

HEADQUARTERS  
31st Bn Cal Cadet Corps  
La Sierra High School

BASIC      CADET      HANDBOOK



**Note:**

This text is not wholly original. It is a condensation of material that we feel is necessary for the basic cadet to master. The material is taken from the Jr. ROTC Manual, FM 22-5, and other reference sources.

1 November 1957

This Basic Cadet Handbook is published for the information and guidance of all concerned of the 31st. Battalion, La Sierra High School, Carmichael, California, California Cadet Corps.

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## PREFACE

The object of this publication is to provide for cadets a compact but comprehensive guide to basic military skills, as both a convenient reference booklet and a simple text for study. It is hoped that through the processes of condensation and simplification utilized in the preparation of this handbook, the subject matter of this course may have been made more accessible to the average cadet, and its successful study therefore facilitated.

The handbook has its limits: it does not touch upon the more advanced phases of military science to be met with in the second and third years of this course; but it does cover basic material thoroughly enough so that he who masters it will, in most cases, be eligible to receive the basic proficiency bar. We do not mean to imply that this is any small task; indeed, in certain facts of this course more study and practice will be necessary for absorption of the material than is necessary in most academic classes. Nor do we apologize for this; for this course, as set forth in the purposes and objectives of the California Cadet Corps, is probably as important where later progress and success is concerned as most of the "solids."

In any case, bear in mind that this course is primarily intended and keyed to the enthusiasms of the cadet who has enrolled freely, expecting to derive from his experience a better understanding of his fellow man; and thence, the advantage in dealing with his own affairs, and those of the world, which this understanding should impart to him.

*Harry Bishop*

LETTER FROM THE BATTALION COMMANDER

Serving as the Battalion Commander of the 31st. Battalion has been one of my most enriching experiences. I've had the privilege of working with cadets of our own unit, as well as with the members of other local units. I've stood inspection at the conclusion of the summer encampment, and slept in the cold, damp pup tents during our annual bivouac. I've tried my luck at firing the offhand position during rifle marksmanship. I've seen our battalion grow from a company of 55 cadets to a full fledged battalion of 120 cadets.

To most people, these events have little significance. But to me, they mean a great deal. They have strengthened my character and taught me to realize that no matter what your job may be, it is always important.

It is my desire that the study of this text will aid in cultivating a thorough understanding of the California Cadet Corps program. The most important item I hope you retain from this program, is to be able to lead and discipline yourself both as an individual and as a member of a team.

Charles Bridges

UNIT HISTORY OF THE 31st. BATTALION

The founders of the 31st. Battalion are listed below. These five cadets went to the 1955 summer incampment which was held at Fort Ord.

- |                     |                   |
|---------------------|-------------------|
| 1) Bridges, Charles | 3) Kenney, Roy    |
| 2) Brooks, David    | 4) Robinson, Gary |
| 5) Toler, Eugene    |                   |

At the beginning of the year of 1955-56, the 31st. Bn. was composed of only one company, which had 55 cadets enrolled under the command of Cadet Gary Robinson. The 31st. Bn. sent 6 cadets to leadership school in the winter, and all 6 passed with 70% or better. Also, we placed 2nd. in the J. V. team with Jim Ransdell as the top firer. The first cadets to be promoted in the 31st. Bn. were Charles Bridges and Gary Robinson to Cadet First Class.

In the spring, Gary Robinson entered the annual field meet which was held at El Camino and placed in the top ten drillers. Also, in the spring, we were inspected by our Regional Supervisor, Lt. Col. Schuster, and our rating was 86%. Some of the honors during the year were: Honor Company, Company 'A'; Best Platoon, John Felton's platoon; Outstanding rifleman, Jim Ransdell; Outstanding Driller, Gary Robinson; Out-standing Freshman Cadet, Charles Bridges.

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LEADERSHIP, DRILL, AND EXERCISE OF COMMAND



"Now that's what I call an inspection!"

# LEADERSHIP, DRILL, AND EXERCISE OF COMMAND

## GENERAL Chapter 1

We know that the principle objectives of the California Cadet Corps is to learn leadership. This should be the guide which all cadets should follow. Leadership covers a great deal of things that can only be obtained through constant work and study by the individual. We shall devote the following chapter to the methods of attaining this very valuable characteristic of leadership.

## MILITARY LEADERSHIP Chapter 2

The most common definition of leadership is "the art of influencing man behavior." Some of the basic subjects of this art are character, knowledge of men, and ability to instruct men and lead them.

### Character:

When a cadet is selected as an officer, N.C.O., etc., his character will play a great part in his selection. He should be exempt from profanity, etc., have a sense of responsibility both to the superiors and the men under his command. He should be a person who has high moral standards and will stick by them "when the going gets rough."

### Knowledge of men:

A cadet leader should be thoroughly familiar with all personnel under him. He should know their abilities and weaknesses. He should at all times aid the individual in developing the proper traits of leadership. "Remember, you can only lead men as well as you know them."

### Instructing your men:

Before you lead men to do a job you must first instruct them, and to instruct them you must know your subject thoroughly. You must instruct them as a team and never talk down to them. When you lack knowledge of a subject admit it to the men, never "bluff." Then, take steps to learn the subject.

### Leadership and command:

When ever you become in a position of command over men, you have a large responsibility both to superiors and subordinates. When you have fulfilled these responsibilities and your men obey you because they trust you rather than the fear of punishment from disobedience, you deserve to be called a "leader."

### Discipline:

This is one of the most prominent problems faced by any cadet unit. The solution to this problem can be best met by mental, moral, and physical training so as to develop willing response to commands, orders, etc. issued by the leader. The men should not respond from habit or fear of disciplinary actions but because they have confidence in their leader. If this type of discipline prevails in a unit, it will turn to a roaming, helpless mob when confronted by fear, or an almost impossible task.



Only a well-disciplined unit can undertake and solve an impossible task. When a commander is forced to punish a subordinate, he should present it as only a temporary punishment and that he is expected to improve. It should be pointed out that misconduct reflects unfavorably on the Corps. The leader should always remain calm and dignified and never humiliate a subordinate in front of his men.

#### Qualities of the Leader:

##### General:

A true leader is self-confident and commands his subordinates. He is intelligent and never looks down on his subordinates as inferiors. He is intelligent. He must be calm, neat in appearance, and loyal to his men in time of danger.

##### Experiences:

Practical experience gives the leader self-confidence and inspires it in his men. He should possess knowledge and intelligence in methods of handling men but only through practical experience can he develop the art of leading men. He should encourage subordinates to solve their own problems.

##### Relationship with subordinates:

The leader should respect his subordinates. He should never attempt to gain popularity with them by acts of favoritism, etc. He should develop a strong chain of respect between his subordinates and himself. He should be accessible at all times when needed by the men in his command. He should give thorough study to their complaints.

##### Making decisions:

An unexpected problem can be undoubtedly one of the greatest tests of leadership. When you are faced with a problem demanding immediate action, make sure you have all the facts pertaining to the problem and possibilities of solution. These factors will aid you in developing a sound and intelligent solution to the problem. When you do make an error, confess it to the men. This gains respect from both subordinates and superiors.

#### Responsibilities of the Leader:

##### General:

The leader has many responsibilities. It is generally agreed that the greatest responsibility of the leader is to the welfare of his men. If he is responsible to his men, they likewise will feel responsible for him. The manner in which he fulfills the following responsibilities will in a great sense effect the measure of success his unit will have when they are required to undertake a difficult task.

