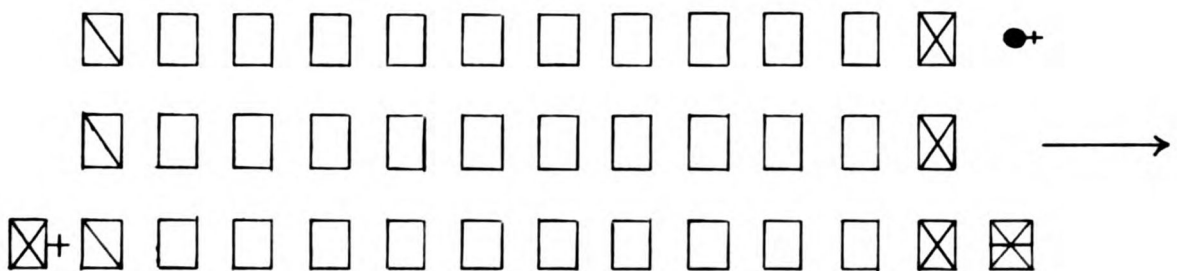
ATCA FLIGHT IN
LINE FACED TO
THE FRONT.

↑
6 PACES
↓



AT THE COMMANDS: 1. **RIGHT** 2. **FACE**, THE FLIGHT
FACES TO THE RIGHT. FLIGHT LEADER AND GUIDE
CHANGE TO NEW POSITIONS.
AT THE COMMANDS: 1. **FORWARD** 2. **MARCH**, IT MOVES OFF.

ATCA FLIGHT
IN COLUMN



LEGEND

●+ FLIGHT LEADER



SQUAD LEADERS



FLIGHT SERGEANT



SECOND IN
COMMAND
OF SQUAD



FLIGHT GUIDE

Figure 10. The ATCA Flight

61. Position of Individuals

a. The flight leader takes position 6 paces in front of the center of his flight when in line. In march formation he marches at the head of his flight, as shown in Figure 10.

b. The second in command of a flight takes position on the left of the left man of the rear rank when squads are in line, unless otherwise indicated. When squads are in column, he follows the rear man in the right squad of the unit. The second in command observes the conduct of the unit, sees that the proper formation is maintained, and that commands are promptly and properly executed. The flight guide (a sergeant or other specially designated noncommissioned officer) is posted on the right of the right flank man of the front rank when in line. In column, he takes post in front of the right flank man. He is responsible for maintaining the proper direction and cadence of march of the platoon.

62. To Form the Flight

a. The command is FALL IN. At the command FALL IN, the first squad forms in line, as prescribed in paragraph 46a, its center opposite and three paces from the flight sergeant, who gives the command. The other squads form in rear of the first squad and in the same manner, with 40-inch distances between ranks. Members of the rear squads extend their arms to obtain their approximate intervals but cover the

corresponding members in the first squad. The guide places himself as shown in Figure 10.

b. To form with close interval, the commands are:

1. At Close Intervals, 2. FALL IN. At the command FALL IN, the movement is executed as prescribed in a above, except that squads form at close interval. (See paragraph 46b).

c. The flight is ordinarily formed and dismissed by the flight sergeant.

63. To Dismiss the Flight. The command is simply DISMISSED.

64. To March the Flight

a. The normal formation for marching is in column of threes (or fours) with squad columns abreast, squad leaders at the head of their squads.

b. The flight in line marches to the left or to the front only for minor changes of position.

c. The flight being in line to march to the right, the commands are: 1. Right, 2. FACE, 3. Forward, 4. MARCH. This formation marches the flight in column of threes (or fours) to the right.

65. Guide in Marching. Except when otherwise directed, men in ranks keep the proper distance and interval and align themselves on the men toward the flank on which the guide is marching. When guiding toward the left, the command is GUIDE LEFT. The guide and the flight leader then change their relative positions.

66. Being in Column of Threes (or Fours) at Normal Interval Between Squads, To March (or Form) at Close Interval

a. The commands are: 1. Close, 2. MARCH. At the command MARCH, the squads close to the center by obliquing until the interval between men is 4 inches. The center squad (or squads) take up the half step until the dress has been regained. The 40-inch distance remains unchanged.

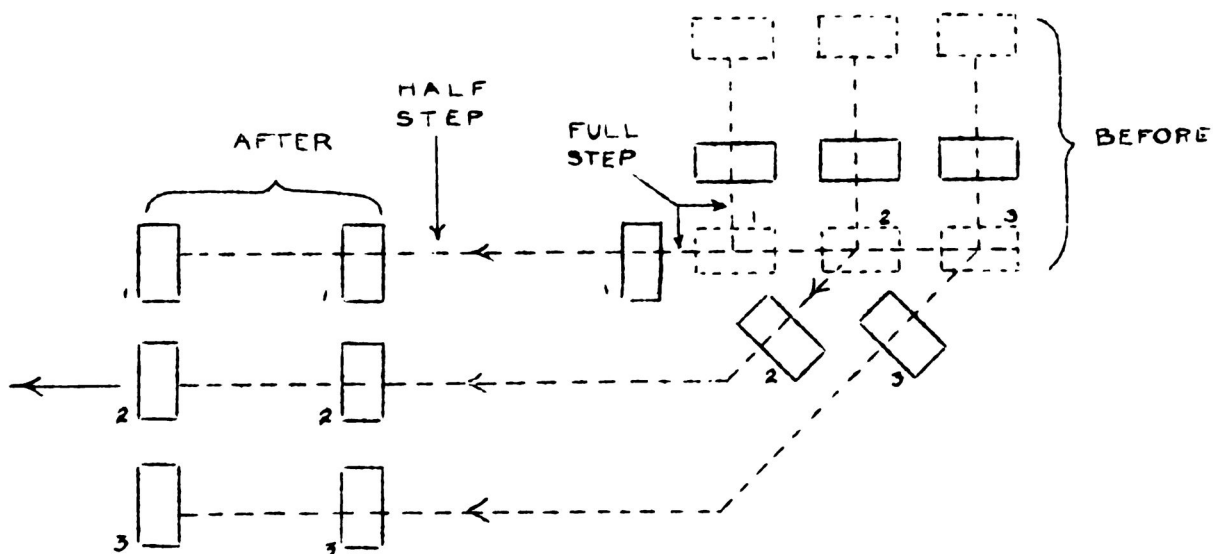
b. If this movement is executed from the halt, the squads close toward the center by executing Right or Left Step until 4-inch intervals are reached. If in column of threes, the right and left squads Left and Right Step two steps. If in column of fours, the right center and left center squads Left and Right Step one step, the right and left squads Left and Right Step three steps.

67. Being in Column of Threes (or Fours) at Close Interval Between Squads, to March (or Form) at Normal Interval

a. The commands are: 1. Extend, 2. MARCH. At the command MARCH, the squads open to the right and left from the center by obliquing until the interval between men is one arm's length. The center squad (or squads) will take up the half step until the dress has been regained.

b. If this movement is executed at the halt, the squads execute Right or Left Step until they have secured the proper interval by reversing the procedure outlined in paragraph 66b.

68. Being in Column of Threes (or Fours), to Change Direction. The commands are: 1. Column Right (Left), 2. MARCH. The right flank man of the leading rank (the guide and the flight leader excepted) is the pivot of this movement. At the command MARCH, given as the right foot strikes the ground, the right flank man of the leading rank faces to the right in marching, as prescribed in paragraphs 40a and 40b and takes up the half step until the other men of his rank are abreast of him, then he resumes the full step. The other men of the leading rank oblique to the right in marching without changing interval, place themselves abreast of the pivot man, and conform to his step. The ranks in rear of the leading rank execute the movement on the same ground and in the same manner as the leading rank. (See Figure 11)



69. Being in Column of Threes (or Fours), to Form Line to the Front. The commands are: 1. Column Right, 2. MARCH, 3. Flight, 4. HALT, 5. Left, 6. FACE. Column Right is executed as prescribed in paragraph 68. The command HALT is given after the change of direction is completed.

70. Being in Any Formation in March, to March Toward a Flank. The commands are: 1. By The Right (Left) Flank, 2. MARCH. This movement is executed as prescribed for the squad in paragraph 52. If the flight is in column at close (4-inch) intervals, the squads in rear of the squad which becomes the leading squad take up the half step until they each reach 40-inch distances from the squad ahead. This movement is used only for short distances.

