

# **A REFERENCE FOR COLOR GUARD MEMBERS FAYETTEVILLE INDEPENDENT LIGHT INFANT**

Approved By: Commander & Color Officer

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## **BASIC MILITIA DRILL**

## **SECTION 1: INTRODUCTION**

This booklet is designed as a quick reference to be utilized by the F.I.L.I. Color Guard and other members of the unit. The responsibility for the Color Guard is primarily the duty of the Color Officer (CPT) who is the OIC, and is assisted by a Color SGT who is the NCOIC. The Color CPL is primarily responsible for the issuance, return, and accountability of Color Guard uniforms and equipment. The Commander (MAJ) is responsible for general oversight and calling the Colors forward. If the Commander is not present, the Color Officer will call the Colors forward and the Color SGT or Color CPL assumes responsibility for his duties. The F.I.L.I. is the State's Historic Military Command therefore when on parade all military discipline, courtesies and customs are to be followed. It is understood that the following militia drill regulations would apply to the F.I.L.I. Color Guard acting in any other capacity to include Honor Guard, Funeral Details, or any commitment where the members of this unit are serving in uniform. These regulations would also be in effect when the F.I.L.I. is in formation in the Kilted or Blazer uniforms. Most drill movements use a two-part command.

The first part of the command is called the *preparatory command*. It alerts the troops to what is coming. The second part of the command is the *command of execution*. There is a one-count pause between the two parts of the command. Upon hearing the command of execution, the soldier will perform the movement. Soldiers do not move until the command of execution is complete.

Some drill movements use a combined command, where the preparatory command and command of execution are combined. At Ease, Fall In, and Rest are examples of combined commands.

### **Types of Formations**

Most Army drill is executed from one of two types of formations: the line formation or the column formation. The line formation consists of one or more ranks of F.I.L.I. Guardsmen standing abreast and facing the Color Officer. The column formation consists of one or more files of soldiers standing one behind the other.

The discussion of Fall In (later in this booklet) explains how troops are assembled into a line formation. A line formation may be changed into a column formation by giving the command Right Face.

Line formations are used for accountability, instruction, inspection, and ceremonial purposes. Column formations are used when troops must be marched for distances longer than a few steps.

### **Terminology**

Cadence: the rhythm of marching, measured in steps per minute.

Cover: aligning oneself directly behind the person in front of you.

Dress: aligning oneself laterally with the person or persons to your right.

File: a line of guardsmen standing one behind the other. Guardsmen in file are in a column formation.

Flank: the right or left side of a formation, as observed by someone standing in the formation.

Formation: an orderly assemblage of military personnel.

Rank: a line of guardsmen standing side by side. Guardsmen in ranks are in a line formation.

## **SECTION 2: STATIONARY DRILL MOVEMENTS**

### **Position of Attention**

This is the basic position of all Army drill. There are two commands that call troops to this position: one is *Fall In* (more on this later), and the other is *Attention*. On the command of *Attention*, the guardsmen will:

- a. Stand with heels together, feet spread at a 45-degree angle.
- b. Legs are straight, but knees not locked.
- c. The belly is pulled in, the chest is out, and the shoulders are square.

- d. The arms hang naturally by the side.
- e. The hands are cupped; thumb is aligned alongside the first joint of the index finger.
- f. The chin is pulled in, the head and eyes are to the front.
- g. Remain silent and motionless. The eyes do not move.

### **Parade Rest**

Parade Rest is a modified position of Attention. It is more formal than restful. Parade Rest is a two-part command: *Parade* is the preparatory command and *Rest* is the command of execution. On the command of execution *Rest*, the guardsmen will:

- a. Move the left foot approximately 10 inches to the left of the right foot.
- b. Stack the hands in the small of the back, with back of the left hand centered on the belt.
- c. The right palm faces out, fingers are extended and joined, and thumbs are interlocked.

At Parade Rest, the head and eyes are at the position of Attention and the guardsmen is silent and motionless.

### **Stand At Ease**

Stand At Ease is a position that helps facilitate communications when the Color Officer wishes to impart brief instructions. Stand At Ease is a two-part command: *Stand At* is the preparatory command, and *Ease* is the command of execution. On the command of execution *Ease*, the soldier will execute Parade Rest, except the soldier will move head and eyes to follow the person who gave the command.

### **At Ease**

At Ease the most commonly used rest position. The command is a combined command, with the preparatory command and command of execution given together: *At Ease*. On the command *At Ease*, the guardsmen will:

- a. Move the left foot about 10 inches to the left of the right foot;
- b. Stack the hands behind the back in a relaxed position, right hand on top, palm facing out;
- c. Interlock the thumbs, remain standing and silent.
- d. Limited movement is allowed, but the right foot remains planted in place.