##### Training:

This is one of the greatest problems a unit encounters in the California Cadet Corps. It requires intelligent reasoning and thinking on all phases of the cadet program. The efficiency of a unit can be measured by the training they have received. To have a successful training schedule, you must have it well-balanced and must constantly check to see if it is being carried out and administered properly.

#### Assigning duties:

When a commander is making promotions, assigning details, etc., to individuals he must consider many important factors to make a sound and intelligent decision. He should make rosters so as all men receive special privileges and not just a few selected ones. He should never give the impression that an assignment is given just to keep the men busy. This develops poor attitudes by subordinates which result in drastic happenings. Promotions should be made fairly and deservedly. Blocking a promotion to keep a person in your section is an unintelligent habit and results in low unit morale. Never promote a man too fast so that he will be in a position of importance without proper training.

#### Welfare of the men:

The watching out for the men's welfare is important because of its tremendous effect on the accomplishment of their task. All leaders must be interested in the men of his command and their activities. He must see that they have proper uniforms, see that they are informed about the unit's activities. He must check and see that all men receive proper medals, awards, promotions, etc. coming to them. He accepts responsibility for their actions and welfare. As a cadet leader, if you attain these traits, you will be respected and obeyed by all of your subordinates.

## MILITARY COURTESY Chapter 3

### General:

Courtesy is the expression of consideration for others. Courtesy is shown to all cadets. The courtesy shown to an officer is a recognition of the responsibility and authority of his position.

### Salute:

The most important of all courtesies is the salute. The manner in which a cadet executes the salute is a strong indication of his morale, pride, and confidence.

### Rules regarding the salute:

The hand salute is rendered when outside and when reporting to an officer. The hand salute is rendered when presenting the colors and standards. All officers are entitled to a salute unless they are in formation. Outside, the salute is rendered when walking or at a halt. You never salute when running. You first come to a halt (or walk) and salute six (6) paces in advance of the officer and hold it until you are six (6) paces past him. A cadet is to salute when reporting to an officer first regardless of rank. Never salute when working indoors (except when reporting), or carrying articles in both hands.

### Reporting:

The salute is always rendered by the person giving the report. He will also salute when departing. When reporting, a cadet removes his cap, salutes and says: "Sir, Private Jones reporting to Sergeant Doe." The salute is held until the report is completed, unless otherwise stated by the person receiving the report. When a cadet wishes to speak to the company commander, he must first follow the "chain-of-command." When a cadet is reporting under arms, he follows the same procedure as above, except he comes to present arms when reporting.

### Saluting on guard duty:

A sentinel on guard duty salutes by coming to present arms after first halting. A sentinel in conversation with an officer doesn't stop to salute another officer unless the officer he is conversing with salutes the officer. A sentinel salutes whether indoors or outdoors. No salute is required when it interferes with the duties of the sentinel.

### Saluting in groups:

**In formation.** Individuals in a formation do not salute unless the command, PRESENT ARMS, is given. If the individuals are armed, they come to present arms. Commanders of organizations or detachments which are not a part of still a larger formation salute officers of higher rank by bringing the organization or detachment to attention before saluting. An individual in formation at ease or at rest comes to attention when addressed by a person superior to him in rank.

**Not in formation.** A group of individuals not in formation is called to attention by the first person noticing the officer who is approaching. Individuals do not salute when at work. The individual in charge of a detail salutes for the whole detail, if he is not working. A unit resting alongside of a road does not come to attention unless an officer addresses them. When an officer does address them, the unit comes to attention and salutes after the conversation is ended.

Other courtesies shown to officers:

When an officer enters a room or a tent, the first person who sees him calls the men to attention, unless the men are working. Whenever a junior is addressed by a senior, he is to come to attention, except during routine business between individuals at work. When a junior is accompanying a senior, he walks on the left side of him, unless during an inspection. Military custom requires that intermediate commanders be informed of instructions issued to their subordinates by higher commanders.

Honors to the "National Anthem" or "To the Color":

Whenever or wherever the "National Anthem" is played, all cadets are to rise and salute, facing towards the music, unless there are colors present, then he salutes towards the colors. When the "National Anthem" is played indoors, the same above method is used. Any cadet passing the colors will hold the salute until six (6) paces beyond it. When the "National Anthem" is played indoors, all cadets will stand at attention and face the music or the flag, if one is present. They will not salute unless under arms.

Other honors:

Military personnel passing an uncased color will salute at six (6) paces distance and hold the salute until they have passed six (6) paces beyond it. The same applies when an uncased color passes by the individual. When personal honors are rendered, officers and enlisted personnel present, and not in formation, salute at the first note of the music and hold the salute until the completion of the ruffles, flourishes, and march. Military personnel will also salute during the passing of a caisson or hearse bearing the remains in a funeral procession.

Uncovering:

All officers and enlisted men under arms uncover only when:

- 1) seated as a member of or in attendance on a court or board
- 2) entering places of divine worship
- 3) indoors when not on duty
- 4) in attendance at an official reception.

The following are the Army titles:

- 1) all general officers..... "General"
- 2) colonels and lieutenant colonels..... "Colonel"
- 3) majors..... "Major"
- 4) captains..... "Captain"
- 5) all lieutenants..... "Lieutenant"
- 6) all chaplains..... "Chaplain"
- 7) army nurses..... "Nurse"
- 8) cadets..... "Mister"
- 9) warrant officers..... "Mister"
- 10) all sergeants..... "Sergeant"
- 11) all corporals..... "Corporal"
- 12) privates and privates first class..... "Private Jones" or "Jones"

The following are the Navy titles:

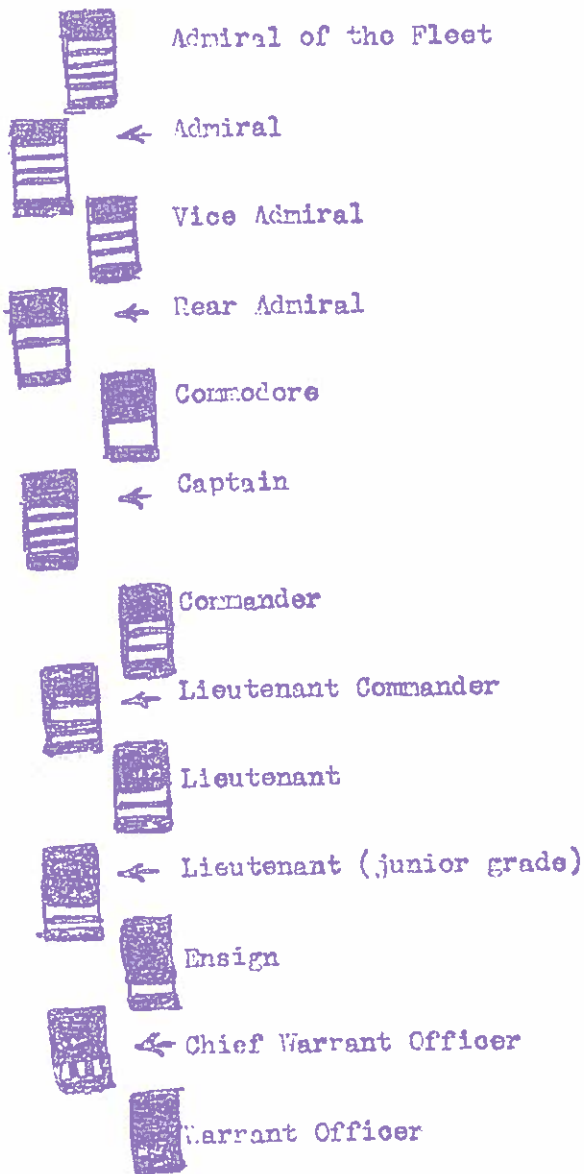
- 1) all admirals..... "Admiral"
- 2) commodores..... "Commodore"
- 3) captains..... "Captain"
- 4) commander..... "Commander"
- 5) lieutenant commanders..... "Mister"
- 6) ensigns..... "Mister"
- 7) all chaplains..... "Chaplain"

- 8) all medical officers....."Doctor"  
 9) in referring to or introducing captains in the Navy, it is customary to add after the name, "of the Navy", since the grade of captain in the Navy corresponds to the grade of colonel in the Army.