71. Being in Line, to Open and Close Ranks

a. To open ranks the commands are: 1. Open Ranks, 2. MARCH, 3. Ready, 4. FRONT. At the command MARCH, the front rank takes three steps forward, halts, and executes Dress Right. The second rank takes two steps forward, halts, and executes Dress Right. The third rank takes one step forward, halts, and executes Dress Right. The fourth rank, if any, executes Dress Right. The flight leader places himself on the flank of the flight toward which the dress is to be made, one pace from and in prolongation of the front rank, facing down the line. From this position he alines the front rank. The second and third ranks are alined in the same

manner. In moving from one rank to another, the flight leader faces to the left when marching. After verifying the alignment of the rear rank, he faces to the right in marching, moves three paces beyond the front rank, halts, faces to the left and commands: 1. Ready, 2. FRONT.

b. To close ranks, the commands are: 1. Close Ranks, 2. MARCH. At the command MARCH, the front rank stands fast; the second rank takes one step forward and halts; the third rank takes two steps forward and halts; and the fourth rank, if any, takes three steps forward and halts. Each man covers his file leader.

CHAPTER 8

SQUADRON

72. General. (See Figure 12)

a. The squadron consists of a squadron commander (an airman captain) first sergeant, and two or more flights.

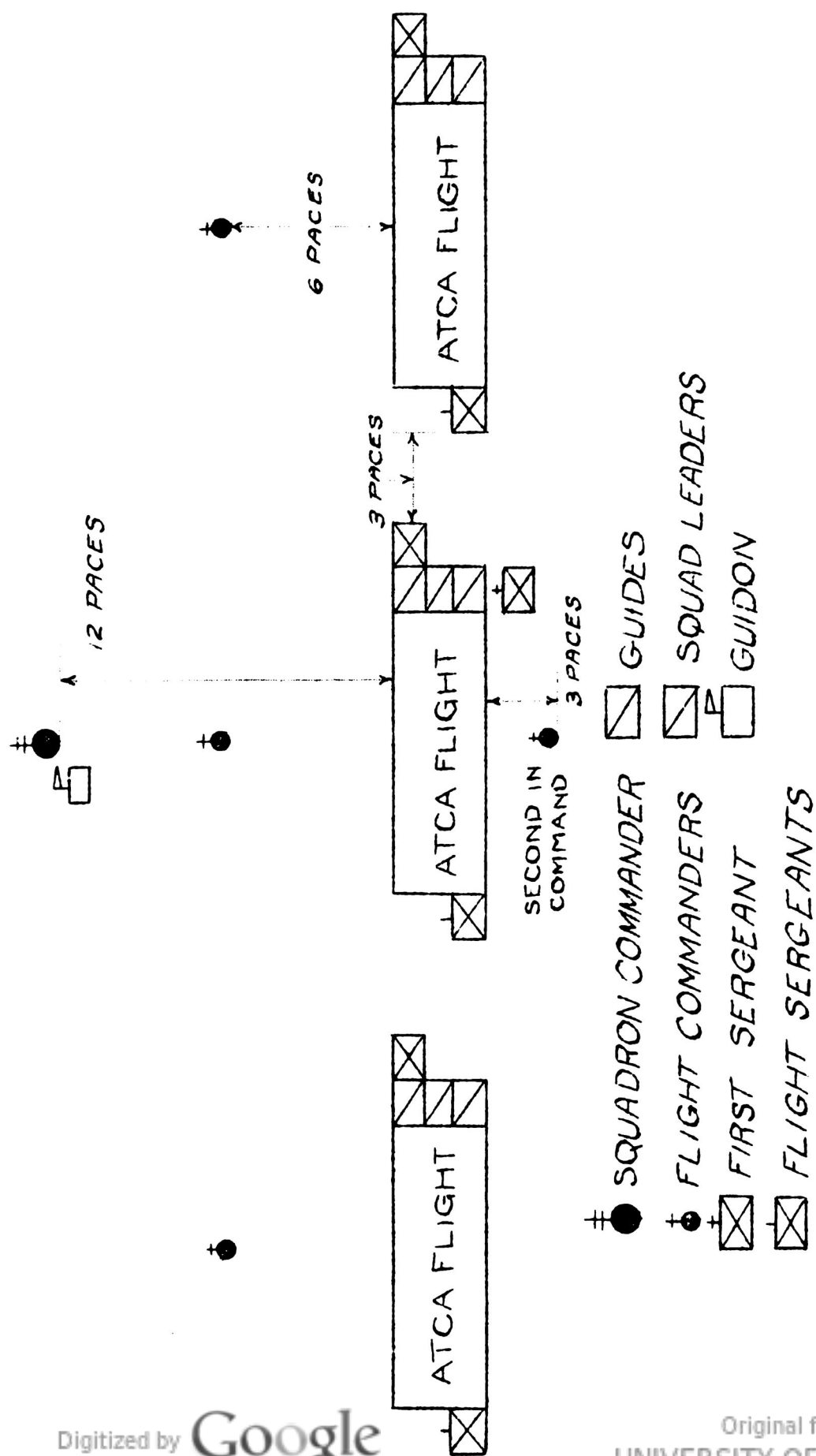


Figure 12. ATCA Squadron in Line

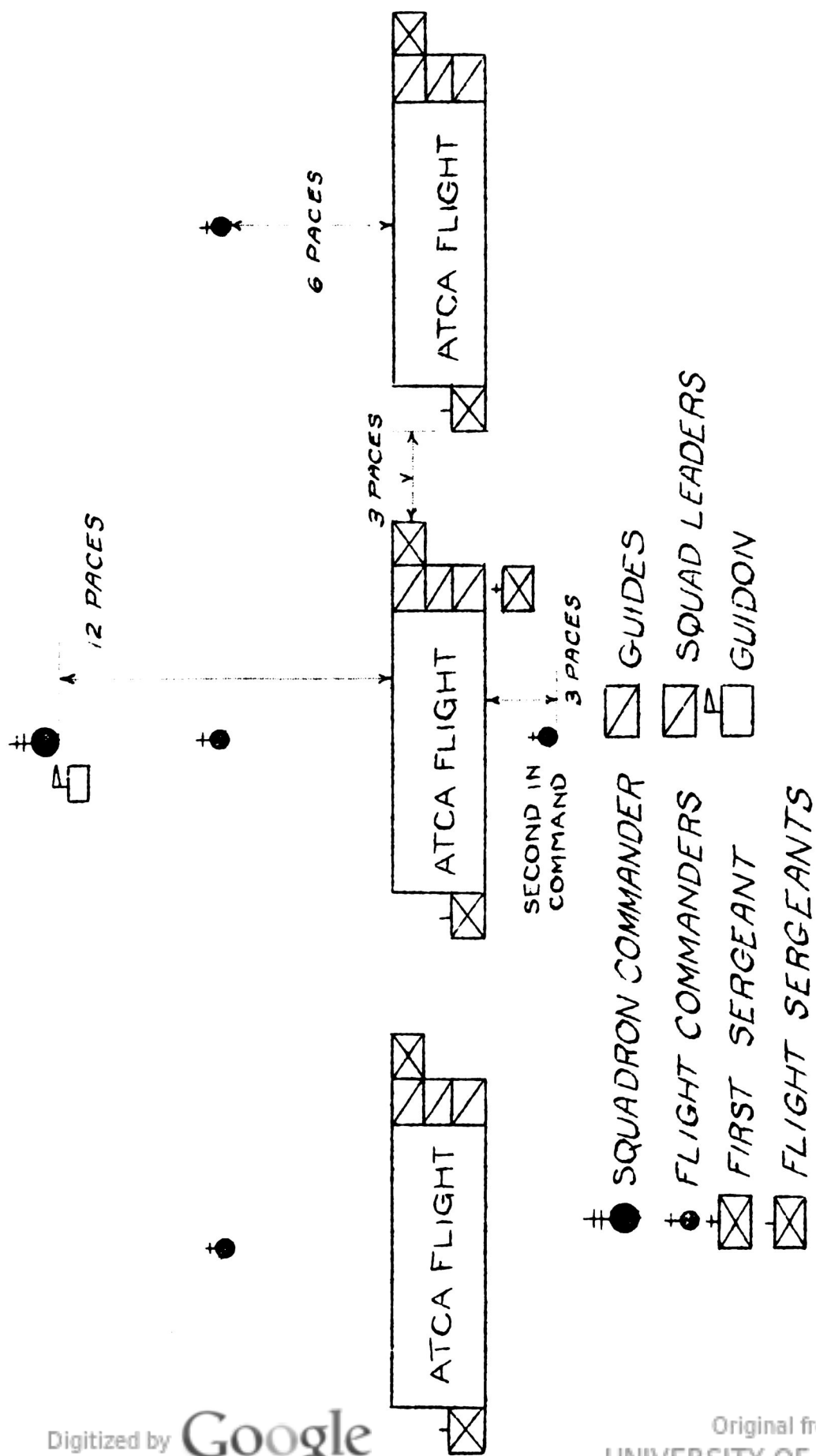


Figure 12. ATCA Squadron in Line

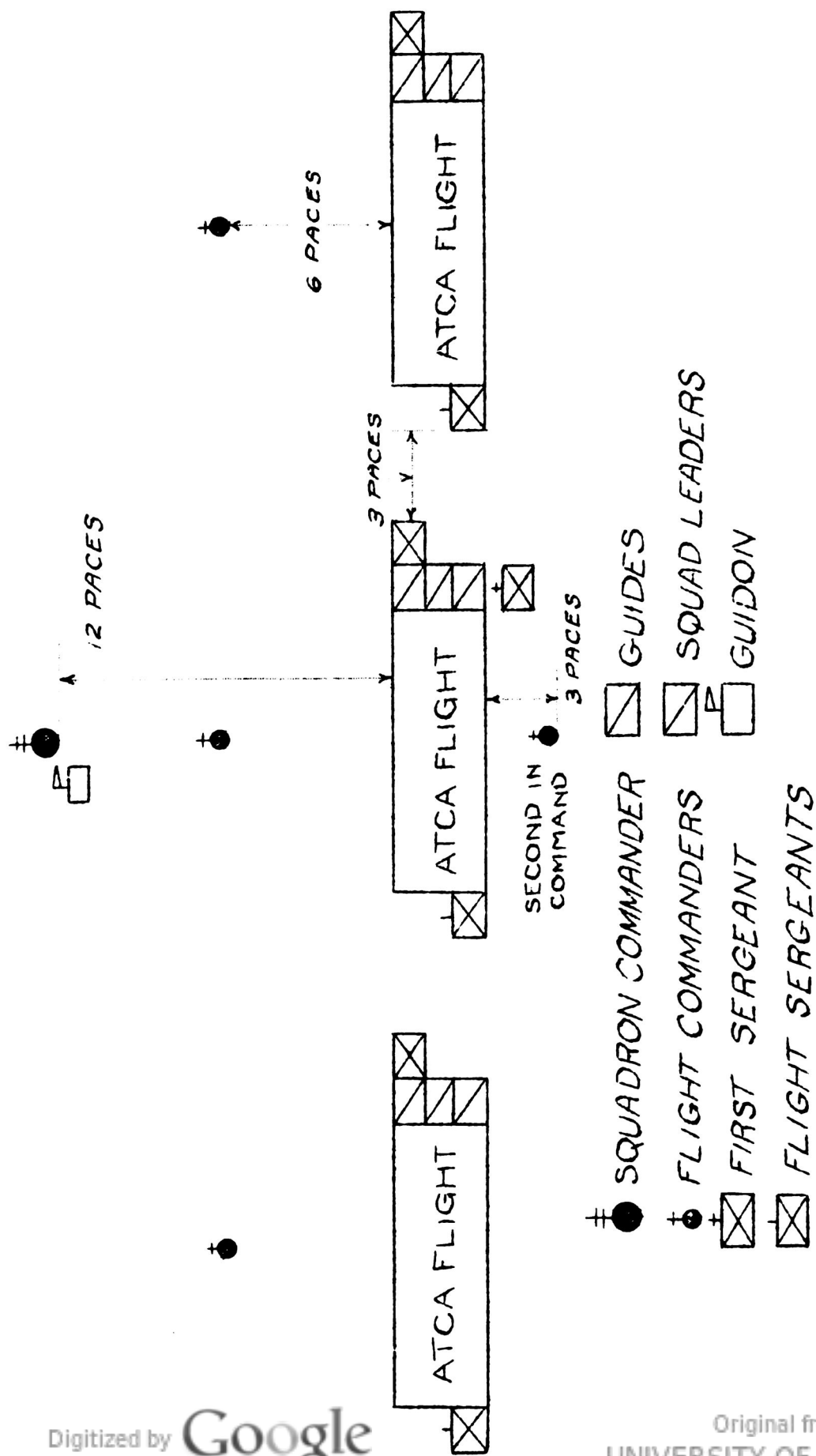


Figure 12. ATCA Squadron in Line

