



State of California – Military Department  
California Cadet Corps

# CURRICULUM ON MILITARY SUBJECTS

## Strand M12: Ceremonial Drill

### Level 11

This Strand is composed of the following components:

- A. Battalion & Brigade Drill
- B. Reviews and Parades**
- C. Reveille and Retreat Ceremonies



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## B. Reviews and Parades

### OBJECTIVES

#### **DESIRED OUTCOME (Followership) / PRACTICUM B**

*A cadet unit is able to execute a review or parade within the guidelines of this section and TC 3-21.5. The cadet leaders are able to:*

1. Describe a Review and the history of reviews in the US Army.
2. Describe the types of review (elements that may be incorporated in a review), and why we do reviews.
3. Set up a parade field for a review ceremony.
4. Individualize the sequence of events found in Lesson B3 for a unit's situation, and develop a script for the ceremony.
5. Adapt a review script to accommodate a Retreat or Special Review.
6. Differentiate between a Review and a Parade.
7. Conduct a ceremonial battalion or brigade parade.
8. Plan a unit's participation in a street parade.

## B1. History of Reviews

Reviews can be traced to the Middle Ages when rulers, as a way of showing their strength, were likely to have military ceremonies.

In the American Army, reviews were originally outlined in Baron Friedrich von Steuben's Blue Book and practiced by revolutionary Cadets. A review consisted of four stages: a formation of troops, presentation and honors, inspection, and a march in review. Today's reviews have incorporated three additional stages: honors to the nation, remarks, and a conclusion. The presence of the band or military music represents the significant role that the drum, fife, and other musical instruments have played throughout military history for signaling in camp or on the battlefield. The presence of the Colors at the center of the formation represents their presence at the forefront of the unit during the heat of battle.

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*What we in the Cadet Corps often refer to as a "Pass in Review" is actually either a Review or Parade, depending on the reason for the ceremony and the elements included.*

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At the beginning of the 17th century, armies throughout the world were adopting the regimental system. Regiments were assigned a specific color or number for ease of identification and position on the battlefield. In battle, the color (or flag) party marched at the front and center of its unit as a point for the unit to dress on. By leading the unit in battle, the Colors became prime targets, as victories in those days were expressed in terms of the number of enemy Colors captured; consequently, the Color party bore the brunt of the battle and suffered heavy casualties. Historically, in the American Army, the Colors have been placed in the center of the formation and have been considered to be a part of the company on the immediate right of the Colors. This company is still called the Color unit.

In infantry regulations of 1812, the lineup of companies from right to left was determined by the seniority of the company commander, with the senior on the right. The manual for U.S. infantry tactics in 1862 placed the senior commander on the right and the second senior on the left with the other eight companies in between. After they were lined up, the companies were then numbered first through tenth from right to left. In the infantry drill regulations of 1892, companies continued to be aligned by seniority. Between 1910 and 1970, companies were designated by letters of the alphabet and lined up from right to left: headquarters company, rifle companies in alphabetical order, then any combat support companies. The Colors, however, remained posted in the center of the formation.

Musical elements (usually drums and fifes, and sometimes a band) were used during actual battle and marched 12 to 15 paces to the rear of the formation. By 1892, the infantry drill regulations posted bands and field music on the right of the formation or at the head of the formation when it moved in column.

Honors appear to have originated as musical fanfare and later a gun salute was added. The combination of the two now constitute military honors.

The custom of announcing the arrival of royalty and heads of state with a fanfare of trumpets or drum rolls had its origin in England. It is ironic that drum *ruffles* and the two-note bugle call *flourishes*, used in

this manner today, have all but disappeared in the British Commonwealth while the tradition is still carried on in the United States.

The colonists brought many of the military customs of their mother country with them when they came to America. At the time of the French-Indian Wars, Cadets were instructed to “*rest (present arms) and beat two ruffles*” for the Royal Governor of Virginia. In 1776, officers of the Continental Army were advised that “*the adjutant is to order a drum and fife to give two ruffles to a major general and one to a brigadier.*”

When Baron von Steuben wrote his manual of discipline, he stated that there were to be “*certain ruffles*” for generals. It is interesting to note that General George Washington was not accorded ruffles. Instead, his arrival was announced by a march— more than likely “*Washington’s March*”—that is still played today. In time, this custom was extended to include governors of sovereign states and visiting foreign dignitaries.

Ruffles were not considered elegant and were used exclusively by the military. In some cases, they were even accorded to the officer of the day.

It was some time before trumpets were added to the drum rolls; it is believed they were so used during the War of 1812. Honors for dignitaries were modified to include a flourish of trumpets called the “*Three Cheers.*” It is likely that this particular salute evolved into the *Ruffles and Flourishes* as they are played today.

Navy records indicate that the regulations of 1876 stipulated there would be a ruffle of drums to announce the President’s arrival but made no mention of the trumpet flourishes. A later regulation (1893) stated that the chief executive would receive four *Ruffles and Flourishes*.

Gun salutes may be traced back to a period when it took a long time to reload guns. By firing all of its guns at once, the battery or fort was left defenseless. The number of guns fired as a salute to honor a U.S. President was not established until 1841. Before that, presidential honors included one gun for every state. It reached at least 24 guns before it was decided that any more guns would be unrealistic and the number of 21 was adopted in 1841. In 1875, the United States adopted 21 guns for the international salute and that number is currently used as honors for all dignitaries of rank equivalent to the President.

## B2. Types of Reviews

A review is a military ceremony used to—

- Honor a visiting, high-ranking commander, official, or dignitary, and or permit them to observe the state of training of a command.
- Present decorations and awards.
- Honor or recognize unit or individual achievements.
- Commemorate events.

Why do we have reviews? They’re a great way to publicly celebrate graduations (such as the completion of a summer encampment), awards, or the end of the school year. They’re useful for unit competitions in larger school programs (if you conduct an inspection as part of your review, you can use the results in

company or platoon competitions for Honor Unit). Reviews are great learning events for battalion or brigade staffs - the planning process helps develop the staff.

Normally, a review is conducted with a battalion or larger troop unit; however, a composite or representative element consisting of two or more platoons may serve the same purpose. A review consists of the following steps in sequence:

- Formation of troops.
- Presentation of command and honors (although primarily a characteristic of a parade, “sound off” may be included here to enhance the ceremony).
- Inspection. (The inspection stage may be omitted for decorations, awards, or individual recognition ceremonies.)
- Honors to the nation.
- Remarks.
- March in review.
- Conclusion.

**NOTE:** If retreat is conducted as part of the review, it occurs after presentation of the command and honors and before the inspection. Honors to the nation is omitted.

Other ceremonial activities, or combinations thereof, that may be incorporated within the framework of a review are:

- Review with decorations and awards.
- Review with change of command, activation, or inactivation of units.
- Review with retreat.
- Review with retreat and decorations and awards.
- Review with retreat and change of command, activation, or inactivation of units.

**NOTE:** In the Army, a review with change of command is not combined with an awards ceremony. Awarding a decoration to an outgoing command is accomplished separately from, and preferably before, a review at which the responsibility of command is transferred. In the Cadet Corps, you may include final awards for outgoing commanders as part of your review.

In order that he/she may review his own command or accompany a visiting reviewing officer, a commander normally designates an officer of his command as commander of troops. This duty usually falls to the XO, but a unit with a Deputy Commander may have that officer as the commander of troops. The commander of troops is responsible for the preparation of the troops for the review.

The ready line and final line on which the units are to form and the route of march are marked or designated before beginning the ceremony.

- The primary function of the ready line is to enable the unit commander to arrange his unit into the prescribed formation before movement to the final line. The ready line is to the rear of the final line. Flags or appropriate markings are used to designate the post of the reviewing officer and the points where **Eyes, RIGHT** and **Ready, FRONT** are to be commanded (6 steps to the reviewing officer’s right and left and from 6 to 20 steps in front of the reviewing officer).
- Commanders should determine the length of their formation (steps) so that they know how far beyond the ready front marker (6 steps beyond the reviewing officer) they command **Ready, FRONT**. This ensures that the last members of their unit are six steps beyond the reviewing officer when the command is given.

- The command **Eyes** is given as the right foot strikes the ground, and the command of execution **RIGHT** is given the next time the right foot strikes the ground. The commands **Ready** and **FRONT** are given as the left foot strikes the ground.

**NOTE:** These commands are given when the commander reaches the guide marker. The guide marker is placed so that when the commander reaches it, the last element of his/her unit is abreast of the ready front marker.

Any of the formations described for the battalion or brigade may be used; however, the two recommended formations for conducting reviews are: battalion in line with companies in mass or brigade in line with battalions in mass.

**NOTE:** When desired or more appropriate, commands may be substituted for directives.

The formation selected is determined by space available and other desires of the commander. Commanders may alter the formation or prescribed distances to meet local situations. Each unit should be sized uniformly with the tallest cadets in front and on the right. Commanders should not cause the leaders to change positions because of their size. Officers and key noncommissioned officers, including squad leaders and others equivalent by virtue of their rank and time in service, should participate in their deserved positions of dignity.

If possible, the reviewing officer should arrive at his post after the staff of the commander of troops has reversed and the commander of troops has faced the reviewing stand. Upon arrival, the reviewing officer should immediately take his/her post and refrain from greeting distinguished spectators until after the review has terminated.