The following are the officers' insignia of grade of the Army:

|                                                                                     |                                |
|-------------------------------------------------------------------------------------|--------------------------------|
|    | General of the Army            |
|    | General (silver)               |
|    | Lt. General (silver)           |
|    | Major General (silver)         |
|    | Brigadiere General (silver)    |
|    | Colonel (silver)               |
|   | Lt. Colonel (silver)           |
|  | Major (gold)                   |
|  | Captain (silver)               |
|  | First Lieutenant (silver)      |
|  | Second Lieutenant (gold)       |
|  | Chief Warrant Officer          |
|  | Warrant Officer (Junior Grade) |
|  | Flight Officer                 |
|  | Chief Warrant Officer (Marine) |

The following are the officers' insignia of grade of the Navy:



The following are the relative rank between officers of the Army and of the Navy:

- 1) General of the Army with Admiral of the Fleet
- 2) General with Admiral
- 3) Lieutenant General with Vice Admiral
- 4) Major General with Rear Admiral
- 5) Brigadier General with Commodore
- 6) Colonel with Captain
- 7) Lieutenant Colonel with Commander
- 8) Major with Lieutenant Commander
- 9) Captain with Lieutenant
- 10) First Lieutenant with Lieutenant (junior grade)
- 11) Second Lieutenant with Ensign
- 12) Chief Warrant Officer with Commissioned Warrant Officer
- 13) Warrant Officer (junior grade) and Flight Officer with Warrant Officer

## Display and Salute of the Flag:

The flag of the United States is never to be dipped in salute or allowed to touch the ground. Torn flags should be burned privately. The flag should never be used as clothing, drapery, or on a vehicle. Nothing should be placed on the flag, and it must never be used in any form of advertising. When the flag is attached to a staff, the blue (union) is toward the staff and at the peak. When displayed horizontally or vertically, the flag should be flat with the union up and to the flag's own right (observer's left). When displayed over the middle of the street, the flag is suspended vertically with the union to the north in an east-west street or to the east in a north-south street.

To indicate mourning (funeral) the flag is at halfstaff. It is hoisted to the top before lowered to halfstaff. On Memorial Day, May 30th, the flag is displayed at halfstaff from sunrise until noon, then placed at full staff from noon to sunset. At a funeral, the flag is placed lengthwise on the casket with the union at the head and over the left shoulder of the deceased. The flag is not lowered into the grave.

In a procession with other flags, the flag of the United States is in the center and ahead and higher than the other flags. With only two (2) flags, the flag of the United States is at the right of itself (observer's left). When the flag of the United States is at crossed staffs, it is on its right (observer's left) crossed in front of the other flag.

In chapel, the flag of the United States is at the chaplain's right. The flag should be folded so that only the blue (union) is showing in a triangular shape with ends tucked in.

All service men salute the flag by the regular hand salute. Civilian men salute the flag by removing their hat and placing it over their heart. If they have no hat, they place their right hand over their heart. Civilian women salute the flag by placing their right hand over their heart.

## INTRODUCTION TO DRILL

### Chapter 4

The drill prescribed herein is designed for general use. Much discussion over trifles or failure to make appropriate adaptation indicates a failure to grasp the spirit of the regulations. Higher commanders should encourage subordinates to make minor adjustments without calling on higher authority for intervention. Stress should be placed on precision in execution of the manual of arms and in marching in step with proper alignment. Precision inspires the military spirit more than to see or to be a part of a compact group moving in unison, confidently and at a measured cadence. Complicated procedure destroys this effect. Necessary adaptation should be simple and should not complicate the drill.

#### Purposes of Drill:

The purposes of drill are to:

- a) enable a commander to move his command from one place to another in an orderly manner and to provide simple formation from which dispositions for combat may be assumed readily.
- b) aid in disciplinary training by instilling habits of precision and response to the 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 junior officers and noncommissioned officers practice in commanding troops.

The following are the definitions of drill:

- a) alignment. A straight line on which several elements are formed.
- b) base. The element on which a movement is regulated.
- c) cadence. The uniform step and rhythm in marching.
- d) center. The middle point or element of a command.
- e) column. A formation in which the elements are placed one behind another.
- f) depth. The space from head to rear of any formation or of a position.
- g) distance. The space between elements in the direction of depth.
- h) doubletime. Cadence at the rate of 180 steps per minute.
- i) element. An individual, squad, section, platoon, company, or larger unit forming a part of still a larger unit.
- j) file. A column of individuals one behind the other.
- k) flank. The right or left of a command in line or in column.
- l) formation. Arrangement of the elements of a command in line, in column, or in any other prescribed manner.
- m) front. The space occupied by an element measured from one flank to the opposite flank.
- n) guide. An individual upon whom the command regulated is marching.
- o) head. The leading element of a column.
- p) interval. Space laterally between elements of a body of troops.
- q) left. The left extremity of element of a body of troops.
- r) line. A formation in which the different elements are abreast of each other.
- s) mass formation. The formation of a company or larger unit in which the elements in column are abreast of each other at less than normal distances and intervals.
- t) pace. A step of 50 inches.
- u) rifle. As used in this book, an individual firearm such as a rifle.
- v) quick time. Cadence at the rate of 120 steps per minute.
- w) rank. A line of individuals placed side by side.
- x) right. The right extremity or element of a body of troops.
- y) step. The normal pace in marching.



Drills should be frequent and of short duration. Smartness and precision should be required in the execution of every detail. Any command the commander wants to revoke or begin again, the command, **AS YOU WERE**, is given.


**General Rules for Guide:**

Unless otherwise announced, the guide of an element of a company in column or line is right. To march with the guide rather than the prescribed method, the guide will give the command, **GUIDE RIGHT (LEFT, CENTER)**. The leading man in each file is responsible for the interval. The guide is responsible for the direction and cadence of march.

- a) when a platoon in line is given the command: **right, FACE**, the platoon guide will execute right face with the platoon, and immediately face to the right in marching and march to a position in front of the right squad leader, halt, and execute left face.
- b) with a platoon in column is given the command, **column of files from the left, MARCH**, the guide will, on the preparatory command, take position in front of the left file so that he will be at the head of the column.
- c) when a platoon in column is given the command, **column of twos from the left, MARCH**, the guide will, on the preparatory command, take position in front of the second file from the left so that he will be at the head of the right file of the column.

Partial changes of direction may be executed by the command, **column half right (left), MARCH**. Slight changes in direction are effected by the command, **INCLINE TO THE RIGHT (LEFT)**.

The following are the symbols used in this drill section:

 Regimental Commander

 Platoon Sergeant

 Battalion Commander

 Squad Leader


 Company Commander


 Assistant Squad Ldr.