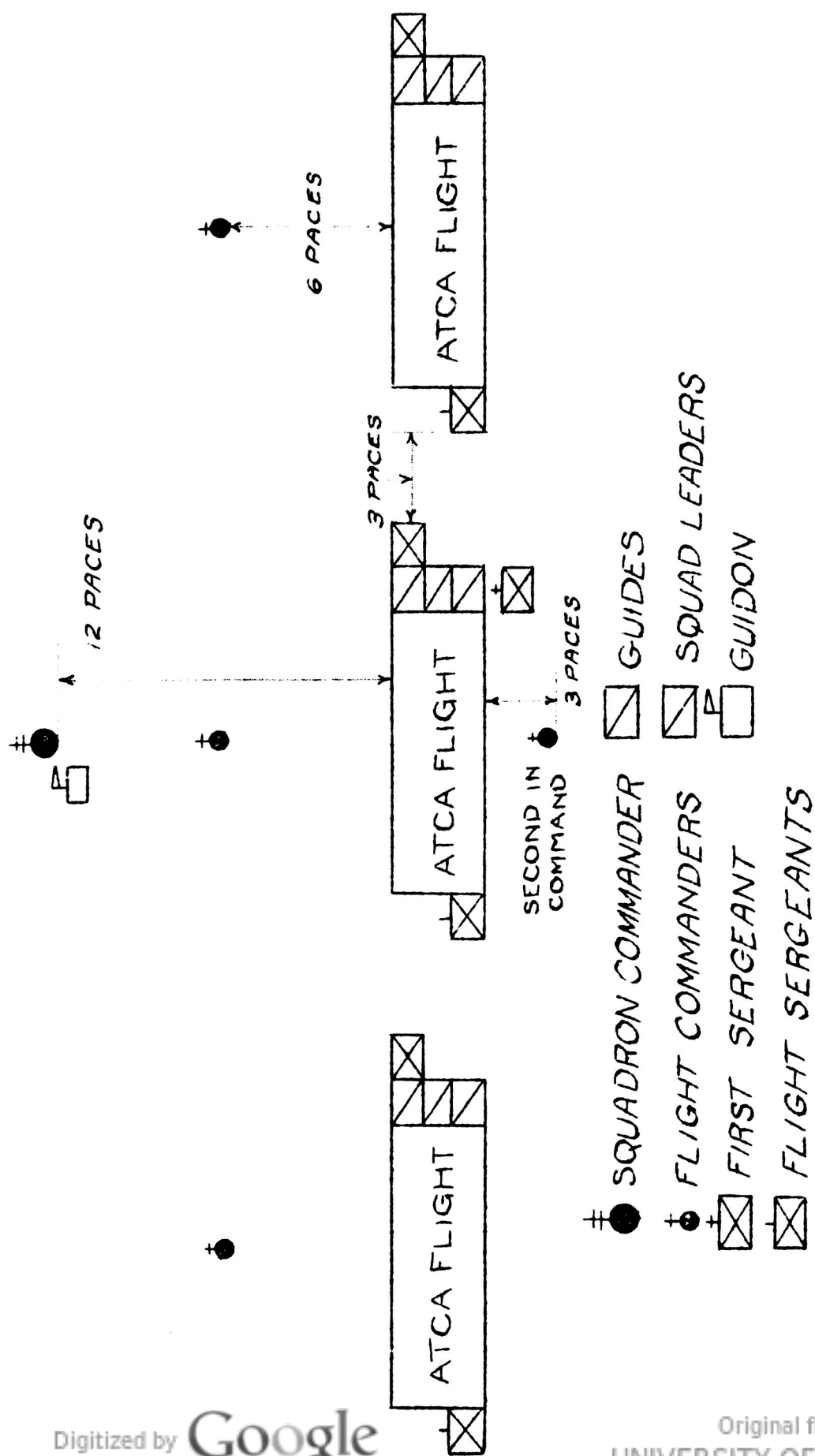


Figure 12. ATCA Squadron in Line

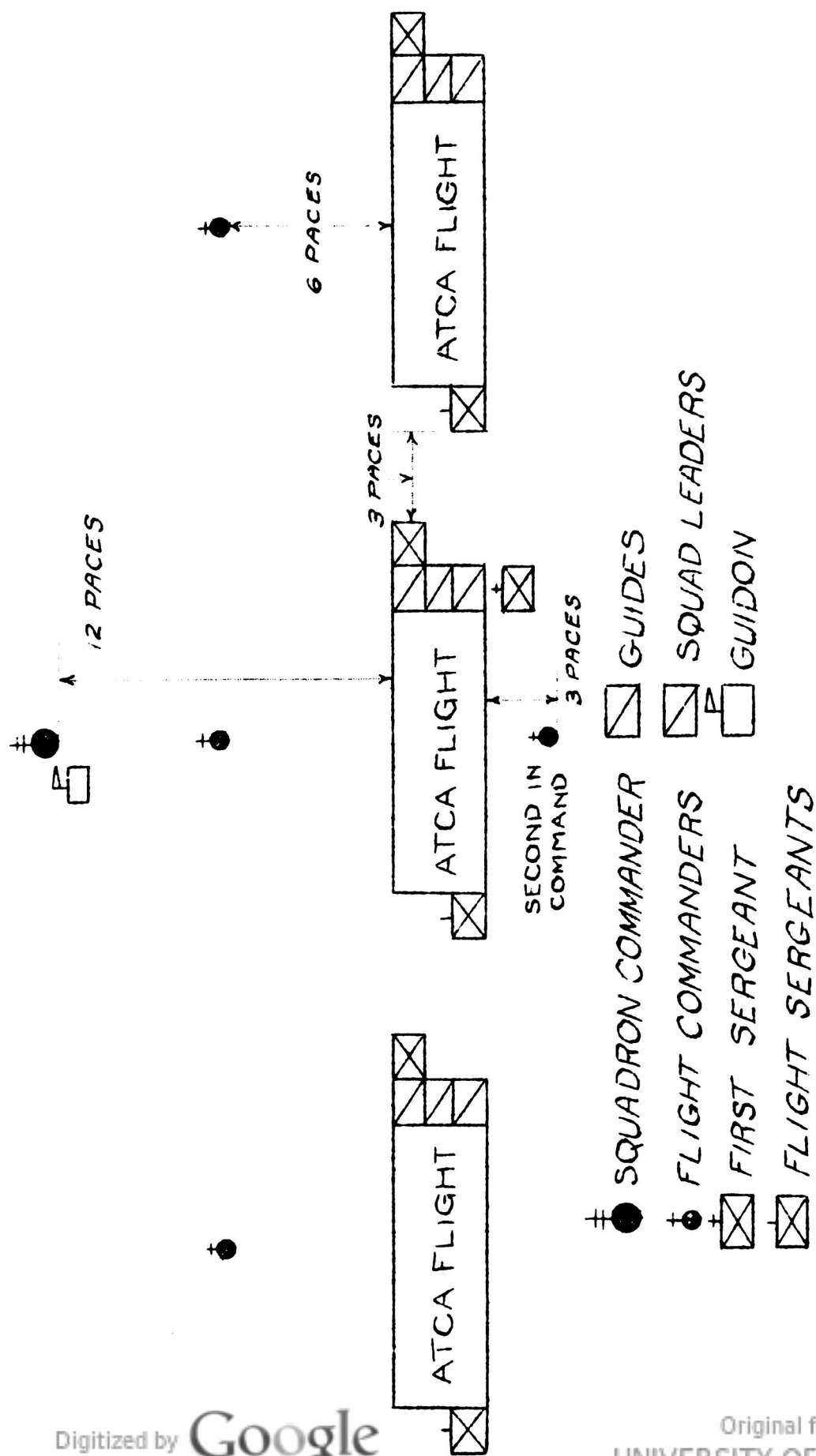


Figure 12. ATCA Squadron in Line

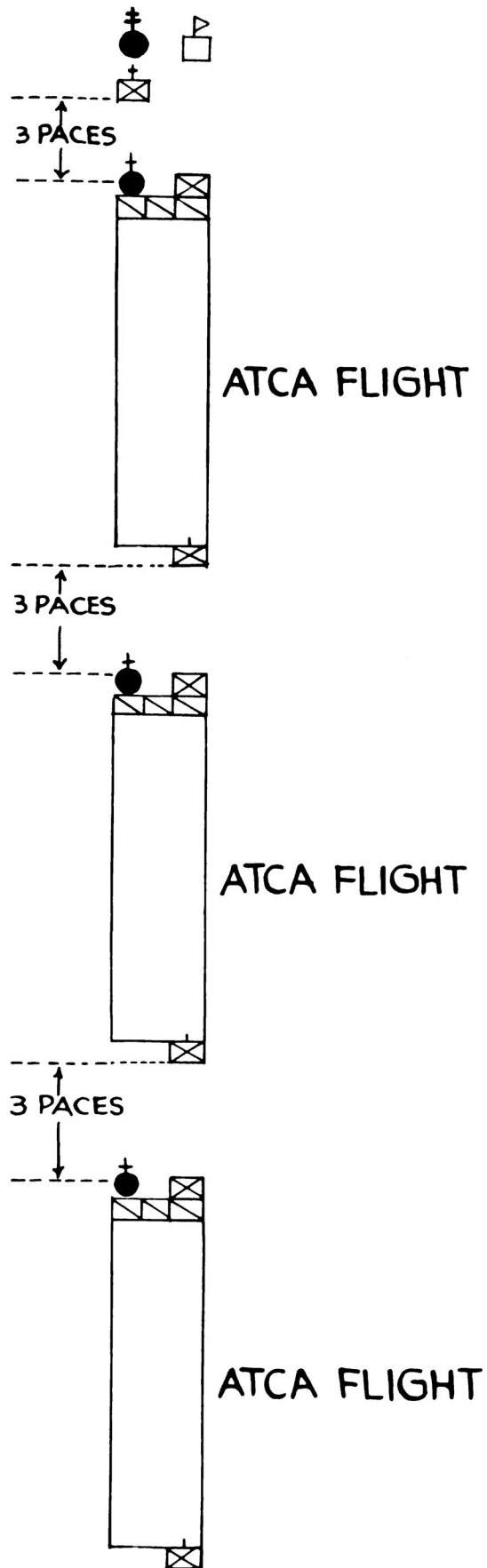
b. The first sergeant takes post as follows for drills and ceremonies:

(1) With Squadron in Line. At normal distance in rear of the squad leader of the rear squad of the left center (or center) flight.

(2) With Squadron in Column of Flights. At normal distance in rear of the left squad of the rear flight for drills and ceremonies. For march formations, his position is as shown in Figure 13.

(3) With Squadron in Mass Formation. At normal distance in rear of the second in command of the left (or left center) flight.

c. The first sergeant takes post in march formation at normal distance behind the squadron commander. (See Figure 13)