### **Rest**

Rest is the most relaxed drill position. The command is simply *Rest*. On the command of *Rest*, the guardsmen must keep his right foot in place, but he may eat, drink, smoke, or speak quietly unless otherwise directed.

When the Color Officer wishes to end the Rest session, he will command *At Ease*. That is the signal to put up food, drinks, etc. and prepare for formal activity. The Color Officer will give the guardsmen adequate time to prepare before giving the command *Attention*.

### **Right Face/Left Face**

These commands are used to change the direction of a guardsmen or Color Guard 90 degrees to the right or left. Right Face is a two-part command, with *Right* being the preparatory command and *Face* being the command of execution. *Note: Left Face works exactly the same way, except the directions are reversed.*

On the preparatory command of *Right*, the guardsmen will shift his weight onto the heel of the right foot and the ball of the left foot. On the command of execution *Face*, the guardsmen will:

- a. Pivot 90 degrees to the Right without lifting either foot from the ground. (The left heel will naturally lift off the marching surface, but the toe will remain on the ground.)
- b. Once the pivot is complete, bring the trailing foot forward and assume the position of Attention.

This is a two-count movement. Count one is the pivot; count two is bringing the trailing foot alongside the lead foot, returning to the position of Attention.

### **About Face**

About Face is a command used to turn the Color Guard 180 degrees. About Face is a two-part command, with *About* being the preparatory command and *Face* being the command of execution. On the command of execution *Face*, guardsmen will:

- a. Place the right toe behind and slightly to the left of the left heel;
- b. Pivot 180 degrees to the right, keeping the arms close to the sides.

This is a two-count movement. Count one is placement of the right toe behind the left heel; count two is the pivot. When done correctly, the guardsmen will finish at the position of Attention.

*Note: Correct placement of the right toe is the key to this movement. If you do not end up at the position of Attention when the movement is complete, experiment with toe placement. Once you find the correct placement, practice to develop muscle memory.*

### **Hand Salute**

The command for a hand salute is *Present Arms*. *Present* is the preparatory command and *Arms* is the command of execution. Present Arms is a one-count movement. On the command of execution *Arms*, a guardsmen wearing headgear with a visor will:

- a. Raise the right hand sharply, fingers extended and joined, palm down, placing the tip of forefinger on the visor slightly to the right of the right eye.
- b. The hand, wrist, and forearm will be straight from the tip of the fingers to the point of the elbow.
- c. The elbow is inclined slightly forward, and the upper arm will be horizontal to the ground.
- d. The outer edge of the palm is canted slightly down.

When the guardsmen is wearing no headgear, or headgear without a visor, the forefinger of the right hand will be placed slightly to the right of the right eyebrow. When a soldier is wearing eyeglasses and no headgear, the right index finger is placed at the joint of the temple piece. The command to lower the salute is *Order Arms*. *Order* is the preparatory command and *Arms* is the command of execution. On the command of execution *Arms*, the guardsmen will lower the right hand directly, returning to the position of Attention.

*Note: A sharp salute speaks to a guardsmen's professionalism. Practice in front of a mirror.*

## **SECTION 3: BASIC MARCHING MOVEMENTS**

All marching movements executed from the halt begin at the position of Attention. The first step is always with the left foot, except when the command is Right Step March. Normal marching is executed at quick time, a cadence of 120 steps per minute; double-time marching is done at 180 steps per minute.

The length of a normal forward marching step is 30 inches, although the Color Guard may order a 15-inch half-step. A backward marching step is 15 inches. Fifteen-inch steps are only used for short distances.

If troops must move for more than a few steps, the march is done in a *column formation*. The Color Officer will first order *Fall In* (see Basic Formations below) to assemble the troops into a line formation, then give the command *Right Face*. This puts the troops in a column formation, ready to march.

### **Forward March**

The command to begin marching is Forward March. *Forward* is the preparatory command and *March* is the command of execution. On the command of execution *March*, all personnel will step off with a full 30-inch step and continue to march until ordered otherwise.

During the march, the arms will swing naturally 9 inches to the front and 6 inches to the rear, with the elbows flexing slightly. The upper body will otherwise remain at the position of Attention.

While marching, each guardsman will walk directly behind the person in front of him. This is called "covering." The correct distance between guardsmen in a column formation is approximately 36 inches (one arm length plus 6 inches).

### **Halt**

To cease marching, the command is *Halt*. It is usually prefaced by a preparatory command identifying the Color Guard. The preparatory command (*Color Guard*) is given as either foot hits the ground; the command of execution *Halt* is given the next time that foot hits the ground.