 Platoon Leader

 Rifleman

 Warrant Officer

 Guidon Bearer

 First Sergeant

 Colors

 Company Executive

## COMMANDS Chapter 5

A command is the direction of the commander expressed orally. Unless otherwise indicated, commands are given by the commander of the unit concerned. 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, HALT, or ARMS, which causes the desired movement, or halt, or element of the manual to be executed.
- 3) in certain commands, the preparatory command and the command of execution are combined, as for example: FALL IN, AT EASE, and REST.

Preparatory commands are indicated in this book by regular letters and those of execution by LARGE CAPITALS. Generally, when giving commands to troops, the commander faces them. When the platoon is part of a larger unit at drill or ceremonies, the leader turns his head toward the unit to give commands, but does not face about. Subordinate leaders repeat preparatory commands and give the proper new commands. If at a halt, the commands for movements involving marching, such as Column right, MARCH, are not prefaced by the command Forward.

### The command voice:

Proper execution of any command depends first on the voice in which it is given. A properly delivered command is loud and distinct enough to be clearly understood by every person in the unit. It is given with an inflection, a cadence, and a snap that inspires prompt, precise, simultaneous response. These qualities of loudness, distinctness, inflection, cadence, and snap are those which, properly used, enable a commander to obtain effective results with the minimum of effort and strain.

### Loudness:

The loudness or volume of a command should be proportioned to the number of men for whom it is intended and the distance it must carry. The commander normally places himself centrally and faces his unit so that his voice reaches the maximum number of men with approximately equal force. Under physical exertion is unnecessary and harmful. Do not use force to give the command. The best posture for giving commands with ease is at attention. All commands should come from the stomach, not the throat.

### Distinctness:

Distinctness depends on the proper use of the tongue, lips, and teeth to form the separate sounds of a word and on proper grouping of the sounds to form syllables. Indistinct commands cause confusion. This may be caused by laziness, or by trying to give the command too rapidly. Practice giving commands slowly and distinctly, prolonging the syllables and exaggerating the action of the lips, tongue, and jaw. Pronounce each word distinctly. For example, do not say "firsquad" for "frist squad"

### Inflection:

Inflection is the rise and fall of the voice. It is used to avoid monotony and to gain emphasis. The preparatory command should be started near the natural pitch of the voice and should be spoken with a rising inflection. The command of execution should be in a pitch slightly higher than that of the last syllable of the preparatory command. The best exercise is to practice with the simple commands.

### Cadence:

The cadence should be adjusted to that of quick time, even though no marching is involved, as for instance, in the manual of arms. Giving commands in unison while marching at quick time is a good exercise for developing this cadence. The interval or pause between the preparatory command and the command of execution should be adapted to the size of the unit. It should be of uniform length for any given unit, so that everybody in the unit will know when to expect the command of execution and be prepared to respond instantaneously. For the squad or platoon, the best interval is that which allows the planting of one foot between the two commands---Forward---(step)---MARCH.

### Snap:

Snap is that extra quality in a command that demands instantaneous response. It expresses confidence, alertness, and decisiveness--in other words, complete control of one's self and the situation. To achieve it, the commander must be sure of his knowledge of the commands and of his power to voice them effectively. The erect posture, effortless breathing, resonance, clear enunciation, rising inflection, and quick cadence that contribute to the command voice all help to produce this snap.

### Mass Commands:

Mass commands are a way of instructing a cadet to give commands. The following is the proposed method for mass commands:

- 1) instructor - 1. Call the platoon to attention,  
2. COMMAND
- 2) cadet - 1. Platoon,  
2. ATTENTION

SCHOOL OF THE SOLDIER WITHOUT ARMS  
Chapter 6

General:

This chapter contains most of the individual positions and movements required in drill. These positions and the correct execution of the movements in every detail should be learned before proceeding to unit drill. Absolute precision is required in drills. The explanation of a movement that may be executed toward either flank is given in this chapter for only one flank. In other words, both "left" and "right" will not be given in the explanation of a movement. Only one or the other will be used.

Any marching movements may be executed in double time unless stated otherwise. When a movement is to be executed in double time from a halt or from quick time, the command DOUBLE TIME immediately precedes the command of execution. If the unit is already in double time, this command is not necessary.

Position of attention:

- a. Assume the position of attention on the command FALL IN or Squad (Platoon), ATTENTION.
- b. To come to attention, bring your heels together smartly on the same line. Hold them as near each other as the conformation of your body permits.
- c. Turn your feet out equally, forming an angle of 45°.
- d. Keep your legs straight without stiffening or locking your knees.
- e. Hold your body erect with your hips level, chest lifted and arched, and your shoulders square and even.
- f. Let your arms hang naturally along your sides with the backs of your hands outward, your fingers curled so that the tips of your thumbs touch the tips of your forefingers. Keep your thumbs along the seams of your trousers.
- g. Keep your head erect and hold it squarely to the front with your chin drawn in so that the axis of your head and neck is vertical. Look straight to the front.
- h. Rest the weight of your body equally on the heels and the balls of your feet.

Rests at the halt:

- a. The following rests are executed at the halt: parade rest, stand at---ease, at ease, rest, and fall out.
- b. At the command REST, of parade, REST, (given at attention only) move your left foot smartly 12 inches to the left of your right foot. Keep your legs straight so that the weight of your body rests equally on the heels and the balls of both feet. At the same time, let your arms hang naturally behind your back and below the belt line. Keep the fingers of both hands extended and joined; interlock your thumbs so that the palm of your right hand is outward. Hold your head and eyes as at the position of attention. Remain silent and do not move.
- c. At the command EASE, of stand at, EASE (given from the position of attention or from parade rest), execute parade rest as described above, but turn your head and eyes directly toward the commander or to the person who is speaking. This command is given to gain the undivided attention of the unit when it is in a rest position, without sacrificing a uniform appearance.
- d. At the command AT EASE keep your right foot in position. You may move, but must remain silent.
- e. At the command REST, keep one foot in place. You may talk and move.
- f. AT EASE and REST may be commanded from the position of attention, from each other, or from parade rest.

g. In resuming the position of attention from at ease, stand at ease, or rest, take the position of parade rest at the command Squad or Platoon; at the command ATTENTION, assume that position.

h. At the command FALL OUT, given from attention only, you may leave your position in the formation but remain in the immediate area. Resume your former place in the formation at the position of attention at the command FALL IN.

#### Facings at the halt:

Facings at the halt are executed in quick time.

a. Face to the Flank. The command is right (left), FACE. This is a two-count movement. At the command FACE, slightly raise your left heel and right toe, and turn  $90^{\circ}$  to the right on your right heel, assisted by a slight pressure on the ball of your left foot, in one count. Hold your left leg straight without stiffness. On the second count, place your left foot smartly beside your right foot, as at attention. Hold your arms as at attention when executing this movement.

b. Face to the Rear. The command is about, FACE. This is a two-count movement. At the command FACE, move the toe of your right foot to a position touching the ground one-half the length of your foot to the rear and slightly to the left of your left heel. This is the first count of the movement. Do not change the position of your left foot and keep your right leg straight without stiffness, resting most of the weight of your body on the heel of the left foot. On the second count, face to the rear, turning  $180^{\circ}$  to the right on your left heel and the ball of your right foot so that your feet are at attention when you complete the turn. Hold your arms as at attention when executing this movement.

#### Hand salute and eyes right:

a. For instructional purposes, the command is hand, SALUTE. This is a two-count movement. On the first count, raise your right hand and arm smartly, in the most direct manner, until the tip of your forefinger touches the lower part of your headdress. When not wearing a headdress, touch your forehead slightly above your right eye. Keep your fingers and thumb extended and joined, your forearm, wrist, and hand straight, and your upper arm horizontal. On the second count (ready, T.O), drop your hand and arm smartly in the most direct manner to your side as in the position of attention.

b. Eyes, RIGHT is a one-count movement. On the command RIGHT, turn your head and eyes smartly to the right on an angle of  $45^{\circ}$ , keeping your shoulders parallel to the front. On the command FRONT, of ready, FRONT, turn your head and eyes smartly to the front.