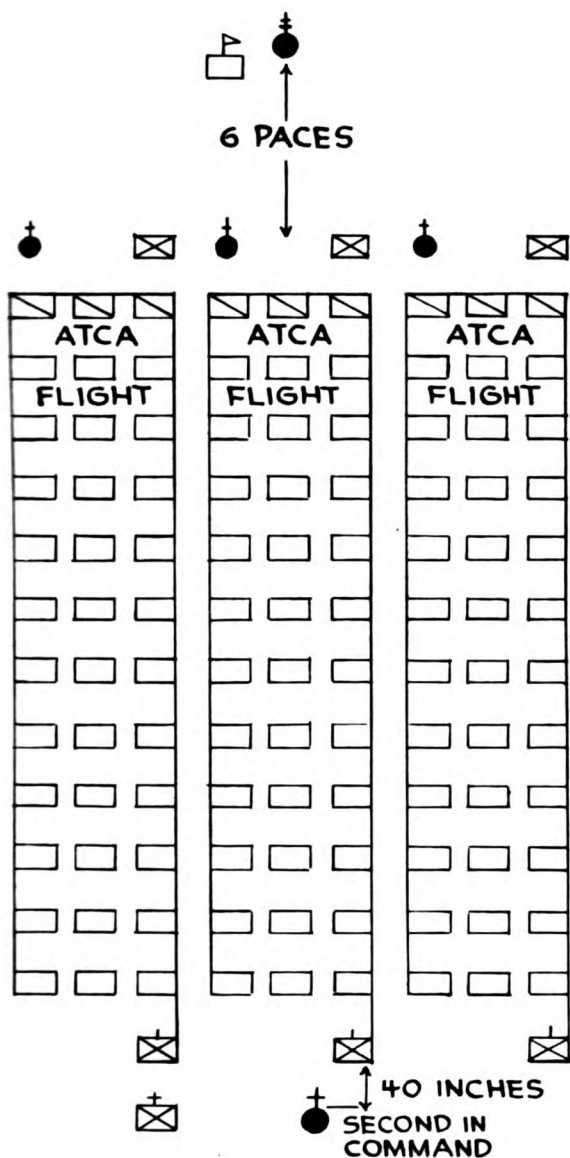
73. Rules for Squadron Drill

a. The flight, rather than the squadron, is the fundamental close order drill unit. Only such formations are prescribed for the squadron as are necessary for marches, drills, and ceremonies.

b. Flight leaders repeat such preparatory commands as are to be executed immediately by their flights, for example, Forward, and the airmen execute the movement if it applies to their flights at the command of execution, for example, MARCH and HALT, given by the squadron commander. In movements executed in Route Step and At Ease, if necessary, the flight leaders repeat the command of execution. Flight leaders do not repeat the squadron commander's commands in having the squadron fall out, or in executing those commands which are not essential to the execution of a movement by their flights. In giving commands or cautions, flight leaders may prefix the numbers of the flights, as: First Flight, Halt; or Second Flight, Forward.

c. Whenever commands are given involving movements of the squadron in which one flight stands fast or continues the march, its flight leader commands Stand Fast, or cautions Continue the March, as the case may be.

d. The squadron does not march forward when in line except for minor changes in position. (See Figure 14)



ATCA SQUADRON IN MASS FORMATION
(INTERVAL BETWEEN MEN 4 INCHES; DISTANCE BETWEEN MEN 40 INCHES.)

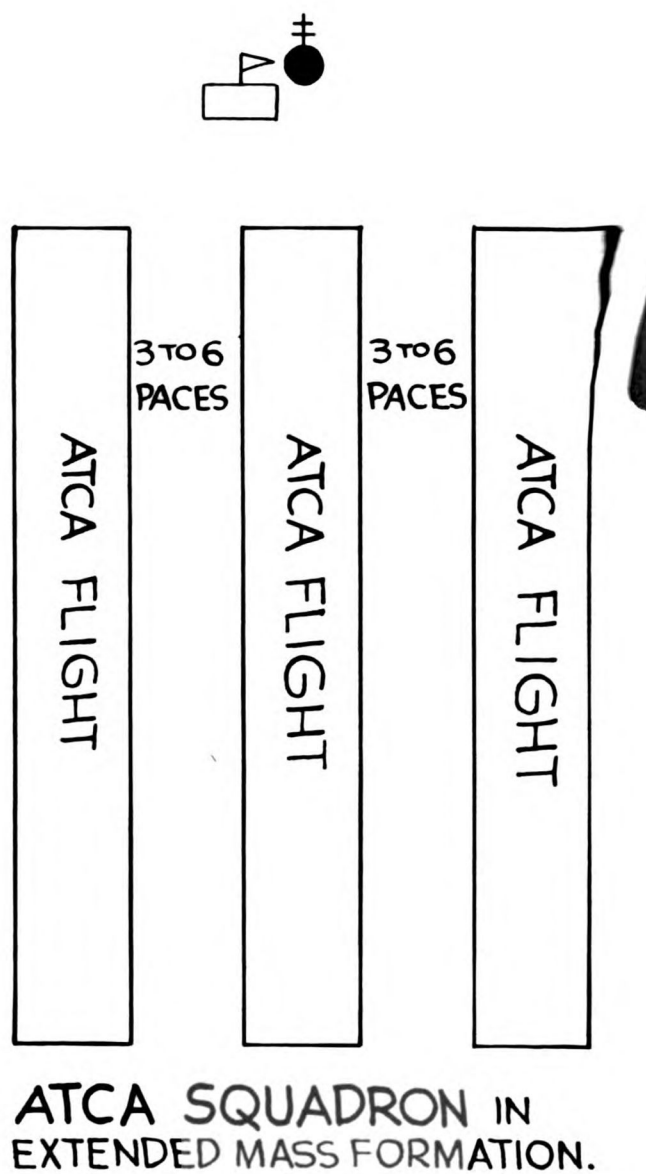


Figure 14. ATCA Squadron in Mass Formation

74. Form Squadron

a. The first sergeant takes post 9 paces in front of the point where the center of the squadron is to be, faces that point and commands FALL IN. At the command Fall In, the squadron forms in two, three, or four ranks with normal interval between men (unless close intervals is directed) and 3-pace intervals between flights as indicated in Figure 12.

b. Each flight sergeant takes post 3 paces in front of the point where the center of his flight will be. The flights form in their proper places under supervision of the flight sergeants.

c. The flight sergeants then command REPORT. Remaining in position, the squad leaders, in succession from front to rear in each flight, salute and report, "All present" or "_____ airmen absent." Flight sergeants then face about. At the command report given by the first sergeant, the flight sergeants successively beginning with the right flight, salute and report, "All present or accounted for" or "_____ airmen absent."

d. All flights having reported, the first sergeant commands POSTS. The flight sergeants face about and move by the most direct routes to the positions shown in Figure 12. The first sergeant then faces the squadron commander, salutes, and reports, "Sir, all present or accounted for" or "Sir, _____ airmen absent," and without command faces about and moves by the most direct route to the position shown in Figure 12.

e. The squadron commander places himself 12 paces in front of the center of and facing the squadron in time to receive the report of the first sergeant. The second in command and officers commanding flights take their posts immediately after the first sergeant has reported.

f. In forming the squadron, all who are required to salute and make a report maintain the position of salute until it is returned.

75. Being in Line, March to Right

a. The squadron is faced to the right and marched as prescribed for the flight in paragraph 74c. The squadron commander and first sergeant take positions as shown in Figure 13. The second in command of the squadron will normally take post in rear of the second in command of the rear flight at 40-inch distance. For drills and ceremonies, the first sergeant takes position as prescribed in paragraph 73b.

b. The squadron marches to the left from line only for minor changes of position.

76. Form with Close Interval Between Men. The commands are: 1. At Close Intervals, 2. FALL IN. At the command Fall In, the squadron forms as prescribed in paragraph 74 with each flight forming as prescribed in paragraph 63b. This formation is used only for rollcalls or where space is limited.

77. Dismiss Squadron

a. The squadron being in line at a halt, the squadron commander directs the first sergeant, "Dismiss the Squadron."

The officers fall out; the first sergeant moves to a point 9 paces in front of the center of the squadron, salutes the squadron commander, faces the squadron, and commands DISMISSED.

b. Dismissal may also take place by the command DISMISS YOUR FLIGHTS. The flights being in line at a halt are then dismissed on direction of the individual flight leaders to the flight sergeants. Each flight sergeant takes post 3 paces in front of the center of his flight and commands DISMISSED.

78. Aline Squadron. The squadron being in line at a halt, to aline the squadron the command is DRESS RIGHT (CENTER or LEFT). At the command Dress Right, the flight leader of the base flight dresses his flight immediately. When Dress Center is given, the leader of the center flight dresses his flight to the right. Each flight leader dresses his flight toward the center (right or left) of the squadron as soon as the base flight or the flight next toward the base flight has completed its dress. When in mass formation the commands are given by the squadron commander, and the alinement of each rank is verified expeditiously by the flight leader of the base flight.