**NOTE:** In battalion mass formation, the platoon leaders form as the first rank of troops. The right flank platoon leader serves as the guide.

The reviewing officer, host or host commander, and distinguished persons invited to attend the review (but not themselves receiving the review), take positions facing the troops.

When a ceremony is conducted for an individual junior in rank to the host or host commander, the junior takes a position to the left of the host or host commander unless the commander yields the post of honor to him. In all cases, the honor position is the position on the right and is the reviewing officer's post. The host or host commander gives the appropriate directive, **PRESENT THE COMMAND** and **PASS IN REVIEW**, during the conduct of the review.

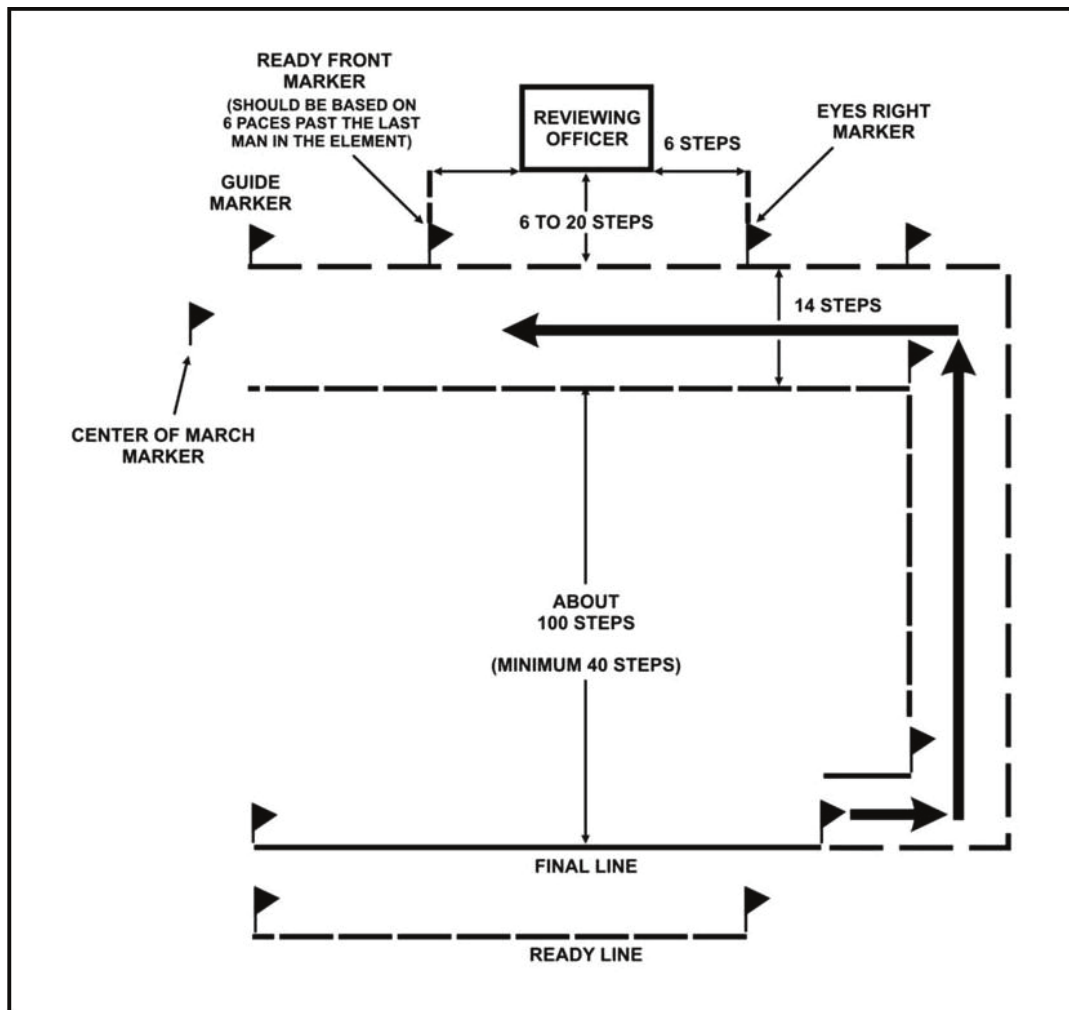
When a civilian or foreign dignitary receives the review, he takes the honor position to the right of the host. The host or host commander returns all *Salutes* when, in his judgment, it would be more appropriate. As a courtesy, the host or host commander should cue the dignitary and inconspicuously explain the procedures during the conduct of the ceremony. The position in which the flags are displayed at the rear of the reviewing party corresponds to the position taken by the individual in the front rank of the reviewing party.

When the ceremony includes decorations, awards, or retirements, the host or host commander should be senior in rank or position to the highest-ranking individual being honored.

An officer from the local staff is designated to escort and brief members of the reviewing party and to show them their positions.

Since all situations or eventualities relative to various services or units (there are many differences between military academies, "normal CACC battalions and brigades", summer encampments, etc.) cannot be foreseen, commanders may make minor changes to stated procedures. However, with a view toward preserving Army tradition and maintaining consistency, they should not alter or modify the sequence of events other than stated.

**NOTE:** Ceremonies may be conducted with sabers and swords. See Appendix F of TC 3-21.5 for the manual of arms for these weapons.



**NOTE:** The ready front marker is always six steps to the right of the reviewing officer. The commander uses this point to estimate the placement of the guide marker. The guide marker is used as a visual reference to the commander so that when he/she gives the command of execution **FRONT** of **Ready, FRONT**, the last members of the unit are at the ready front marker.