Halt is executed in two counts. On the command of execution *Halt*, the guardsmen will:

- a. Take one more 30-inch step.
- b. Bring the trailing foot alongside the lead foot, coming to the position of Attention.

### **Marching in Place**

Marching in place is a way of maintaining the marching cadence but stopping the forward movement of the column. The command is Mark Time March; *Mark Time* is the preparatory command and *March* is the command of execution.

The preparatory command *Mark Time* is given as either foot strikes the ground; the command of execution *March* is given the next time that foot strikes the ground. On the command of execution *March*, the Color Guard will take one more step, bring the trailing foot alongside the lead foot and begin to march in place.

When marching in place, guardsmen will alternately lift each foot approximately 2 inches off the ground. Arms will continue to swing naturally 9 inches to the front and 6 inches to the rear.

### **Facing in Marching**

Facing in Marching is a movement used in maneuvers like breaking ranks and inspections. In these applications, there is no command; the movement is simply used as a means of changing direction at the initiation of a march from the halt.

## **SECTION 4: BASIC FORMATIONS**

### **Fall In/Fall Out**

The Color Guard usually assembles in a *line formation* where guardsmen are arranged in one or more ranks (lines) facing the Color Officer. A rank consists of various numbers of guardsmen standing abreast of each other.

To assemble the Color Guard into a formation, the command is Fall In. It is given as a combined command. Upon hearing the command *Fall In*, guardsmen will double-time to their position in the formation.

To dismiss the formation, the command is *Fall Out*. Upon hearing the command *Fall Out*, those in formation are immediately dismissed to go about their assigned duties.

### **Positions of Key Personnel in a Line Formation**

In most F.I.L.I. Color Guard formations, the formation is initially convened ("called") by the Color Sergeant. When formed, the Color Guard will be positioned three steps in front of, and centered on, the Color Sergeant who gave the command to Fall In.

Once the unit is formed, the Color Sergeant will about face and await the Color Officer. The Color Officer will approach from the *left flank* and position himself three steps in front of the Color Sergeant. The Color Sergeant will salute and report "Sir, the Color Guard is formed." The Color Officer will return the salute and instruct the Color Sergeant to "Post."

The Color Sergeant will drop his salute, face to the right as in marching, and *incline around the right flank* of the formation. He will assume his post one step to the rear of the Color Guard and centered.

When the Color Officer has finished addressing the guardsmen, he may dismiss the formation or he may return control to the Color Sergeant. If turning the formation over to the Color Sergeant, the Color Officer will call "Color Sergeant." The Color Sergeant will come to attention,

face to the right as in marching, *incline around the right side* of the Color Guard, and present himself three steps in front of the Color Officer.

Salutes are exchanged. The Color Officer will face to the right as in marching and depart in the direction of the *left flank* of the formation. Once the Color Officer has cleared the area, the Color Sergeant will about face and dismiss the formation.

*Note: Officers approach and depart the formation from the left side, and NCOs travel around the right flank. When the officer is in charge, his position is six steps in front of, and centered on, the formation; the NCO's position is one step to the rear of the Color Guard and centered. When the officer is not present and the NCO is in charge, his position is three steps in front of the Color Guard and centered.*

### **Breaking Ranks**

Breaking Ranks is a procedure followed when a guardsman is called out of the formation to report to the Color Officer in front of the formation. The Color Officer will direct, "Guardsmen \_\_\_\_\_, front and center." The guardsmen will:

- a. Come to the position of Attention and respond "Here, Sir (or Here, Color Sergeant)."
- b. Take one 15-inch backward step
- c. Face to the Right (Left) as in Marching and exit the formation in the most direct manner.
- d. Once clear of the formation, march in the most direct manner to a position two steps in front of and centered on the Color Officer.
- e. When the Color Officer dismisses the guardsmen, the guardsmen will Face to the Right (Left) as in Marching and move back to his place in formation. He will follow the same route as he used to exit the formation.

### **SECTION 5: IN RANKS INSPECTION PROCEDURES**

During the inspection, the Color Officer or Color Sergeant should check the obvious uniform and grooming items for every guardsman. This includes:

- a. Hair does not interfere with proper wearing of the headgear
- b. Ensure that headgear is properly positioned
- c. Parade coat buttoned, fasten at the top, with no unauthorized items worn
- d. Gloves cleaned and rolled
- e. Straps & belts worn correctly
- f. Pants cleaned & pressed
- g. Authorized shoes & black socks.
- h. Overall cleanliness & grooming standards
- i. Proper posture & demeanor
- j. Correct positioning of flags, flintlocks, swords and musical instruments
- k. No other unauthorized items to be worn with the uniform

### **SECTION 6: APPROVAL OF COLOR GUARD COMMITMENTS**

1. The Commander approves all Color Guard commitments, and obtains all information from the point of contact.
2. The Commander contacts the Color Officer and relays all information from the point contact.
3. The Color Officer contacts the point of contact to finalize details.
4. The Color Officer contacts all F.I.L.I. personnel who will be required to complete the commitment.