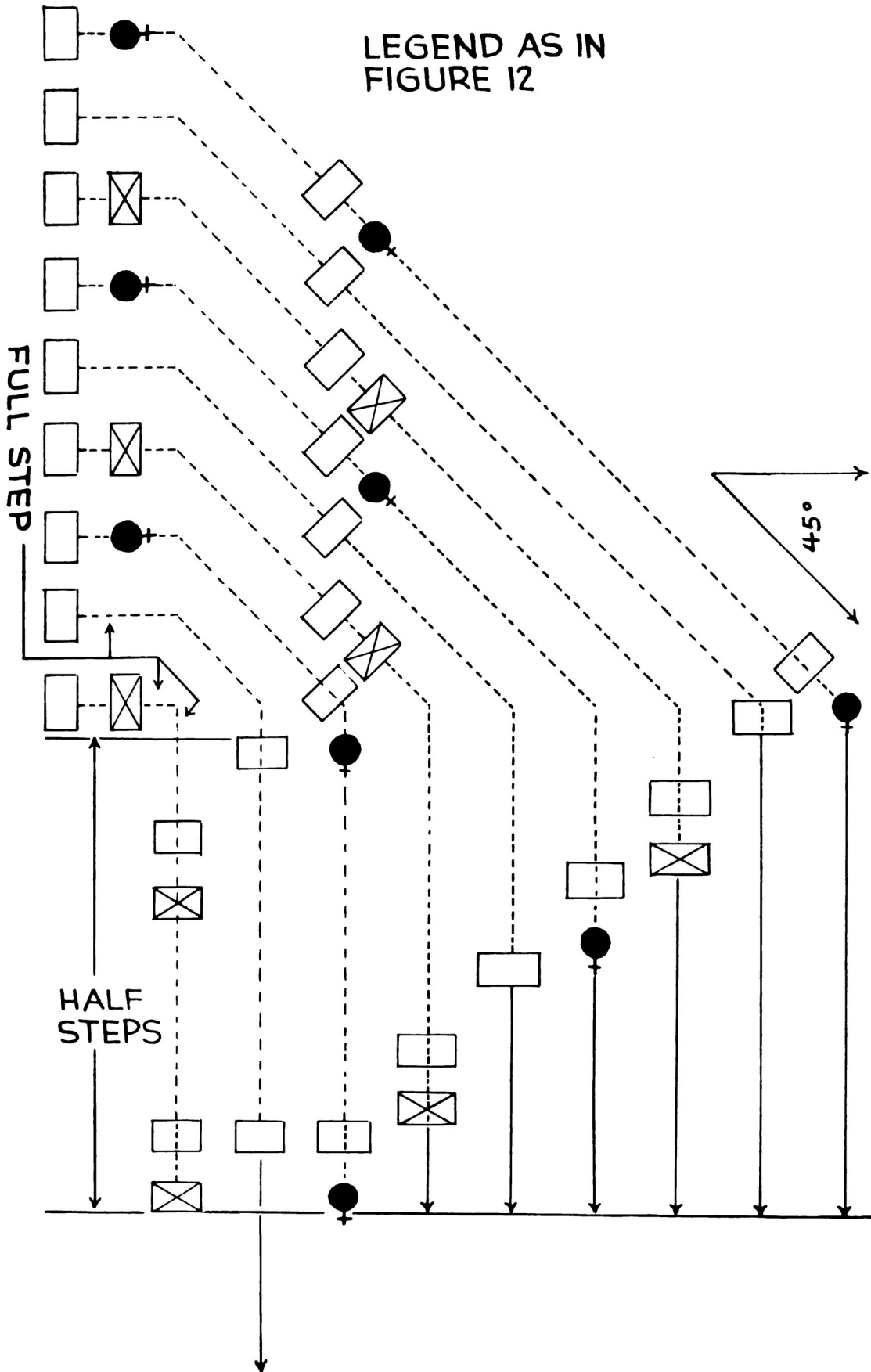
79. Previous Instruction Applicable. The squadron marches, executes changes of direction, closes and extends intervals between squads in column of three or fours, opens and closes ranks, as in flight drill.

80. Being in Column of Threes or Fours at Close Interval, Form Squadron Mass. (See Figure 15)

a. The squadron being at a halt, the commands are:

1. Squadron Mass Left (Right), 2. MARCH. At the command March, the leading flight stands fast. The rear flights move to position alongside the leading flight at 4-inch intervals by executing Column Half Left then Column Half Right. Each flight is halted when its leading rank is on line with the leading rank of the flight(s) already on line. In this formation the squadron is in mass, with 4-inch intervals between all men in ranks.

The squadron being in march, the commands are the same as given in (a) above. The movement is executed as described in (a) above, except that immediately after the command MARCH, the leading flight is halted by the commands: 1. Flight, 2. HALT, given by its own leader.



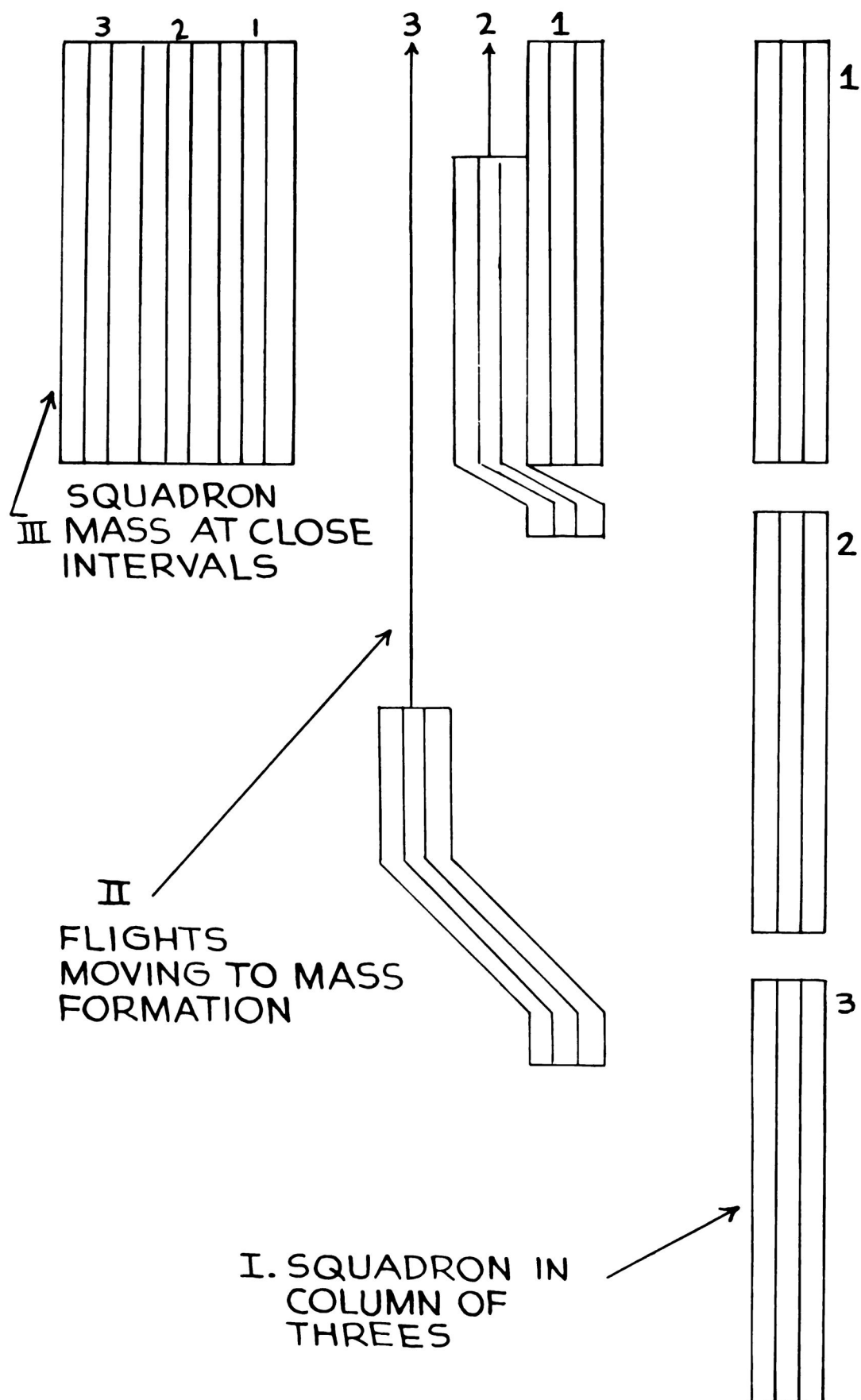
81. Being in Column of Threes or Fours, Form Extended Mass Formation. The commands are: 1. Squadron Mass ____ Paces Left (Right), 2. MARCH. At the command MARCH, the movement is executed as described in paragraph 80 except that the rear flights move to position alongside the leading flight(s) at the intervals ordered by executing Column Left and Column Right. Each flight is halted when its leading rank is on line with the leading rank of the flight(s) already on line. This formation is used for drills and ceremonies if it is desired to increase the size of the mass in order to present a more impressive appearance. The squadron in this formation drills in the same manner as for mass formation, maintaining the interval between flights.