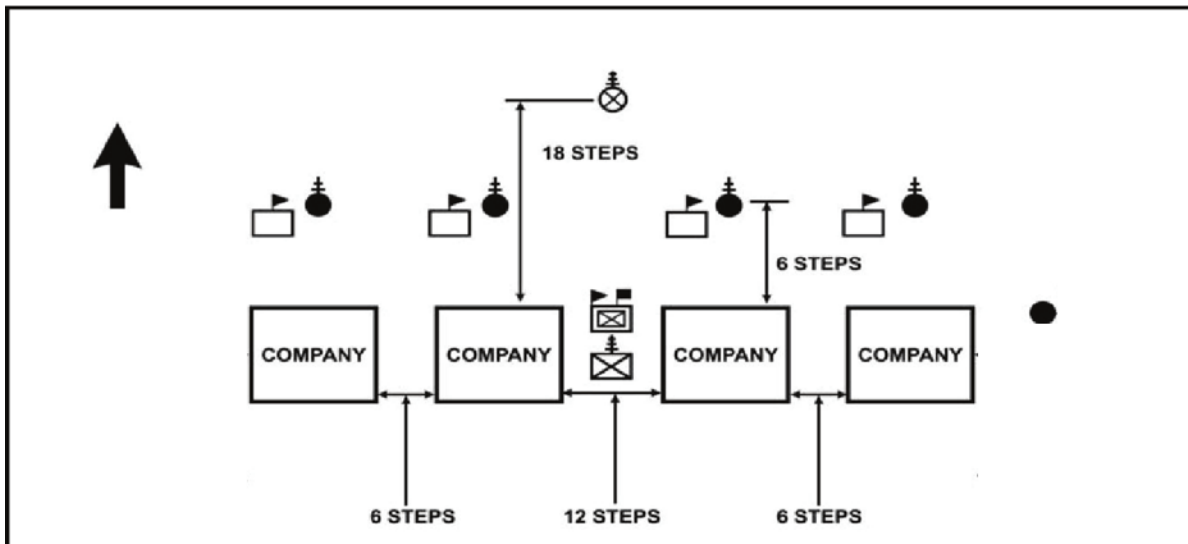


Figure. Battalion in line with companies in mass

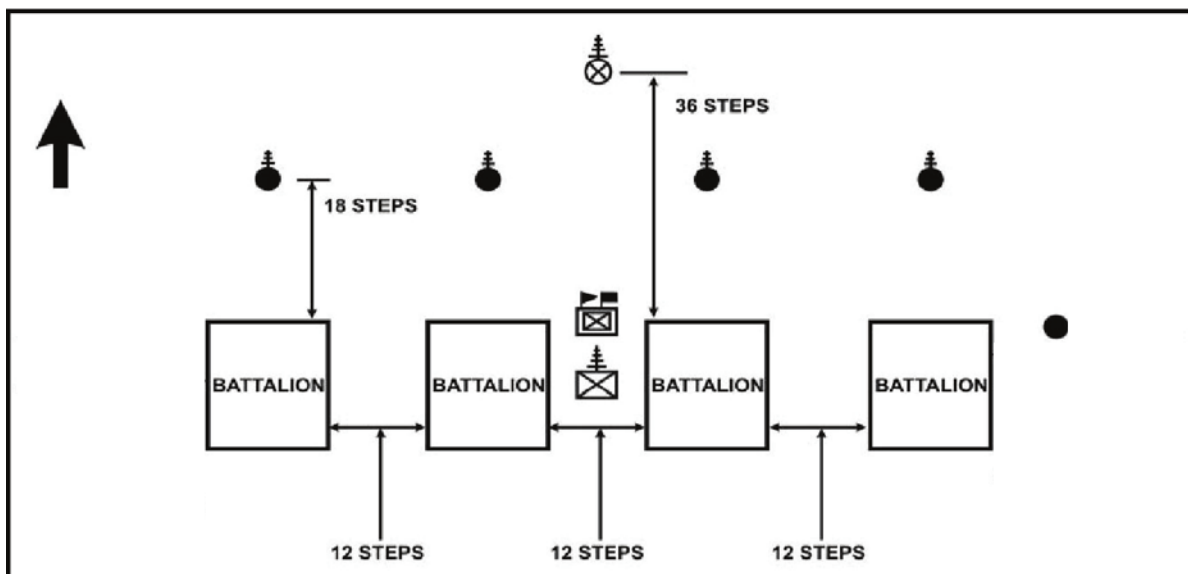


Figure. Brigade in line with battalions in mass

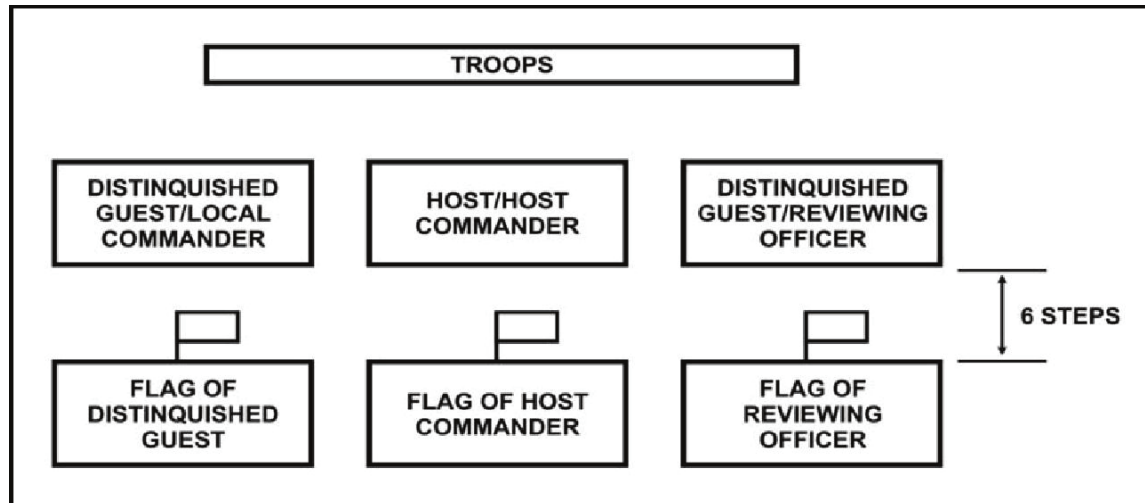


Figure. Reviewing Party

### B3. Sequence of Events and Individual Actions for a Review

Here is a basic sequence of events in conducting a review and the individual actions that take place that you can use to develop the plan for your own review. In order to synchronize all the information presented in different paragraphs in TC 3-21.5, this sequence includes reviews with Awards and a Change of Command Ceremony embedded. If your review doesn't contain those elements, simply take them out of the sequence.

**Formation of Troops.** Determine whether you'll have units line up in order and march to parade field, or have units meet there and fall in on their own.

If the ready line is not used, the units form on the final line. They are aligned and given the command **Parade, REST**.

The adjutant's initial post is three steps to the left of the band, or 9 steps to the right of the right flank unit. After verification that all units are positioned on the ready line, the adjutant faces down the final line and over his right shoulder (no need to turn head if no band) directs the band to **SOUND ATTENTION**. The band sounds *Attention*

Unit commanders immediately face about and command their units (in sequence from right to left) to **ATTENTION** and then face about.

When the last unit is at *Attention*, the adjutant directs **SOUND ADJUTANT'S CALL**. The band immediately sounds *Adjutant's Call* followed by marching music.

Immediately after *Adjutant's Call*, the following events take place simultaneously:

- All unit commanders immediately command **GUIDE ON LINE**. The guide of each unit double-times to his position on the final line of markers, halts with his right foot on the marker, and then faces to the right.

- The adjutant aligns the guides (if necessary) and immediately marches to a position centered on the command and halfway between the post of the commander of troops and the final line. He halts and faces to the left, facing the line of troops.
- As soon as the guides are on line, the unit commanders (in sequence from right to left) command **Forward, MARCH**. As they approach the positions of the guides, commanders command **Mark Time, MARCH** so that the rank of squad leaders begins to *Mark Time* and is on line with the left shoulder of the guide. The commander allows the unit to mark time for about eight counts and then commands **Company (or Battalion, in a brigade review), HALT**. On the command of execution **HALT**, the guide executes left face, which places his right foot on the marker.
- The unit is then aligned by the command **At Close Interval, Dress Right, DRESS**. At the command of execution **DRESS**, the platoon leader of the right platoon moves by the most direct route to the right flank and verifies the alignment of as many ranks as necessary to ensure proper alignment. When he has completed verification, he returns to a position in the front rank where all platoon leaders are evenly dispersed, halts parallel to the formation, and faces to the right.
- The commander then commands **Ready, FRONT** and, immediately, **Parade, REST**. He faces about and assumes *Parade Rest*. For larger reviews, the command **AT EASE** may be substituted for **PARADE REST** throughout the ceremony.

**NOTE:** If a ceremony is conducted with a company formed in line with platoons in column, the commands **COVER** and **RECOVER** are given to align the platoons.

- When all units are on the final line and are at *Parade Rest*, the adjutant directs **BRING YOUR UNITS TO ATTENTION**.
- Unit commanders face about and (in sequence starting with the right flank unit) command **Company (Battalion), ATTENTION**. The unit commander then faces about.
- When all units are at *Attention*, the adjutant faces about. That is the signal for the commander of troops and his staff to move from their positions near the reviewing stand to their posts midway between the line of troops and the reviewing stand and face the line of troops.
- When the commander of troops has halted at his post, the adjutant faces about and directs **BRING YOUR UNITS TO PRESENT ARMS**.
- Unit commanders face about and in sequence command **Present, ARMS**. They then face about and *Salute*.
- After all units are at *Present Arms*, the adjutant faces about, *Salutes*, and reports, "**Sir/Ma'am, the command is formed.**"
- The commander of troops returns the *Salute* of the adjutant and directs **TAKE YOUR POST**. (The members of the staff do not salute.) The adjutant takes his post by facing to the half left in marching, marches forward, halts at normal interval to the right of the right flank staff member, and faces about. When the adjutant is in position, the commander of troops directs **BRING YOUR UNITS TO ORDER ARMS**. Unit commanders terminate their *Salutes*; face about; command **Order, ARMS**; and then face about.
- When all units are at *Order Arms*, the left flank staff officer commands **Right, FACE; Forward, MARCH; Column Left, MARCH; Column Left, MARCH; Staff HALT**; and **Left, FACE**. At that time, the staff should be centered on, and two steps in front of, the commander of troops (see figure).

When the units have completed *Order Arms* and the staff has reversed, the commander of troops then faces the reviewing stand and waits for the reviewing officer to take his post. If, for some reason, the

reviewing officer has been delayed, or if a delay is prearranged, the commander of troops directs the units to **Parade, REST** and then directs them to **ATTENTION** before the reviewing officer's arrival.

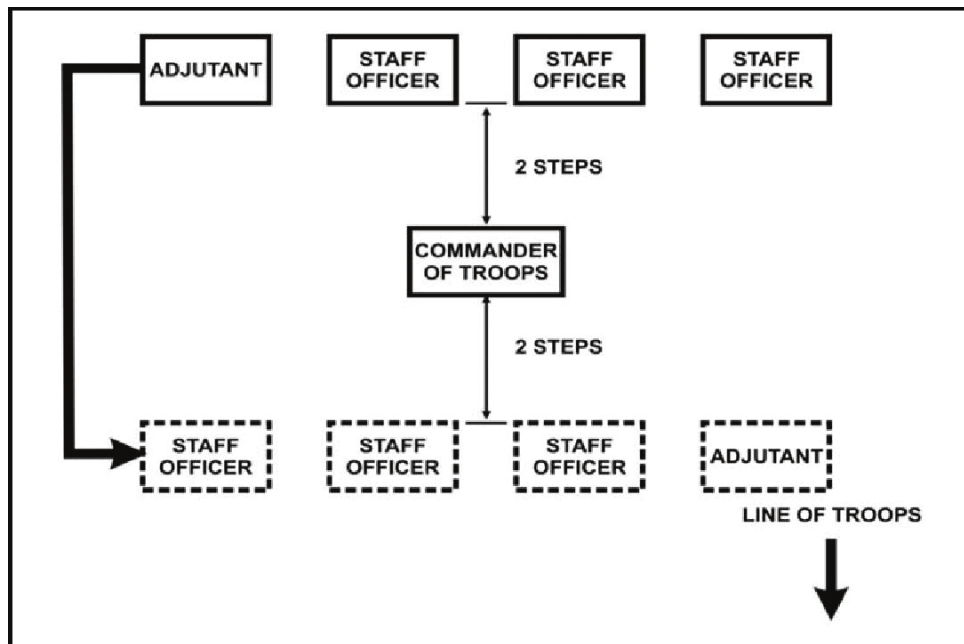


Figure. Movement of the staff to the rear of the commander of troops

**Presentation and Honors.** Use the following procedures to execute presentation and honors during a review.

When the reviewing officer has halted at his post, the commander of troops faces about and directs **BRING YOUR UNITS TO PRESENT ARMS**. Unit commanders face about; command **Present, ARMS**; face to the front; and salute. When the units have completed this movement, the commander of troops faces about and commands his staff and himself to **Present, ARMS**.