#### Steps and Marching:

a. When executed from a halt, all steps and marching except right step begin with the left foot.

b. For movements involving a turn while marching, both the preparatory command and the command of execution are completed on the left foot in the direction of the turn. Normally, for units no larger than a squad or platoon, the commands are given so that there is one step between the end of the preparatory command and the command of execution. For units larger than a platoon, time is allowed for the unit leaders to repeat the preparatory command or to give their supplementary command.

c. When instructing in marching, it is often helpful to have the soldiers count cadence. The instructor should count cadence as little as possible. The command Count Cadence, COUNT, is given as the left foot strikes the ground while marching at quick or double time. The soldiers take one more step and then count aloud for eight steps, One, Two, March, One, Two, Three, Four, Five, Six, Seven, Eight. The count should be vigorous and snappy. When the unit is further along in its training, it should be halted, when necessary, and marched forward again to get proper cadence. The soldier should develop a sense of rhythm rather than depending upon counting cadence.

#### Quick Time:

a. To march forward in quick time from a halt the command is Forward, MARCH. At the command, Forward, shift the weight of your body to your right leg without noticeable movement. At the command MARCH, step off smartly with your left foot and march straight forward with 30-inch steps without stiffness or exaggerating your movement. Swing your arms easily in their natural arcs, 9 inches straight to the front and 6 inches to the rear of the seams of your trousers. Keep your arms straight without stiffness, your fingers curled as in the position of attention and just clearing your trousers when swinging.

b. To halt from quick time, the command is Squad (Platoon), HALT, given as eight feet strikes the ground. At the command of execution, take one more step and then bring your rear foot alongside the stationary foot, as at the position of attention, halting in two counts.

#### To march in place:

a. To march in place at quick time, the command Mark Time, MARCH is given as eight feet strikes the ground while marching at quick time or at half step.

b. When marching at quick time or half step and the command Mark Time, MARCH is given, take one more step after the command of execution, plant the trailing foot alongside your stationary foot and march in place. Raise each foot alternately, approximately two inches off the ground, executing the movement in quick time. Allow your arms to swing naturally.

c. The command Forward, MARCH is given to resume marching with the 30-inch step. Take one more step in place and then step off with a full step. This command is given as either foot strikes the ground.

d. The halt from mark time is executed similarly to the halt from quick time.

#### Half step:

a. To march with a 15-inch step, the command Half Step, MARCH is given on either foot, and only while marching at quick time.

b. At the command MARCH, take one more 30-inch step, then take 15-inch steps in quick time. Allow your arms to swing naturally.

c. To resume the 30-inch step, the command and execution are similar to the movement from mark time.

d. The halt from the half step is similar to the halt from quick time.

e. While marching at the half step, no column or flanking movements can be executed.

#### Double time:

a. The command Double Time, MARCH is given from a half, or as either foot strikes the ground while marching at quick time.

b. When Double Time is given from a halt, shift the weight of your body to your left leg without noticeable movement. At the command MARCH, raise your forearms to a horizontal position, with your fingers and thumbs closed, knuckles out, and step off with your left foot. Continue to march with 36-inch steps in an easy jog at the cadence of double time. Let your arms swing naturally straight to the front and rear, but keep your forearms horizontal.

c. When marching at quick time, and the command Double Time, MARCH is given, take one more 30-inch step and step off with your trailing foot in double time as instructed in 'b' above.

d. To resume quick time from double time, the command is Quick Time, MARCH, as with either foot and as the ground. At the command of execution, take two more double-time steps, then resume quick time, dropping your arms at your side.

e. At the command HALT, when marching at double time, take two more double-time steps, then drop your arms and halt in two counts at quick time.

#### In place:

a. To double time in place, the command is Place Double Time, MARCH is given while marching at double time, when either foot strikes the ground.

b. When marching at double time, at the command of execution, take two more steps in double time, then bring the trailing foot along-side and double time in place, raising your feet approximately six (6) inches off the ground.

c. To resume double time, the command Double Time, MARCH is given as either foot strikes the ground. At the command MARCH, take two more steps in place, then step off at double time with the 36-inch step.

d. The halt from in place double time is similar to the halt from double time in marching.

#### Side steps:

a. The command Right (Left) Step, MARCH is given only from the halt.

b. On the command MARCH, slightly bend your right knee and raise your right leg only high enough to allow freedom of movement. Place your right foot 12 inches to the right of the left foot, and then move your left foot, keeping your left leg straight, to a position alongside the right foot as in the position of attention. Continue this movement in quick time, keeping your arms by your sides, until the command HALT is given.

c. To halt from side step, the preparatory command (Squad, Platoon) is given when the heels are together, and the command of execution (HALT) when the heels are together the next time. The halt from the side step is executed in two counts. On the command HALT, take one more step with your right foot and place your left foot alongside the right in the position of attention.

#### To march backwards:

a. The command Backward, MARCH is given only from the halt.

b. At the command MARCH, take a 18-inch step to the rear with your left foot, and continue marching backward with 18-inch steps in quick time. Allow your arms to swing naturally.

c. The halt from backward march is executed in two counts, similarly to the halt from quick time, and may be given as either foot strikes the ground.

d. Backward march is executed only in quick time and for short distances.

#### To face in marching from a halt:

Facing in marching from a halt are important parts of the following movements: alignments; column left; close and extend while in time; take interval and assemble. For instructional purposes only, the command Face to the Right (Left) in marching, MARCH may be used to teach the individual to execute the movement properly. To execute the movement, pivot to the right or left on the ball of your right foot, and step off in the indicated direction with your left foot, leaving the pivot and the step in one count and continue marching in the new direction.

#### To march to the rear:

a. The command Rear, MARCH is given as the right foot strikes the ground and only while marching in quick time.

b. At the command of execution, take one more step with your left foot, pivot on the balls of both feet, turning 180° to the right, and step off in the new direction. The pivot takes a full count. Hold your arms at your sides while executing the movement.

To change step:

a. The command Change Step, MARCH is given as the right foot strikes the ground while marching at quick time.

b. At the command of execution, take one more step with your left foot. Then, in one count, place your right toe near the heel of your left foot and then step off again with your left foot.

Rest movements while marching:

a. The command Route Step, MARCH or At Ease, MARCH are given on either foot when marching at quick time.

b. At the command MARCH of Route Step, MARCH take one more step and assume Route Step, MARCH. Neither silence nor cadence is required, but maintain the prescribed interval and distance.

c. At the command MARCH of At Ease, MARCH, take one more step and assume At Ease, MARCH. Cadence is not required, but maintain silence and the prescribed interval and distance.

d. The commands At Ease and Route Step, MARCH are given only from quick time or from each other. The unit must be called to attention before other commands may be given. The commander counts cadence for eight steps after calling the unit to attention.