82. Being in Mass Formation, Change Direction. (See Figure 16)

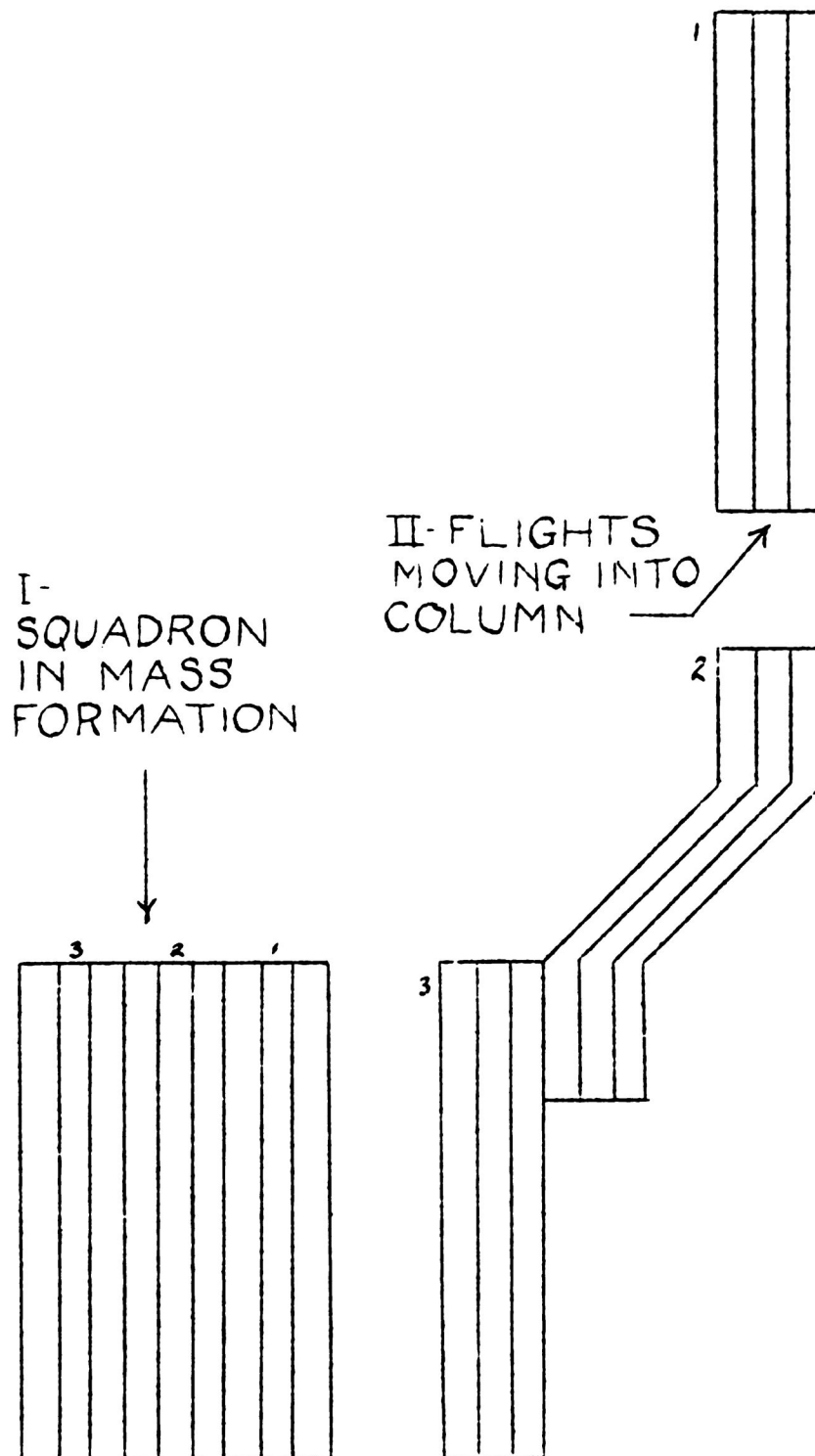
a. The commands are: 1. Right (Left) Turn, 2. MARCH, 3. Forward, 4. MARCH. The right flank man of the line of guides and flight leaders is the pivot of this movement. At the command 2. MARCH, he faces to the right in marching and takes up the half step. Other first rank men execute a Right Oblique, advance until opposite their place in line, execute a second right oblique, and upon arriving abreast of the pivot man take up the half step. Each succeeding rank executes the movement on the same ground and in the same manner as the first rank. All take the full step at the command 4. MARCH, which is given after the entire squadron has changed direction.

b. In turning to the left on a moving pivot, each rank dresses to the left until the command 4. MARCH, and after that the dress is to the right unless otherwise announced.

c. The squadron commander faces to the rear and marches backward until the change in direction has been completed.



83. Being in Squadron Mass, Form Column of Threes (or Fours). (See Figure 17) Being at a halt, the commands are: 1. Column of Threes (or Fours), 2. Right (Left) Flight, Forward, 3. MARCH. At the command MARCH the right flight marches forward. The other flights follow in column in their normal formation successively by executing Column Half Right and Column Half Left upon the commands of their respective leaders.



APPENDIX

THE FLAG OF THE UNITED STATES

The national flag of the United States, known also as the Stars and Stripes, is held sacred by all American citizens as a living symbol of the nation.

The term flag is applicable regardless of its use, size, or relative proportions, but there are other terms which have well defined usages as follows:

1. A color is a flag carried by dismounted units and for supreme commanders.

a. For this purpose the following units are considered dismounted:

- (1) Chemical regiments
- (2) Coast Artillery regiments (harbor defense and railway)
- (3) Engineer regiments and separate engineer battalions in infantry divisions
- (4) Infantry regiments and separate battalions (and units of other branches organized as such)
- (5) Military police battalions
- (6) Service regiments, Quartermaster Corps and separate service battalions

b. Supreme commanders are:

- (1) The President
- (2) The Secretary of War
- (3) The Assistant Secretaries of War
- (4) General of the Armies
- (5) Chief of Staff

2. A standard is a flag carried by mounted or motorized units. The following units are considered mounted:

- a. Air Corps groups
- b. Cavalry regiments and separate squadrons
- c. Coast artillery regiments (tractor and anti-aircraft)
- d. Engineer squadrons in cavalry divisions and engineer camouflage battalions
- e. Field artillery regiments
- f. Field artillery ammunition trains
- g. Infantry tank regiments
- h. Medical regiments
- i. Quartermaster trains and repair battalions
- j. Signal battalions

3. An ensign is a flag flown on airships, tenders, launches, and small boats.

4. Comparison. The color and the standard are more nearly square than the flag and the ensign, and their size and proportions are such as make them easy to carry and to display properly. The standard is smaller than the color.

5. Description.

a. The flag of the United States has seven red and six white stripes, emblematic of the original thirteen states, and a union which consists of five-pointed white stars on a blue field. The blue field is placed in the upper quarter. The number of stars equals the number of states in the union, now forty-eight. Sizes of flags are:

Garrison flag	- - - - -	20 by 38 feet
Post flag	- - - - -	10 by 19 feet
Storm flag	- - - - -	5 by 9½ feet
Colors-	- - - - -	4 1/3 by 5½ feet
Standards	- - - - -	3 by 4 feet

b. National colors and standards are trimmed on three sides with a knotted fringe of yellow. A cord with tassel is attached to the pike below the spearhead. Regimental colors and standards are of the colors of the branch of service.

c. The union of the flag is the honor point; the right arm is the sword arm and therefore the point of danger, and hence the place of honor. The staff edge of the flag is the heraldic dexter or right edge.

Rules for the display of the flag are:

1. When the national flag is displayed with another flag or flags, the place of the national flag is on the right; i.e., the flag's own right.

2. If displayed against a wall; e.g., crossed staffs with another flag, the place of the national flag is on the right of the flag (observer's left), and its staff should be in front of the staff of the other flag. (See Figure 18)

3. When a number of flags are displayed in groups from staffs the national flag should always be in the center or at the highest point of the group.