#### NOTES:

1. If the reviewing officer is entitled to honors (general officers), the commander of troops should verify that the band or music master is prepared to render honors before he faces the reviewing officer. The *Salute* of the commander of troops is the signal for the music to render honors. The reviewing party, and all military personnel within sight or hearing, salute on the first note of the music and terminate their *Salute* when honors have been completed.
2. If the reviewing officer is not entitled to honors, only the reviewing officer returns the *Salute* of the commander of troops.
3. During a review, *Salutes* (honors) are directed to the reviewing officer's post. In many Cadet Corps reviews, it is appropriate for a person not entitled honors (not a general officer) to participate as the reviewing officer, and a person (general) entitled honors to participate as host or distinguished guest. In that situation, honors (ruffles and flourishes) are not appropriate.

Upon completion of the presentation and or honors, the commander of troops commands his staff to **Order, ARMS**; faces about; and directs **BRING YOUR UNITS TO ORDER ARMS AND PARADE REST**.

Unit commanders terminate their *Salutes*, face about, and command **Order, ARMS** and **Parade, REST**. They then face to the front and execute *Parade Rest*.

When all troops are at *Parade Rest*, the commander of troops faces about. He/she and the staff remain at *Attention*.

**NOTE:** When scheduled, retreat is integrated into the review at this point. Procedures are outlined in lesson B6.

**Inspection.** Use the following procedures to conduct an inspection during a review.

**NOTE:** The inspection may be omitted for awards ceremonies. Proceed to honors to the Nation.

When the commander of troops has faced the reviewing stand, the reviewing officer and the host or host commander moves forward and halts three steps in front of the commander of troops. Staffs, aides-de-camp, flag bearers, and orderlies do not normally accompany the inspecting party.

The commander of troops salutes and reports "***Sir, the command is prepared for inspection.***" The band begins to play marching music on the *Salute* of the commander of troops and continues to play until the reviewing officer has returned to his post.

The commander of troops guides the reviewing party to the right flank of the band or formation. The commander of troops and the host or host commander march to the right of the reviewing officer. Whether marching or riding, the reviewing party passes between the line of battalion commanders and company commanders. In reviews for a battalion, or units of similar size, the inspecting party passes between the front rank of troops and the line of company commanders, or they pass immediately in front of the platoon leaders when companies are in a line formation.

When the inspection is made by motor vehicle, the reviewing party enters the vehicle in front of the reviewing stand. The reviewing officer enters first and occupies the left rear position. The host or host commander occupies the right rear position. The vehicle, approaching from the left of the commander of troops, proceeds to the post of the commander of troops and stops. The commander of troops salutes, reports, and enters the vehicle, occupying the right front position.

Upon the departure of the reviewing party, the senior staff officer commands the staff to **Parade, REST**. After the inspection has been completed, the senior staff officer commands **Staff, ATTENTION** before the return of the commander of troops.

When the reviewing party approaches the right flank of each unit, the unit commander faces about and commands **Company, ATTENTION**. He then faces to the front and over his right shoulder commands **Eyes, RIGHT**. On the command **Eyes, RIGHT**, the company commander, executive officer, and platoon leaders execute *Eyes Right* and *Salute*. The guidon bearers execute *Eyes Right* and *Present Guidons*. Each Cadet turns his head to the right and, as the reviewing officer comes into his line of vision, each Cadet follows the officer with his head and eyes until the reviewing officer reaches the front. At that point, the head and eyes of each Cadet remain to the front. As soon as the reviewing officer has cleared the unit, the commander commands **Order, ARMS**. He/she then faces about and commands **Parade, REST**, assumes the position himself, and remains facing his unit. The left flank unit remains at *Attention* until the reviewing party has cleared the right rear of the unit. Other commanders remain facing to the rear

and command their units to **ATTENTION** as the party passes to the rear of their units. They then command **Parade, REST**, face to the front, and assume *Parade Rest*.

#### NOTES:

1. Platoon leaders give the command **Eyes, RIGHT** and *Salute* when the company is in a line formation. The company commander faces his unit, but neither he nor his guidon bearer salute.

2. When in battalion mass formations, the battalion commander faces about and commands **Battalion, ATTENTION** and **Eyes, RIGHT**, but neither he nor his staff salute or execute *Eyes Right*. The unit commanders, executive officers, platoon leaders, and guidon bearers salute. The battalion commander remains facing his unit, until the reviewing officer has passed the left front of his unit, at which time he commands **Order, ARMS** and **Parade, REST**. He then commands his staff to **Parade, REST** but remains facing his unit.

3. In brigade reviews where battalions have a small number of cadets (company size) that are massed together, consider this to be a battalion in line with companies in mass or line, as appropriate.

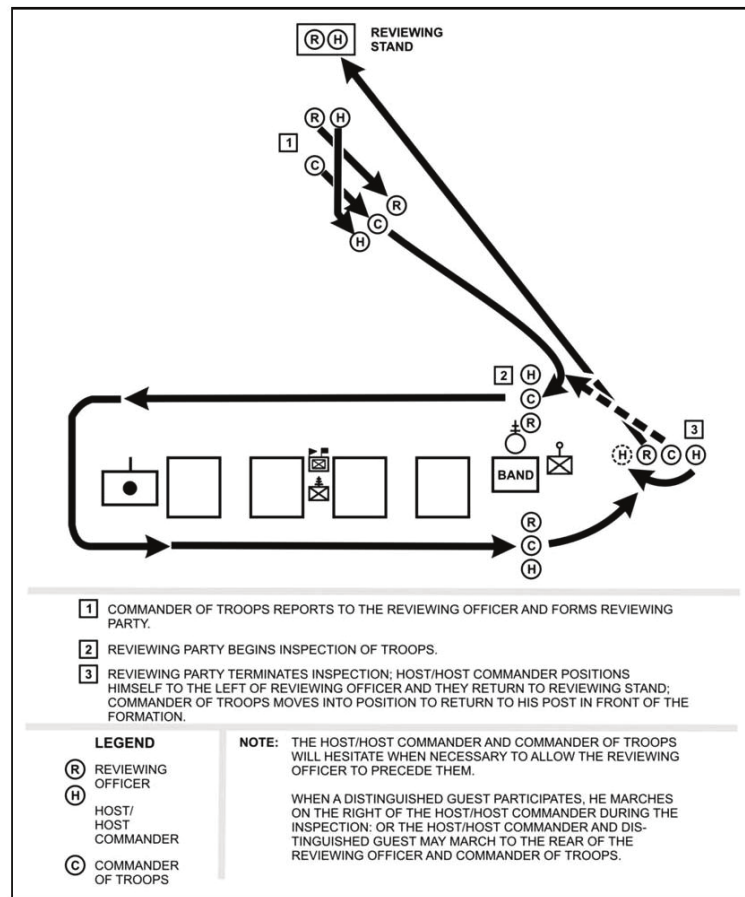


Figure 10-6. Movement of the reviewing party

As the reviewing party approaches the Colors, the commander of troops inconspicuously commands **Present, ARMS** (six steps from the Colors) and **Order, ARMS** (six steps beyond the Colors). They do not salute when passing to the rear of the Colors. The Color guard executes *Eyes Right* in the same way the units do, following the reviewing party by turning their heads until they remain facing forward. The organizational Color dips (salutes).

After passing in front of the troops, the inspection continues along the rear of the troops and terminates at the right flank of the formation. The commander of troops commands **Party, HALT**. The commander of troops faces to the half left in marching, takes two steps, halts, and faces about. The host or host commander repositions himself to the left of the reviewing officer. When the host or host commander is in position, the commander of troops and the reviewing officer exchange *Salutes*. Upon termination of the *Salutes*, the reviewing officer and host or host commander immediately face to the half left in marching and return to their posts. The music fades as the reviewing party members begin marching

back to their posts. The commander of troops hesitates momentarily and then faces to the right in marching and returns to his/her post.

d. **Honors to the Nation.** Use the following procedures to execute honors to the Nation when conducting a review.

When the reviewing party members have returned to their posts, the commander of troops faces about and directs **BRING YOUR UNITS TO ATTENTION**. After all units are at *Attention*, the commander of troops gives the command **Colors Center** (pause), **MARCH**. On the preparatory command **Colors Center**, the staff faces to the right. On the command of execution **MARCH**, the staff begins marching forward to a position offset to the left front of the reviewing stand, halts, and faces to the left. The Colors take seven steps forward and halt (if you have reduced the depth of the review, you may shorten the number of paces taken). The commander of troops marches forward until he is three steps in front of the color detail, halts, and then faces about.

NOTE: If you are giving awards during the review, or promoting newly commissioned cadet officers, they are given after the National Anthem is done and units are at Parade Rest. Instead of **Colors Center, MARCH**, the commander of troops commands **Persons to be honored and Colors Center (pause), MARCH**. The awardees leave their units in a military manner and gather behind the Colors. If you're commissioning OCS candidates, they march their formation to join the Colors, forming behind and centered on them. If awardees are on the reviewing stand, they join the other awardees and/or the Colors once they're at the front of the formation. If there are more than one, they gather and march out to where the awardees and/or Colors are posted and form a line in front of the Colors.