SCHOOL OF THE SOLDIER WITH ARMS  
Chapter 7

General:

- a. Execute FALL IN with the rifle at order arms.
- b. Facing, alignments, and short-distance marching movements are normally executed from order arms. Side step, backward march, open and close ranks, and close and extend are short-distance movements. To march units forward for similar short distances, forward march also may be given from order arms. When these movements are commanded while at order arms, come automatically to trail arms on the command of execution for the movement. Return the rifle to order arms on halting.
- c. Before starting any other marching movement of armed troops, face the troops in the desired direction of march and then bring the weapons to right shoulder, port, or sling arms by the appropriate command. When a marching movement has been completed, and it is desired to execute a facing movement, first have the weapons brought to order arms or unsling arms and then give the command for the facing movement.
- d. When at a position other than sling arms, come to port arms for double time. When in formation, the commander gives the appropriate commands.

Rules for the rifle manual of arms:

- a. The term "at the balance" refers to a point on the rifle just forward of the trigger housing.
- b. With your left hand at the balance, hold the rifle by your thumb and fingers, including the sling in your grasp. Extend and join your fingers, forming a "U" with your thumb.
- c. The position of the rifle known as "diagonally across the body" is as follows: the barrel is up, the heel of the butt is on line with your right hip, and the barrel is at such an angle that one point of the barrel is in front of the juncture of your neck and left shoulder. Hold the rifle at a height which allows your right forearm to be horizontal when you grasp the small of the stock with your right hand. Grasp the rifle at the balance with your left hand as described in 'b' above, keeping your left elbow in at your side. The distance of the rifle from your body depends upon the conformation of your body, but it should be approximately 4 inches from your belt.
- d. The cadence for rifle movements is quick time, however, in early stages of instruction, precise execution is learned before acquiring the proper cadence.
- e. The manual for the rifle is taught to be executed while standing at the position of attention. To add interest to drill or less fatigue on long marches, movements between right and left shoulder, and port arms may be commanded when marching at attention in quick time. To move the rifle to the left shoulder from the right shoulder when marching, the command Left Shoulder, ARMS is given as the left foot strikes the ground. The first count of this movement is executed as the right foot strikes the ground and the left arm is moving forward in its natural arc. To move the rifle to the right shoulder from the left shoulder when marching, the command Right Shoulder, ARMS is given as the right foot strikes the ground. The first count of this movement is executed as the left foot strikes the ground and the right arm is moving forward in its natural arc.
- f. Any position of the manual of arms can be executed from another position, except inspection arms and trail arms, which must be executed from the position of order arms. Port arms is the only movement that may be commanded from inspection arms for this purpose.

## Order Arms

Order arms is the position of the soldier at attention with the rifle. It is assumed on the command Squad (Platoon), ATTENTION from any of the rest positions except fall out. Order arms is assumed on the command FALL IN and the command Order Arms, ARMS from any position in the manual except inspection arms. At order arms, maintain the position of attention except for your right arm and rifle. Place the butt of the rifle on the ground with the barrel to the rear and the toe of the rifle butt against your right shoe, on line with the front of your right shoe. Grasp the upper hand guard with your right hand in a "V" formed by your fingers extended and joined, and your thumb. Hold the tips of your index finger and thumb on line with the forward edge of the upper hand guard. Keep your right hand and arm behind the rifle so that your thumb is along your trouser seam.

## Rest positions with the rifle:

The rest positions with the rifle are commanded and executed as without arms, with the following exceptions and additions.

a. On the command Parade, REST keep the toe of the rifle butt on line with the front of your right shoe, and hold the rifle butt against your right shoe, and hold the rifle butt against your right shoe. Slide your right hand upward, regrasp the upper hand guard and straighten your right arm so the muzzle of the rifle is inclined toward the front. Place your left hand behind your back, just below the belt line, with your fingers and thumb extended and joined and your palm to the rear. Thrust the rifle out at the same time you move your left foot.

b. Execute Stand At, EASE with the rifle the same as parade rest with the rifle, but turn your head and eyes toward the commander.

c. On the command AT EASE or REST, keep your right foot in place. Hold the rifle as in parade rest, except that you may relax your arm slightly.

d. Advanced troops must be at attention at order arms port arms, stack arms, or unsling arms before FALL OUT may be given.

## Trail Arms:

a. The position of trail arms is executed on the command of execution of a march command when no other command precedes the preparatory command for the movement.

b. For instructional purposes, the command Trail, ARMS may be used to give the position at a halt. At the command ARMS, grasp the rifle with your right hand, with your fingers and thumb closed around the upper hand guard, your forearm and wrist straight and your elbow into your side. Raise the rifle butt three inches off the ground and incline the rifle forward at an angle of 30°. This movement is executed in one count.

c. At the command ARMS, of Order, ARMS lower the rifle to the ground with your right hand, steadying and guiding the rifle with your left hand between the stabilizing swivel and muzzle. When Trail, ARMS is commanded, hold the rifle at the trail until Order, ARMS is given.

## Right shoulder arms:

a. The command is Right Shoulder, ARMS.

b. This is a four count movement. At the command ARMS, raise the rifle diagonally across your body with your right hand, grasping it at the balance with your left hand so that the rifle is approximately 4 inches from your belt (count one). Hold your right elbow down without strain. On the second count, regrasp the rifle at the butt with your right hand, the heel of the butt between the first two fingers, thumb and fingers closed around the stock with the thumb and index fingers touching. On the third count, place the rifle on your right shoulder with the rasp of your right hand unchanged.

Release your left hand from the balance and use it to guide the rifle to your shoulder by placing your left hand at the small of the stock, thumb and fingers extended and joined, palm toward your body, and the first joint of your left forefinger touching the rear of the receiver. Keep your left elbow down. On the fourth count, cut your left hand smartly back to its position by your side as at attention. At right shoulder arms, keep your right forearm horizontal and your right elbow against your side and on line with your back.

c. The return to order arms is a four count movement. On the command ARMS, press the rifle butt down quickly and move the rifle diagonally across your body, turning the butt so as to keep the barrel up. Grasp the rifle smartly at the balance with your left hand, retaining the grasp of your right hand on the butt (count one). On the second count, move your right hand up and across your body and grasp the upper hand guard, without moving the rifle. On the third count, release your left hand from the balance and lower the rifle to your right side with your right hand so that the butt of the rifle is 3 inches from the ground. Place your left hand on the rifle in the vicinity of the stacking swivel, fingers and thumb extended and joined, palm to the rear, to steady the rifle and hold the barrel vertical. On the fourth count, lower the rifle gently to the order with your right hand and cut your left hand smartly to your side.

#### Port Arms:

a. The command is Port, ARMS.

b. This is a two-count movement from order arms. The first count of the movement to port arms is the same as the first count from order to right shoulder arms. On the second count, regrasp the rifle with your right hand at the small of the stock, fingers and thumb closed around the stock. At port arms, keep your right forearm horizontal with your elbows in at your sides and hold the rifle diagonally across your body, approximately 4 inches from your belt.

c. Order arms from port arms is executed in three counts. At the command ARMS, move your right hand up and across your body and grasp the upper hand guard, without moving the rifle. The remaining two counts are the same as the last two counts to the movement from right shoulder to order arms.

d. Right shoulder arms from port arms is a three-count movement. On the first count, regrasp the rifle at the butt with your right hand as you would in coming to right shoulder from order arms. The last two counts are the same as the last two counts in moving from order to right shoulder arms.

e. Port arms from right shoulder arms is a two-count movement. The first count is the same as the first count from right shoulder to order arms. On the second count, regrasp the rifle with your right hand at the small of the stock in the position of port arms.