### **SECTION 7: POSTING COLORS**

1. The Commander and Color Officer will be responsible for coordinating with the host organization in order to finalize the details for posting the colors. While these duties are taking

place the Color Sergeant will take charge of the Color Guard. Only the Commander and Color Officer will coordinate with hosting unit personnel.

2. The Commander is responsible for announcing the F.I.L.I. and calling the colors forward.
3. The Color Sergeant is responsible for keeping the unit in step, performing other duties assigned by the Color Officer, and act in the absence of the Color Officer.
4. The Color Corporal is responsible for the integrity and accountability of all Color Guard equipment, and other duties assigned by the Color Officer. In the absence of the Color Officer or Color Sergeant he may take charge of the Color Guard.
5. The Commander is responsible for being positioned prior to the posting and the Color Officer is responsible for forming the Color Guard and having them in the ready prior to the posting.
6. A member of the hosting organization will introduce the Commander.
7. The Commander will then march to the center position, perform a facing movement which will put him directly in front of the Color Guard.
  
8. The Commander will make a brief introduction of the F.I.L.I. and then direct everyone to stand for the posting of the colors.
9. Once everyone is standing the Commander will give the command COLOR OFFICER ADVANCE THE COLORS.
10. The Color Officer will then give the commands COLOR GUARD ATTENTION, followed by FORWARD MARCH.
11. The Color Guard will then advance with musicians playing, and the Color Sergeant softly maintaining the step.
12. Once the Color Officer is within a few feet of the Commander he will give the command; COLOR GUARD HALT.
13. The Color Officer will then render a sword salute to the Commander and report SIR THE COLORS ARE PRESENT.
14. The Commander will return the sword salute and give the command POST COLORS.
15. The Color Officer will then give the command\_\_\_\_\_
16. The American flag bearer will then\_\_\_\_\_and the State flag bearer will then\_\_\_\_\_at which time they will march to the designated flag stands.
17. The Color Officer will then give the preparatory command POST, at which time the flag bearer will place their right foot on the stand and at a slight angle the flag staff is placed into the flag stand. The Color Officer will then give the command of execution which is COLORS. The flag bearers will place the flag staff into the stand and step back and dress the flag.
18. The Color Officer will then give the preparatory command ABOUT, followed by the command of execution FACE.
19. The Color Officer then gives the command FORWARD MARCH and the flag bearers march to their position in the Color Guard formation\_\_\_\_\_
20. Once the flag bearers have returned to their place in the formation, the Color Officer will render a sword salute to the Commander and say; "SIR THE COLORS HAVE BEEN POSTED"
21. The Commander then returns the sword salute and orders: "RETIRE THE COLOR GUARD SUBJECT TO RECALL."
22. The Color Officer then gives the order to the Color Guard to "CENTER WHEEL MARCH" The American flag always remains at the viewer's far left.
23. The Color Guard retires in the same manner with musicians playing and the Color Sergeant maintaining a soft cadence.
24. The Commander executes a RIGHT FACE and marches off the field or to the side of the room.

## **SECTION 8: RETIRING COLORS**

When the Commander is given the cue for the retirement of colors, he will march to the center of the field or room, perform a facing movement in the direction of the Color Guard and direct the audience; "PLEASE STAND FOR THE RETIREMENT OF THE COLORS."

1. The Commander will then give the order "COLOR OFFICER POST."
  2. The Color Officer will march the Color Guard forward with musicians playing and the Color Sergeant softly maintaining the cadence.
  3. The Color Officer will halt the Color Guard a few paces from the Commander, render a sword salute, and respond "SIR THE COLOR GUARD IS PRESENT."
  4. The Commander returns the sword salute and gives the order "RETRIVE COLORS."
  5. The Color Officer then gives the command "RETRIVE COLORS" at which time the flag bearer carrying
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6. Once the flag bearers are posted in front of their respective flags (the American flag will be saluted) and the Color Officer will give the preparatory command "RETRIVE" at which time the right foot is placed on the flag stand and both arms are extended holding the flag staff.
  7. The Color Officer will then give the command of execution "COLORS," at which time the flag bearers will lift the flag from the stand and assume the position of carry.