To move the Colors forward, the commander of troops commands **Colors Forward, MARCH**. If awardees are present, the command is **Detachment, Forward, MARCH**. On the command of execution **MARCH**, the commander of troops and the color detail march forward and then halt when the commander of troops has reached his/her original post. The commander of troops executes the *Hand Salute* and reports to the host commander, "**Sir/Ma'am, the Colors are present**" or "**Sir/Ma'am, the persons to be honored and Colors are present.**" The host commander then returns the *Salute* and directs the commander of troops **ASSUME YOUR POST AND PRESENT THE COMMAND**. On this directive the commander of troops faces to the right in marching and marches by the most direct route to his post two steps in front of and centered on his/her staff, halts perpendicular to his staff, then faces to the right. After facing to the right, the commander of troops directs **BRING YOUR UNITS TO PRESENT ARMS**.

Unit commanders face about and command **Present, ARMS**. Each commander then faces about and salutes. When all units have completed these movements, the commander of troops faces about and commands **Present, ARMS** for him or herself, the staff, and the Colors detail.

On the execution of the *Hand Salute* by the commander of troops, the music begins to play The National Anthem.

The reviewing party and all military spectators salute while the National Anthem is being played.

Upon completion of the National Anthem, the commander of troops, staff, and the Colors detail terminate their *Salutes* on command from the commander of troops. He/she then faces about and directs **BRING YOUR UNITS TO ORDER ARMS AND PARADE REST**.

Unit commanders terminate their *Salutes*; face about; command **Order, ARMS** and **Parade, REST**; face about; and execute *Parade Rest*.

When the last unit has executed the directive, the commander of troops faces about and commands his staff and himself to **Parade, REST**.

**NOTE:** Other ceremonial activities may be integrated into the review at this point, per Lessons B4 & B5.

After the commander of troops and his staff have assumed *Parade Rest*, you may give awards, promote newly commissioned cadet officers, conduct a change of command ceremony, and/or the reviewing officer, the host or host commander, or the distinguished guest may address the command. The sequence of events, if you're also presenting awards and commissioning OCS candidates (as we do during the Summer Encampment Review), is:

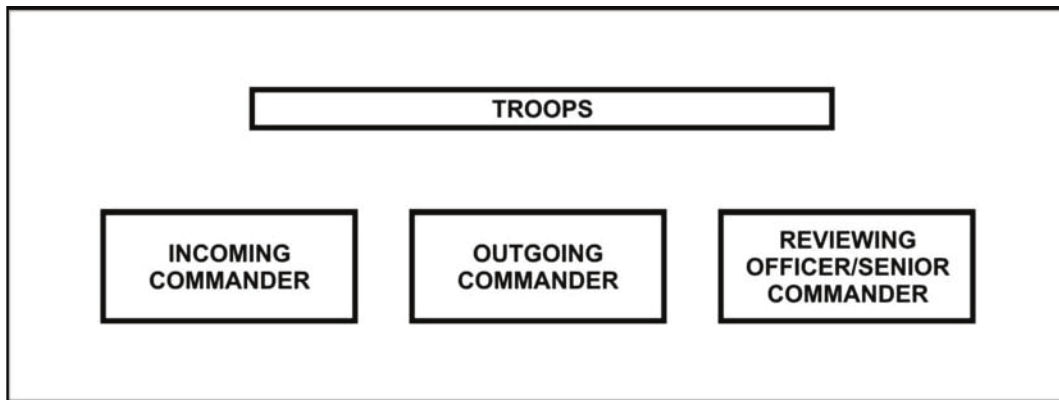
- Honors to the Nation
- Place troops at Parade Rest or At Ease
- Awards
- OCS Commissioning
- Change of Command
- Remarks by guest speaker or Reviewing Officer

**Awards and Promotions.** If you're giving awards or commissioning cadet officers, the awardees march around the Colors to form in front of the Colors. The awards/promotions are given, and the awardees or unit march back to their position behind the Colors.

**Change of Command Ceremony.** If you are conducting a Change of Command Ceremony during your review, insert it here. The reviewing party (the Senior Commander and Incoming and Outgoing Commanders) moves forward to within four steps of the Colors and halts. As the party marches forward, the senior commander positions himself between the old and the new commander. The command sergeant major moves from his post (at the rear of the Colors) by the most direct route and halts directly in front of the organizational color.

**NOTE:** At the beginning of the ceremony, the outgoing commander should assume the role of host or host commander. The senior official or commander designated to "pass the organizational Color" should assume the role of an honored guest or reviewing officer except during that brief portion of the ceremony wherein he may be called upon to act as a host or host commander for the purpose of passing the organizational Color. Since the inspection of troops normally occurs early in the ceremony, the incoming commander is also at that time treated as a guest, and is expected to accompany the outgoing commander and senior official during the inspection (if you do one). After the organizational Color has been passed, the incoming commander should assume the role of host or host commander, and the senior official and outgoing commander both become honored guests or reviewing officers at this point and remain as such for the balance of the ceremony.





**Figure. Reviewing party for change of command**

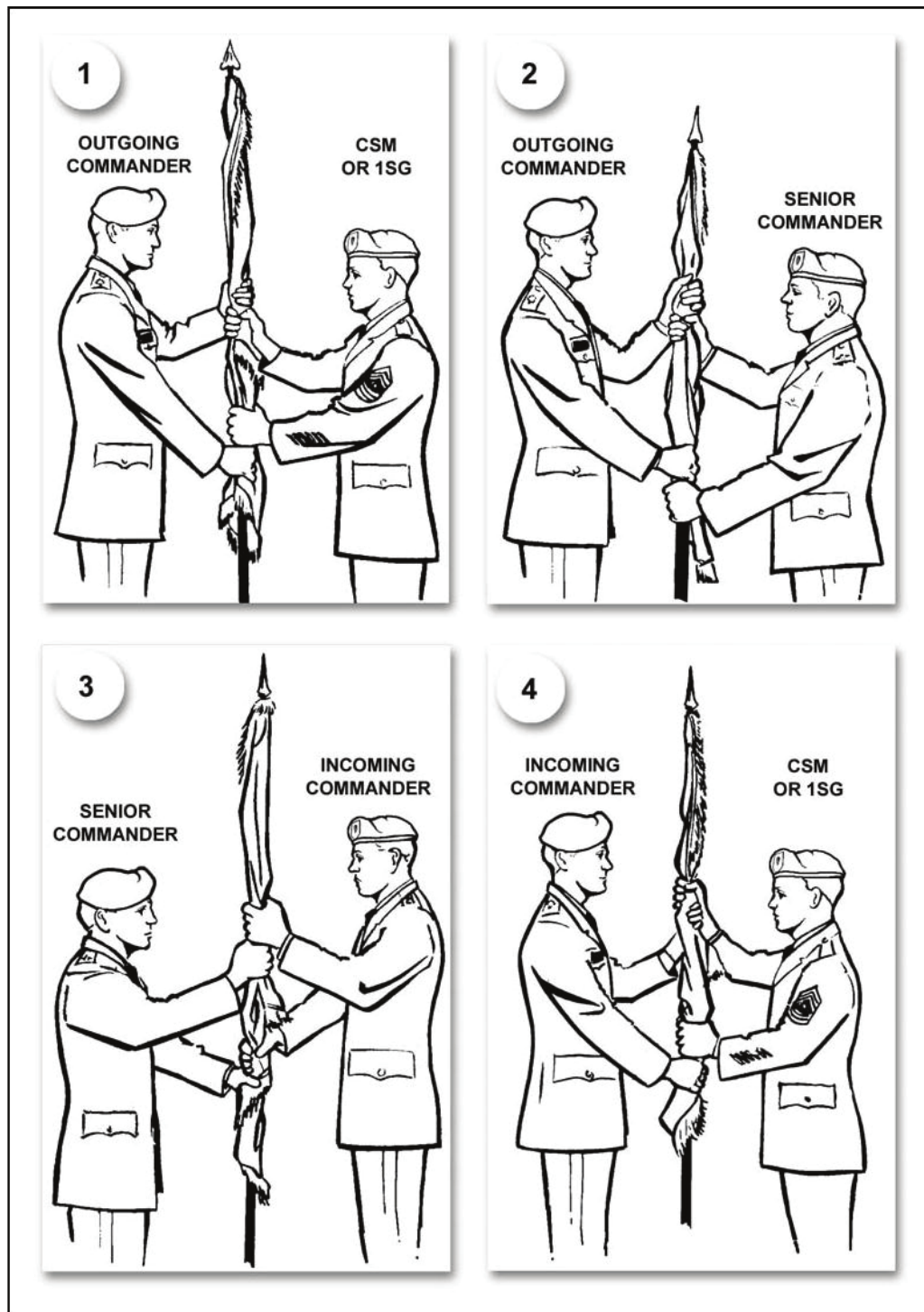
The outgoing commander positions him/herself four steps in front of the organizational Color; the senior commander is directly to his/her left. The old and new commanders then take one step forward and execute *Facing* movements so that they are facing each other.

The command sergeant major removes the organizational Color from the Color bearer's sling (with his/her right hand above his/her left hand), and faces about. At this point, the narrator explains the traditions of the change of command ceremony, ending with the reading of the assumption-of-command order.