#### Left shoulder arms:

a. The command is Left Shoulder, ARMS. In coming to left shoulder arms from other positions of the manual, or in going to other positions in the manual from left shoulder arms, always execute port arms as part of the movement.

b. In coming to left shoulder from order arms, come to port arms in the first two counts. On the third count, place the rifle on your left shoulder with your right hand, keeping your right arm down; at the same time, regrasp the butt with your left hand in a manner similar to grasping the butt with your right hand in right shoulder arms. On the fourth count, cut your right hand smartly to your side. The position is similar to right shoulder arms.

c. Port arms from left shoulder arms is a two-count movement. On the first count, reach across your chest and grasp the small of the stock with your right hand, keeping your right elbow down. On the second count, carrying the rifle diagonally across your body with your right hand, and regrasp the balance with your left hand as in the position of port arms.

d. Order or right shoulder arms from left shoulder arms is a five-count movement. On the first two counts, bring the rifle to port arms. On the last three counts, go to order arms or right shoulder arms.

### Present Arms:

- a. The command is Present, ARMS.
- b. From order arms to present arms is a two-count movement. On the first count, carry the rifle to the center of your body with your right hand, keeping the barrel to the rear and vertical. Grasp the rifle and sling at the balance with your left hand, forearm horizontal, and elbow against your body. On the second count, grasp the small of the stock with your right hand. The distance of the rifle from your body depends upon the conformation of your body, but it should be approximately 4 inches from your belt.
- c. Order arms from present arms is a three-count movement. Execute the first count by smartly grasping the rifle between the upper sling swivel and stacking swivel with your right hand, keeping your right elbow in at your side. On the second count, lower the rifle with your hand, completing the second and third counts as in order arms from port arms.
- d. Port arms from present arms is executed in one count. Raise and twist the rifle with your right hand, moving the muzzle to the left, and re-grasp the rifle at the balance with your left hand.
- e. Present arms from port arms is executed in one count. Lower and twist the rifle with your right hand, moving the rifle to a vertical position, and re-grasp it at the balance with your left hand.
- f. Movements to and from present arms, from and to other positions in the manual (except order arms), are executed by first going through port arms.

### Inspection arms:

- a. The command is Inspection, ARMS. Inspection arms is a four-count movement, and is executed only from the position of order arms. On the first two counts, come to port arms.
- b. Seize the bolt handle with the thumb and forefinger of the right hand, turn the handle up, draw the bolt back, and lower the head and eyes sufficiently to glance into the magazine (third count). Having found the receiver empty or having emptied it, raise the head and eyes to the front (fourth count).
- c. Port ARMS is the only command that may be given from inspection arms. At the command ARMS, push bolt forward, turn handle down, pull the trigger, and re-grasp the small of the stock in the position of port arms.

### Rifle Salutes:

- a. This movement may be executed from order, trail, right shoulder arms, or left shoulder arms. For instructional purposes, the command Rifle, SALUTE may be used. The rifle salute is a two-count movement.
- b. When at order arms, on the first count, move your left arm across your body, and with your forearm and wrist straight, fingers and thumb extended and joined, palm down, touch the rifle with the first joint of your forefinger at a point between the stacking swivel and the muzzle. If not in ranks, turn your head and eyes toward the person or color saluted. On the second count, cut your left hand smartly away to your side and turn your head and eyes to the front.
- c. When saluting at trail arms, the movements are identical with those for saluting at order arms. However, hold the rifle in the trail arms position.
- d. At right shoulder arms, execute the movement by moving your left arm across your chest and touching the first joint of your forefinger to the rear of the receiver. Hold your left elbow so that the lower edge of your left forearm is horizontal. Hold your fingers, thumb, and wrist as described in 'b' above, with your palm down. The second count of the rifle salute at right shoulder arms is similar to the return from the rifle salute at order arms.
- e. At left shoulder arms, execute the movement by moving your right arm across your chest and touching the first joint of your forefinger to the rear of the receiver. Hold your right elbow so that the lower edge of your right forearm is horizontal. Hold the fingers, thumb, and wrist as described in 'b' above, with your palm down. The second count of the rifle salute at left shoulder arms is similar to the return from the rifle salute at right shoulder arms.

f. The next to the last count of right shoulder and order arms is not a rifle salute but is used for steadyin<sup>g</sup> the rifle. The rifle salutes are executed with the palm of your hand down and the side of the first joint of your forefinger touching the rifle.

#### Sling and unsling arms:

a. The command Sling, ARMS is given only from order arms. This movement is not executed in cadence. If the sling is not adjusted, at the command of execution, place the butt of the rifle on your right hip and cradle the rifle in the crook of your right arm. Adjust the sling with both hands and then sling the rifle on your right shoulder in the most convenient manner. When at sling arms, grasp the sling with your right hand, keep your right forearm horizontal, and hold the barrel of the rifle vertical. If the sling is already adjusted at the command ARMS, sling the rifle in the most convenient manner.

b. The command Unslin<sup>g</sup>, ARMS is given only at the sling arms position. At the command of execution, unslin<sup>g</sup> the rifle and bring it to order arms, steadyin<sup>g</sup> the rifle with your left hand.

c. Before precise movements of the manual may be executed the command Adjust, SLINGS is given. At the command SLINGS, tighten the sling from the position described in 'a' above.

d. To salute while at sling arms, on the command ARMS, of Present, ARMS, grasp the sling with your left hand to steady the rifle. Keep the palm of your left hand to the rear and your forearm horizontal. At the same time release the sling with your right hand and execute the first count of hand salute. At the command ARMS, of Order, ARMS, move your right hand and arm smartly to your side and then resume the original position of sling arms.

e. Execute parade rest and at ease while at sling arms in the manner prescribed for order arms, but keep the rifle slung, held with your right hand. When the command REST is given, you may unslin<sup>g</sup> the rifle. At the preparatory command of Squad or Platoon, take the position of parade rest at sling arms.

COMPANY FORMATION  
Chapter 8

General:

- a. The training received in the squad and platoon drill phases is combined into the third phase---company drill.
- b. The company participates as a drill unit only in formations necessary for marches, drills, and ceremonies.
- c. A company consists of a company headquarters and two or more platoons. For dismounted drill and ceremonies, the company headquarters personnel are attached to the platoons to equalize the platoon strength without interfering with the permanent squad organization. Members of the company headquarters command group are formed for marches or special purposes at the head of the company, or as directed by the company commander.
- d. For road marches or prolonged periods of marching, the company headquarters group may march as a unit at the head of the column. When this is directed, a three-step distance between the headquarters group and the first platoon is maintained.

Posts for key personnel in company formations are as follows:

- (1) Company in line.
  - (a) Company commander. Twelve steps front and center of the company.
  - (b) Guidon bearer. One step to the rear and two steps to the left of the company commander.
  - (c) Platoon leaders. Six steps front and center of their platoons.
  - (d) Platoon guides. Normal interval to the right of the front rank sqd. ldr.
  - (e) Platoon sergeants. Left flank men in the rear sqd. of their platoons.
  - (f) First sergeant. Normal distance to the rear of the rear rank sqd. ldr. of the left center platoon (center platoon if a three-platoon formation).
  - (g) Executive officer. Normal distance to the rear of the left flank man of the rear rank of the right center platoon (right platoon if a three-platoon formation).
- (2) Company in column with platoons in column for drill purposes.
  - (a) Company commander. Three steps in front of the platoon leader or the leading platoon, or centered on the left flank of the company, three steps to the left of the left flank (as his presence is required).
  - (b) Guidon bearer. Three steps in front of the guide of the leading platoon.
  - (c) Platoon leaders. Normal distance in front of the sqd. ldr. of the left file sqd. in their platoons.
  - (d) Platoon guide. Normal distance in front of the sqd. ldr. of the right file sqd.
  - (e) Platoon sergeants. Normal distance to the rear of the last man in the right file in their platoons.
  - (f) Executive officer. Normal distance to the rear of the last man in the left file of the rearmost platoon.
  - (g) First sergeant. As the company commander directs.
- (3) Company in column with platoons in column for radd marches.
  - (a) Company headquarters. Three steps in front of the leading platoon, formation as directed by the company commander.
  - (b) Company commander. Normal distance in front of the left front man of the company headquarters group.
  - (c) Guidon bearer. Normal distances in front of the right front man of the company headquarters group.
  - (d) All other personnel as outlined in 2 (two) above.