4. When the national flag is hung, either horizontally or vertically, against a wall, the union should be uppermost and to the flag's own right. (See Figure 18)

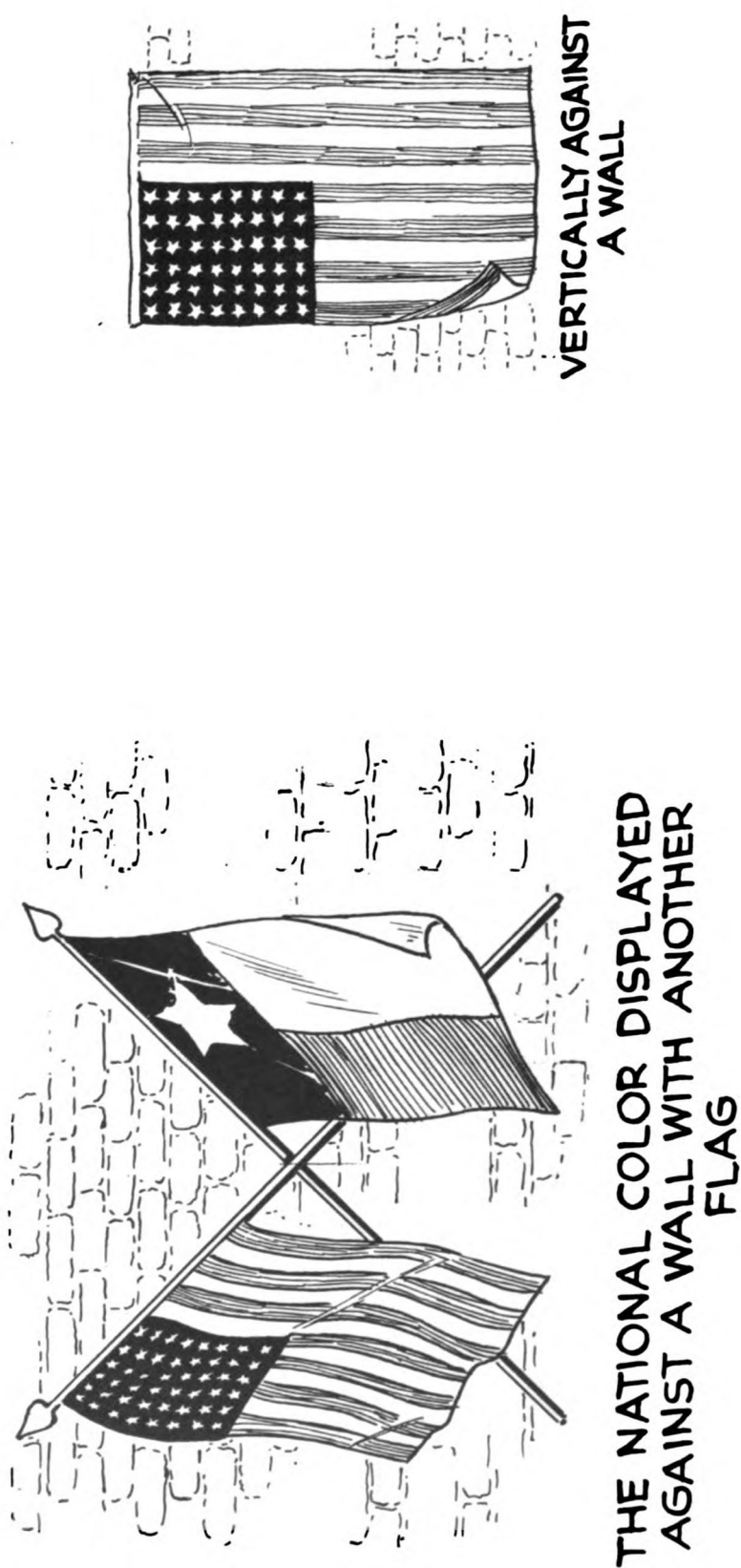


Figure 18. Flag Display

5. When displayed on a halyard on a staff, either horizontally, at an angle, or vertically, the union is toward the truck (or peak) of the staff, and the union should go clear to the truck unless the flag is at half staff.

6. If other flags are on the same halyard, the national flag must always be at the top.

7. International custom forbids peacetime display of the national flags on the same halyard. If displayed together, each of several national flags should be displayed on separate staffs of equal heights and sizes.

8. The national flag, when not flown from a halyard, should always be hung flat. It should not be fashioned into a rosette, festooned over a doorway, or draped artistically for the sake of an effect.

9. The national flag should never be draped over tables, chairs, speakers' platforms or desks.

10. No lettering, embroidery, design, emblem or object of any kind should be placed on the national flag.

11. When the flag is displayed at half staff, it is first hoisted to the truck of the staff, then lowered to half staff. Similarly, when the flag is lowered from half staff at retreat, it is first raised to the truck, then lowered.



12. When the flag is lowered it is not allowed to touch the ground. At retreat, the flag begins its descent at the first note of To the Color or the national anthem, descends uniformly during the music, and is not touched until the last note of the music is sounded.

13. The flag is folded in the shape of a cocked hat. (See Figure 19).

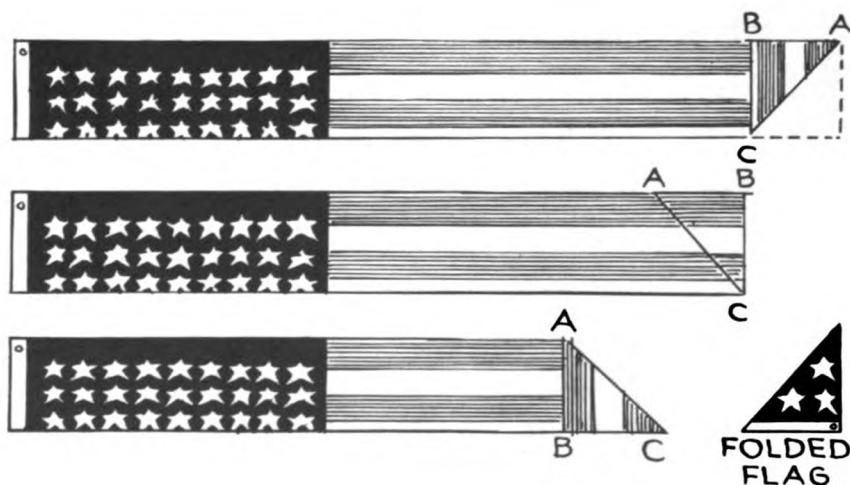


Figure 19. How to Fold the Flag

12. When the flag is lowered it is not allowed to
 touch the ground. At retreat, the flag remains in
 position at the first note of the signal on the
 national anthem, descends uniformly during the music,
 and is not touched until the last note of the music is
 sounded.

13. The flag is folded in the shape of a cockade
 (see Figure 19).

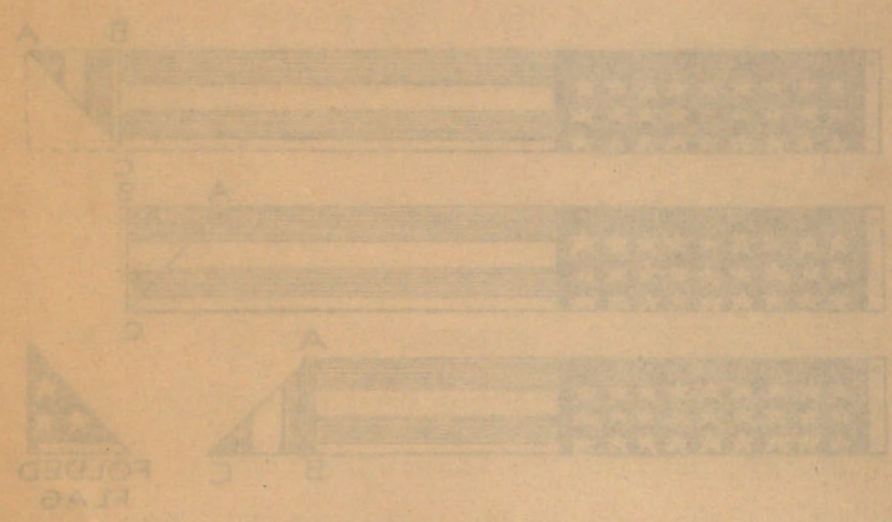


Figure 19. How to Fold the Flag