Upon completion of the reading, the command sergeant major steps forward and presents the organizational Color to the outgoing commander, who grasps the organizational Color with his/her left hand above his/her right hand. The outgoing commander passes the organizational Color to the senior commander, who grasps the Color with his/her right hand above his/her left hand and, in turn, passes the organizational color to the new commander, who grasps the organizational color with his/her left hand above his/her right hand. The incoming commander passes the organizational color to the command sergeant major, who grasps it with his/her right hand above his/her left hand, faces about and returns the organizational Color to the Color bearer's sling.

**NOTES:**

1. This procedure allows the organizational Color to be over the heart of the incoming and outgoing commanders.
2. For a company level change of command, the reviewing party is lined up the same as in larger units. The guidon takes the place of the organizational Color and the first sergeant replaces the command sergeant major. The guidon is passed in the same manner as the organizational Color. The sequence of events remains the same with modifications made to fit available assets.



**Figure. Passing of organizational Color for change of command**

As the command sergeant major faces about, both commanders then execute *Facing* movements back to their original direction facing the Colors. The command sergeant major and the reviewing party face about and return to their post on the reviewing stand. While they're proceeding to the reviewing stand,

the new and old commanders switch position so the new commander is in the position of Host Commander on the reviewing stand. At this point, the commander makes his remarks.

Upon completion of the remarks, the commander of troops brings the staff (and awardees, if present) to *Attention*, faces about, and directs **BRING YOUR UNITS TO ATTENTION**. Unit commanders face about and command **Company (Battalion), ATTENTION**, and then face about. The commander of troops faces about and commands **Detachment, POST** (pause), **MARCH**. On the command **POST**, the Colors *Reverse March* and halt. The awardees, if present, face about.

On the command **MARCH**, music begins to play and the Colors and awardees step off, and both return to their original post. The Colors execute a Colors Reverse March to line up with the front line of troops.

As the Colors pass his/her position, the commander of troops and his staff face to the left. The commander of troops marches the staff back to the center of the field and faces them to the right as he/she faces to the left. After the Colors are in position, the commander of troops then faces the reviewing officer.

### March in Review.

Once the Colors are back in position, the commander of troops faces the reviewing officer.

When the commander of troops has faced the reviewing officer, the host or host commander directs **PASS IN REVIEW**.

The commander of troops faces about and directs **PASS IN REVIEW**. Unit commanders execute a *Right Face*.

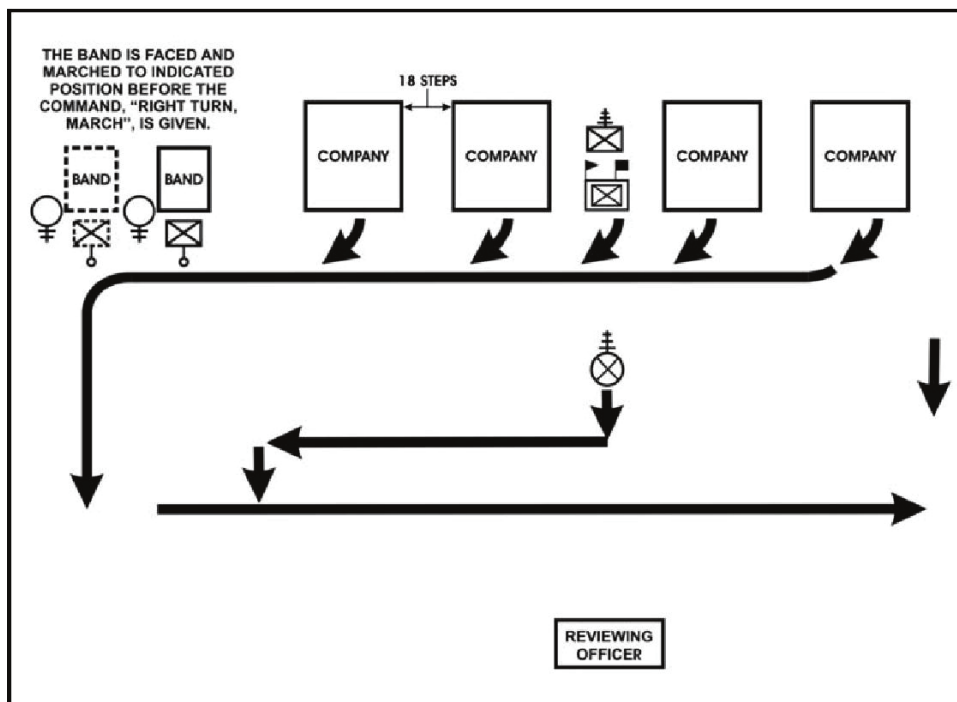


Figure. March in review in column with units in mass

The commander on the right flank commands ***Right turn, MARCH.*** The music master starts playing marching music.

Other units move out in procession in the same manner and follow in column at the prescribed distance.

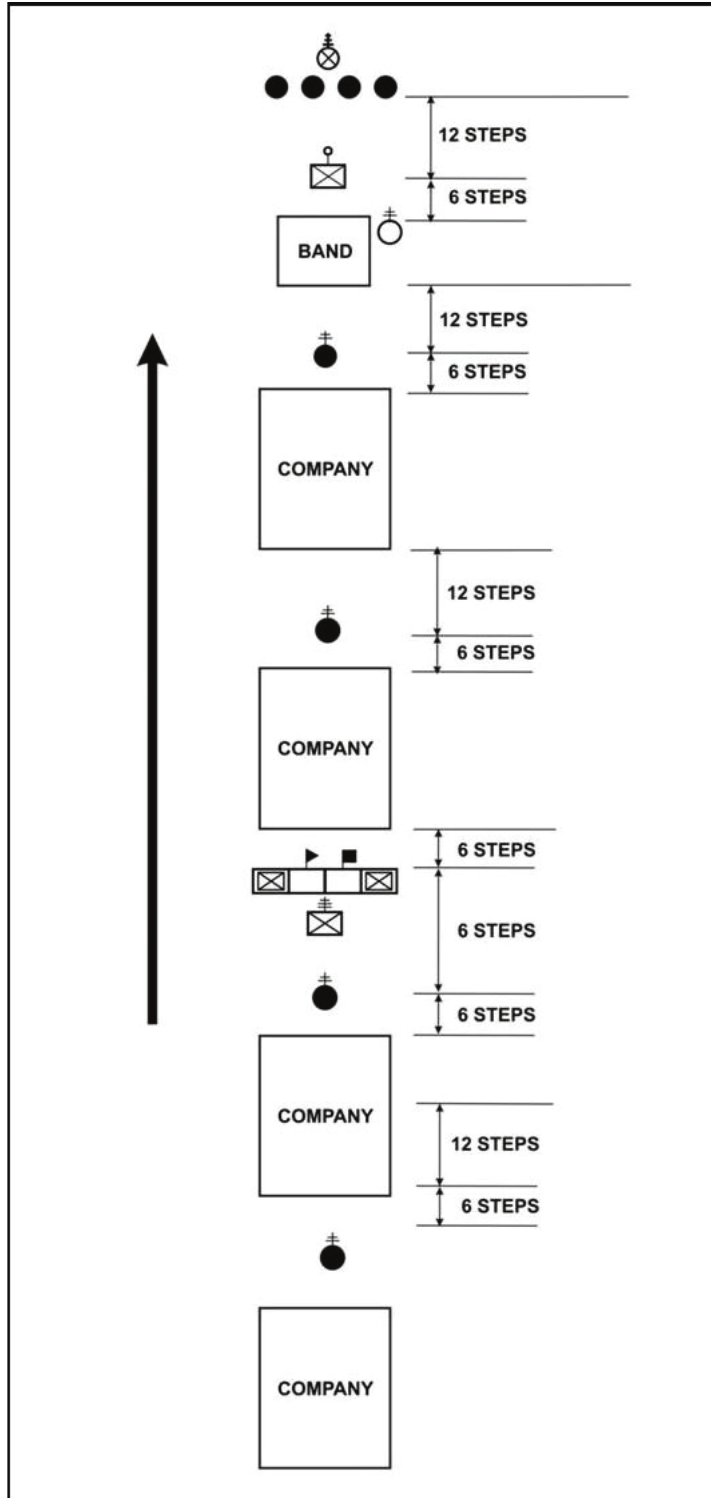


Figure. Battalion in column with companies in mass

Each unit changes direction at points indicated by markers. The commander commands, **Left turn, MARCH**. The commander faces about while marching as his unit is making the turn. When his unit has completed the turn, the commander commands, **Forward, MARCH**, and faces back to the front.

All commanders, except the commander of troops, move with their staff into positions in the column and at the head of their respective units just before turning onto the reviewing line.

The commander of troops and his staff move forward and execute turning movements to arrive at a position 12 steps in front of the lead unit on the reviewing line.

On command, the commander of troops, the brigade and battalion commanders, their staffs, and the command sergeant major execute **Eyes, RIGHT** and salute at the *Eyes Right* marker. The commander commands **Ready, FRONT** and terminates the *Salute* when the staffs have reached the *Ready Front* marker.