- (4) Company in column with platoons in line.
- (a) Company commander. Twelve steps front and center of the leading platoon.
  - (b) Guidon bearer. One step to the rear and two steps to the left of the company commander.
  - (c) Platoon leaders. Six steps front and center of their platoon.
  - (d) Platoon guide. Normal distance to the right of the front rank sqd. ldr.
  - (e) Platoon sergeants. Left flank man of the rear sqd. in their platoon.
  - (f) First sergeant. Normal distance to the rear of the sqd. ldr. of the rear rank of the rearmost platoon.
  - (g) Executive officer. Rear of the left file and one line with the first sgt.
- (5) Company mass at normal or close interval.
- (a) Company commander. Six steps front and center of the company.
  - (b) Guidon bearer. One step to the rear and two steps to the left of the company commander.
  - (c) Platoon leaders. Normal distance in front of the left file of their platoon.
  - (d) Platoon guides. Normal distance in front of the right file of the platoon.
  - (e) Platoon sergeants. Normal distance in rear of the rearmost man in the right file of their platoons.
  - (f) Executive officer. Normal distance in rear in the rearmost man of the left file of the right center platoon (right platoon if a three-platoon formation) on line with the first sergeant.
  - (g) First sergeant. In rear of the rearmost man of the right file of the left center platoon (center platoon if three-platoon formation) on line with the company executive officer.

When the company commander gives the order to open and close ranks, to align the company to stack and take arms, to close on the leading platoon, to dismiss the platoon, and to prepare for inspection, the movements are executed on the command of the platoon leaders and not on the order of the company commander. The order from the company commander describes the movement to be commanded by the platoon leaders.

To form the company:

- a. At the command FALL IN, the company forms in line of platoon in line with 3-step intervals between platoons. (fig. 1)
- b. The first sergeant normally forms the company. He posts himself nine 30-inch steps in front of the center and facing the line where the front rank of the company is to form and commands, FALL IN.
- c. The platoon sergeants take their posts so that the company will be centered on and at proper distance from the first sergeant. They face their platoons, and allow for three 30-inch steps between platoons.
- d. The platoon guides take their normal post relative to the platoon sergeant, and the platoons form in two or more ranks with normal intervals.
- e. With armed troops, the first sergeant and platoon sergeants are at right shoulder arms.
- f. The platoons are formed and the platoon sergeants receive the report from the sqd. ldr. Each platoon sergeant faces about after receiving the report from his sqd. ldr.
- g. The platoon sergeants are facing to the front, first sergeant commands REPORT. The platoon sergeants report in succession from right to left, "All present," "All present or accounted for" or "(so many) men absent." Salutes are exchanged.
- h. All platoons having reported, the first sergeant commands POSTS. The platoon sergeants face about, face to the half right in marching, and move to their posts by the most direct route.
- i. The first sergeant then faces about and reports to the company commander, "Sir, all present," "Sir, all present or accounted for," or "Sir, (so many) men absent." When his salute is returned, he faces about without command and moves directly to his post. The company commander is three steps from the first sergeant when the report is made, or 12 steps from the first rank of the company.

j. As the first sergeant faces about and moves to his post, the executive officer and platoon leaders take their posts. The platoon leaders move around the right flank of their respective platoons.

k. Men required to make a report, salute while reporting and holds the salute until it is returned. The person receiving the report does not return the salute until the report is completed.

l. On the command At Close Interval, FALL IN, the company forms with close interval between men, but the interval between platoons remains at 3 steps.

m. When the platoons are not organized into squads, the platoon sergeant commands, Inspection, ARMS; Port ARMS; Right Shoulder, ARMS, immediately after falling in, and calls the roll. Each man answers "Here" as his name is called, and comes to order arms.

To dismiss the company:

When the company is in line of platoons in line at attention, it is normally dismissed in either of the two following ways.

a. The company commander commands First Sergeant, DISMISS THE COMPANY. At the preparatory command First Sergeant, the first sergeant moves by the most direct route to a position three steps in front of the company commander and salutes. The company commander returns his salute and gives the command DISMISS THE COMPANY. Salutes are again exchanged. The company commander then falls out, and the executive officer and platoon leaders fall out at the same time. As the platoon leaders fall out, the platoon sergeants post themselves in front of their platoons. The first sergeant faces about and commands DISMISS YOUR PLATOONS. The platoon sergeants salute. When the salute is returned, they face about and dismiss their platoons by the commands Inspection ARMS; Port, ARMS; DISMISSED.

b. The company commander gives DISMISS YOUR PLATOONS. The platoon leaders salute. The company commander returns their salute and he, the executive officer, and the first sergeant fall out. The platoon leaders then face about and command Platoon Sergeant, DISMISS THE PLATOON. At the preparatory command, each platoon sergeant posts himself three steps in front of his platoon leader and salutes. The platoon leader returns the salute and gives the command of execution, DISMISS THE PLATOON. Salutes are again exchanged and the platoon leader falls out. The platoon sergeant then faces about and dismisses the platoon described in 'a' above.

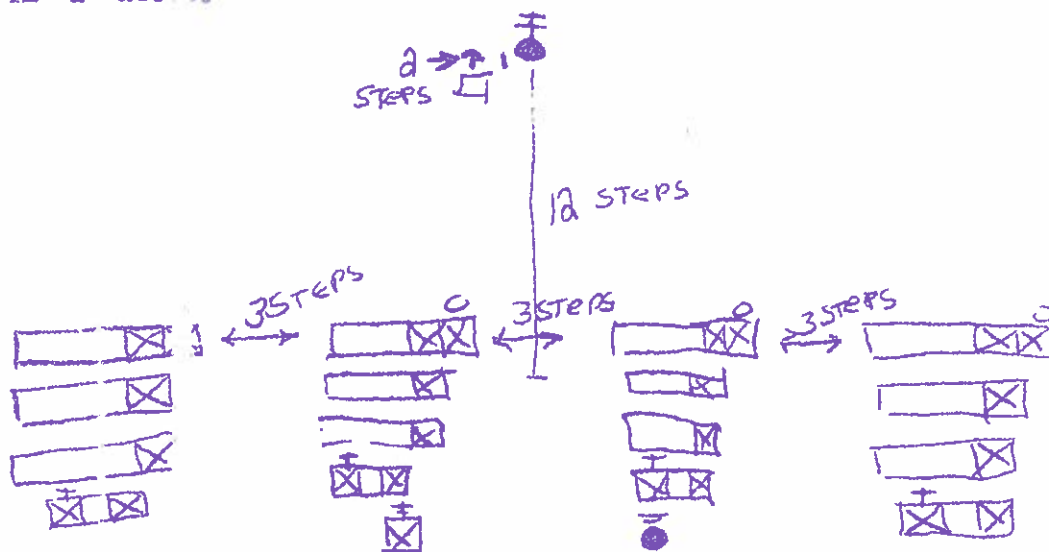


Figure 1. Rifle Company in Line with Platoons in Line