The reviewing officer returns only the *Salute* of the commander of troops. (The return of the *Salute* by the reviewing officer represents the *Salute* for all subordinate commanders. This enables the reviewing officer to observe the review without being interrupted by frequent *Salutes*.) The reviewing officer, the host or host commander, their staffs, and military spectators salute the National Color when it passes.

After terminating the *Salute*, the commander of troops and his staff (without command) execute three wheeling movements and take their post with the commander of troops on line with and to the right of the reviewing officer.

Troop units execute *Eyes Right* on command from their company commander. Commanders give the preparatory command **Eyes** over their right shoulder two steps from the marker as the right foot strikes the ground. The command of execution **RIGHT** is given when the right foot strikes the ground again and on line with the marker. On the preparatory command, the guidon bearer executes *Raised Guidon*. On the command of execution, the company commander, executive officer, and platoon leaders execute *Eyes Right* and the *Hand Salute*. The guidon bearer executes *Eyes Right* and *Present Guidon*. The company first sergeant only executes *Eyes Right*. The right file continues to look straight forward and maintains correct distance. All other members execute *Eyes Right* and maintain alignment. When the rear of the unit has passed six steps beyond the reviewing officer, company commanders command **Ready** as the left foot strikes the ground and **FRONT** the next time the left foot strikes the ground. Unit personnel end their *Salutes* and turn their heads and eyes to the front. The guidon bearer executes *Raised Guidon* on the command **Ready** and returns to the *Carry* position on the command **FRONT**.

As the Color guard passes the reviewing officer, each member, except the right flank cadet, executes *Eyes Right* on the command of the senior Color sergeant. The organizational color is dipped in *Salute*.

**Conclusion.** Follow these procedures to conclude a review.

When the last troop element has passed the reviewing stand and has executed *Ready Front*, the music is faded. It is optional to play the Cadet Corps Hymn at this point.

At the completion of the Cadet Corps Hymn, or if that's not played, then when the music fades out, the commander of troops and the reviewing officer face each other and exchange *Salutes*, thus officially terminating the ceremony.

#### B4. Review with Retreat

Unless otherwise specified, the sequence of events and individual actions for a review with retreat are the same as described in Lesson B3. Only changes to the sequence of events are listed herein.

**NOTE:** Honors to the nation is omitted when retreat is conducted as part of a review.

**Formation of Troops.** Formation of troops is executed the same as described in Lesson B3.

**Presentation and Honors.** Presentation and honors is executed the same as described in Lesson B3.

**Retreat.** Upon completion of the presentation and or honors, the commander of troops commands his staff to **Order, ARMS**; faces about; and directs **BRING YOUR UNITS TO ORDER ARMS AND PARADE REST**. Unit commanders terminate their *Salutes*, face about, and command **Order, ARMS** and **Parade, REST**. They then face to the front and execute *Parade Rest*. The commander of troops directs **SOUND RETREAT**, faces about, and commands his staff to **Parade, REST**. As soon as the commander of troops and his staff are at *Parade Rest*, the band sounds retreat. At the conclusion of retreat, the commander of troops commands his staff to **ATTENTION**, faces the troops, and directs **BRING YOUR UNITS TO ATTENTION AND PRESENT ARMS**. When the units have completed these movements, the commander then faces the reviewing officer and commands his staff to **Present, ARMS**. This is the signal for the band to play "To the Color."

The reviewing officer and his staff stand at *Attention* during the sounding of the retreat. On the first note of "To the Color," they salute and hold the *Salute* until the last note is played.

On the last note of the music, the commander of troops commands **Order, ARMS** for himself and his staff, faces about, and directs **BRING YOUR UNITS TO ORDER ARMS AND PARADE REST**. When the units have completed these movements, the commander of troops then faces the reviewing officer.

The review then proceeds with the inspection as in a normal review; if omitted, other parts are integrated into the review as described in Lesson B3.

#### B5. Special Review

A special review for Cadet Corps units is conducted by a composite or representative unit and serves the same purposes as a standard review when a larger formation is not practical. Many brigade reviews in the Cadet Corps fall into this category when they can't get the majority of cadets assigned to the brigade on the same field together. The composite unit normally consists of Colors and two or more platoons. The reduced formation is not a reason to eliminate any of the components of a review or change their sequence. The Cadet Corps Special Review has some differences from that described in TC 3-21.5, paragraph 10-7.

A special review is essentially the same as a battalion or larger unit review, except:

- The troops are formed on a final line.
- *Attention* and *Adjutant's Call* are not sounded.
- Generally, CACC Special Reviews do use an adjutant and staff.
- Unit guidons may be used to represent the different units that fall within the command, whether or not any cadets from those units are actually present. The unit hosting the Special Review forms a small platoon that represents that unit for the review. Actual commanders may be present, or may be represented by others as well (the presence of actual commanders is desired).
- The commander of troops may give commands rather than directives.

Indoor ceremonies retain the same sequence as a normal review, excluding elements that are precluded because of space. Generally, a pass in review cannot be conducted indoors, but all other elements of the review are not omitted.

#### B6. History of Parades and the Differences Between Reviews and Parades

The parade long ago was a daily formation where orders were read, information put out, and announcements made. The parade is now basically the same as the review except that it has retained its original intent—a method whereby unit commanders could inspect troops, present awards, and issue information. A parade may be the ideal format to use in a Military Institute on a regular basis. The sequence of a parade is shown below, along with a comparison to the review:

##### Parade:

- Formation of Troops
- Sound Off by a Band
- Honors to the Nation
- Presentation
- Manual of Arms
- Report
- Orders Published,
- Officers Center
- Pass in Review
- May include Retreat

##### Review:

- Formation of Troops
- Presentation of Command & Honors
- Inspection
- Honors to the Nation
- Remarks
- March in Review
- Conclusion
- May add Awards, Retirement, Change of Command Ceremony, Inactivation, or Retreat

The appearance and movement of troops in formation are the primary characteristics of a parade. The preparation and organization of troops for a parade are similar to that for a review. In a parade, since the commander of troops is also the reviewing officer, the distance between the troops and the commander is greater than that for a review. Other differences are that the band conducts *Sound Off*, the inspection is omitted, a report is rendered, orders are published, and officers and guidons are marched forward and centered on the commander. If retreat is scheduled, honors to the nation are conducted concurrently with retreat.

## B7. Ceremonial Battalion Parade

The procedures for conducting a ceremonial battalion parade are discussed herein.

**Formation of Troops.** Units are moved to their positions on the ready line in the most convenient manner. The commander prescribes the routes, sequence, and time of arrival on the ready line. He and his staff take their posts before adjutant's call. The procedure for moving from the ready line to the final line is the same as for a review.

**Sound Off.** After the battalion has been formed, aligned, and given *Parade Rest* on the final line, the adjutant directs **SOUND OFF** and assumes the position of *Parade Rest*. He remains facing the formation.

At the directive *Sound Off*, the band plays three sound off chords. At the conclusion of the third chord, the band moves forward playing a march in quick time. The band executes a left turn to march across the front of the troops. At the left of the line of troops, the band countermarches and returns over the same ground to the right of the line. After the band has passed beyond the right of the troops, it executes a right turn, countermarches again, and halts in its original position.

When the band has halted, it ceases playing at the next convenient place in the music and again plays the three sound off chords. Trooping the line by the band may be eliminated when ceremonies are conducted indoors during inclement weather and space is limited, or if the unit is using recorded music.

**NOTE:** Retreat, when scheduled, is integrated at this point. Upon completion of the sound off chords, the band pauses briefly and then plays retreat (by the trumpet section) without a command from the adjutant. Upon completion of retreat, the adjutant comes to *Attention* and directs **BRING YOUR UNITS TO ATTENTION AND PRESENT ARMS**. The commander and his staff assume *Parade Rest*, *Attention*, *Present Arms*, and *Order Arms* with the adjutant. The adjutant faces about and salutes. The adjutant's *Salute* is the signal for the band to play "To the Color" or the National Anthem. At the conclusion of "To the Color" or the National Anthem, the adjutant comes to *Order Arms*, faces about, and directs **BRING YOUR UNITS TO ORDER ARMS**. After the last unit comes to *Order Arms*, the adjutant faces about.

**Honors to the Nation.** If retreat is not conducted, the adjutant (after the band has completed *Sound Off*) assumes the position of *Attention* and directs **BRING YOUR UNITS TO ATTENTION AND PRESENT ARMS**. Unit commanders assume the position of *Attention*, face about, and command **Company, ATTENTION, Present, ARMS**. They face about and salute. When all units are at *Present Arms*, the adjutant faces about and salutes. This is the signal for the band to play the National Anthem. The battalion commander and his staff execute **Present, ARMS** on his command on the first note of the music.

**Presentation.** Upon completion of the National Anthem, the battalion commander and his staff execute **Order, ARMS** on his command. The adjutant terminates his *Salute*, faces about, and directs **BRING YOUR UNITS TO ORDER ARMS**. Unit commanders terminate their *Salute*, face about, command **Order, ARMS**, and then face (back) to the front. When all units are at *Order Arms*, the adjutant faces about, salutes, and reports "**Sir, the parade is formed.**" The battalion commander returns the *Salute* and commands **POST**. The adjutant marches forward, passes by the battalion commander's right, and takes his post as the right flank member of the staff.

**Manual of Arms.** After the adjutant has joined the staff, the battalion commander commands such movements in the manual of arms as he may desire. When desired, the commander may direct, rather



than command, **HAVE YOUR UNITS EXECUTE THE MANUAL OF ARMS**. The unit commanders, in sequence from right to left, command ***Right Shoulder, ARMS; Port, ARMS; Left Shoulder, ARMS; Order, ARMS***. When the unit on the right has completed all of the movements, the next unit then begins and so on until the last unit has completed the movements. If you don't have enough rifles for the entire unit to carry arms, you could include this in a monthly parade, rotating the unit that is armed.

**Report.** When all units have completed the manual of arms, the battalion commander then directs **RECEIVE THE REPORT**. The adjutant returns to his position at the center of the command and commands **REPORT**. Unit commanders in succession, from right to left, salute and report "           ***Company, all present or accounted for.***" The adjutant returns each commander's *Salute*. After receiving the report, the adjutant faces about, salutes, and reports "***Sir, all present or accounted for.***"

**Publishing of Orders.** The battalion commander returns the *Salute* and directs **PUBLISH THE ORDERS**. The adjutant faces about and directs **ATTENTION TO ORDERS** (he then reads the orders).

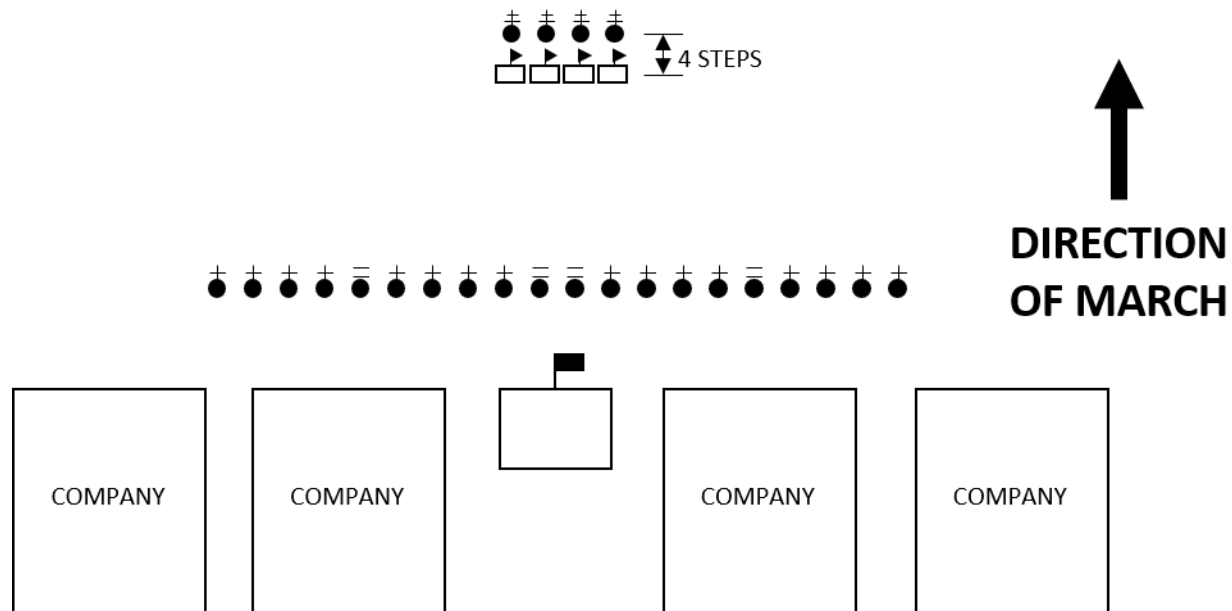
**Officers Center March.** After reading the orders, the adjutant directs **BRING YOUR UNITS TO PARADE REST**.

Unit commanders face about and command ***Parade, REST***. They then face about and come to *Parade Rest*. When all units are at *Parade Rest*, the adjutant commands (loud enough for the band to hear) ***Officers*** (pause), ***Center*** (long pause), **MARCH**. He then faces about and takes his post with the staff.

On the command ***Officers***, all officers come to *Attention* and guidon bearers come to *Carry Guidon*.

On the command ***Center***, when companies are in mass formation, the company commanders and guidon bearers face to the center. Officers commanding platoons move one step forward and face to the center. Executive officers move through the interval between units nearest to the center and take their posts in the column formed by the platoon leaders.

At the command **MARCH**, the band plays marching music and continues to play until the officers have halted in front of the commander. Officers and guidon bearers close to the center, halt, and individually face to the front. Company commanders, when moving to the center, face half right or half left in marching, march to the front, and close on a line four steps in advance of the line of guidon bearers. The guidon bearers close on their own line, each taking a post to the rear of his company commander. All other officers close on the line of platoon leaders.



After the officers and guidon bearers have closed and faced to the front, the senior company commander commands **Forward, MARCH**. The center officer of the leading rank is the guide. The officers and guidon bearers are halted with the leading rank six steps from the battalion commander, and they salute. The senior company commander commands **HALT** and **Present, ARMS**. The battalion commander returns the *Salute*. On the command **Order, ARMS** by the senior company commander, the officers execute *Order Arms* and the guidon bearers execute *Carry Guidon*.

The battalion commander gives such instruction as he deems necessary and then commands **Officers, Post (pause), MARCH**.

- At the command **Post**, all officers and guidon bearers face about.
- At the command of execution **MARCH**, the band begins to play and officers and guidon bearers step off.
- The senior commander commands **Officers, HALT**. He halts the leading rank in line, three steps from the line of companies. He then commands **Post (pause), MARCH**.
- At the command **Post**, the officers and guidon bearers face outward.
- At the command **MARCH**, the officers and guidon bearers step off and return to their posts and come to *Parade Rest*. The music ceases when the last officer has taken his post and come to *Parade Rest*.
- During the execution of *Officers Center* and *Officers Post*, except when saluting, all guidon bearers remain at *Carry Guidon*.

**Pass in Review.** When all officers have returned to their posts and the band has stopped playing, the battalion commander directs **BRING YOUR UNITS TO ATTENTION**. Unit commanders assume the position of *Attention*, face about, and command **Company, ATTENTION**. Then they face about. When all units are at *Attention*, the battalion commander directs **PASS IN REVIEW**. The battalion passes in review in the same manner as prescribed for a review except the units render honors when six steps to the left of the commander of troops and staff, and terminate honors when the unit is six steps to the right of the commander of troops and staff. The commander of troops and staff then assumes the role of the reviewing party—at their location on the field.

**Conclusion.** When the last troop element has passed the reviewing stand and has executed *Ready Front*, the music is faded. It is optional to play the Cadet Corps Hymn at this point.

At the completion of the Cadet Corps Hymn, or if that's not played, then when the music fades out, the commander of troops and the reviewing officer face each other and exchange *Salutes*, thus officially terminating the ceremony.

## B8. Ceremonial Brigade Parade

The brigade ordinarily is formed in line with battalions in mass formations. The parade is the same as the ceremonial battalion parade with the following exceptions:

The brigade commander is substituted for battalion commander, and brigade for battalion, in the description.

In moving across the front of the brigade, the band passes in front of the line of battalion commanders during the *Sound Off*.

The battalions execute *Present Arms*, *Order Arms*, *Parade Rest*, and come to *Attention* on the command of execution of their respective commanders. Reports are made by the battalion commanders instead of company commanders.

At the command of execution **MARCH**, of **Officers, Center, MARCH**, the battalion commanders, their staffs, and Colors close on the line of battalion commanders and staffs. The company commanders face to the half right or half left in marching and close on a line four steps to the rear of the battalion Color. The guidon bearers face half right or half left in marching and close on a line four steps back of the company commanders. The other officers face half right or half left in marching and close on a line four steps in back of the guidon bearers. The command sergeant major remains in place and assumes command of the battalion.

The officers, guidon bearers, and Colors having closed and faced to the front, the senior battalion commander commands **Forward, MARCH**. The center officer of the leading rank is the guide. On the command of the senior battalion commander, the officers, guidon bearers, and Colors are halted with the leading ranks six steps from the brigade commander. They salute the brigade commander; he/she returns the *Salute*. The commands **Present, ARMS** and **Order, ARMS** are given by the senior battalion commander.

The brigade commander commands **Officers, Post** (pause), **MARCH**. On the command **Post**, the Colors execute *Reverse March*. All others execute *About Face*. On the command of execution **MARCH**, the officers, Colors, and guidon bearers march forward. The senior battalion commander commands **Officers, HALT** so that the rank of battalion commanders is on line with its original position. The senior battalion commander then commands **Post** (pause), **MARCH**. On the command **Post**, the battalion commanders and staffs face outward, the battalion Color guard executes wheeling movements, and on the command of execution **MARCH**, the Color guard marches back to its original position. The company commanders, guidon bearers, and other officers face to the half right or half left in marching and move back to their original positions.

### B9. Street Parades

For street parades, troops are formed and marched in the most convenient manner.

Practical formations for street parades are:

- Columns of threes and fours.
- Two or more columns of threes and fours abreast.
- Mass formation.

Many units that march in parades often (all Cadet Corps units should!) have banners that identify their organization. This banner may be carried by cadets at the front of the marching unit.

It is common for a unit to have a color guard march in a parade, either by itself, or ideally accompanied by a marching unit. The color guard should lead the marching unit; it may follow the banner described above if used.

In order to keep military units in the same cadence, units should not march between two bands.