



AIR FORCE DRILL AND CEREMONIAL MANUAL

Issued for use by Air Force personnel and is effective forthwith

A handwritten signature in black ink, appearing to read 'Kathryn' followed by a stylized flourish.

KG Dunn
Air Commodore
Chief of Staff - AFHQ

Department of Defence
CANBERRA ACT 2600

25 August 2017

A handwritten signature in black ink, appearing to be a stylized 'H' or 'G' followed by a flourish.

GN Davies
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25 August 2017

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FOREWORD

This manual is a total rewrite of the previous AAP 5135.001—*Manual of Drill* and AAP 5135.002— *Manual of Ceremonial* that combines the two manuals into one. Information from Defence Instructions (Air Force) (DI(AF) ADMIN 10-05—*Air Force Colours, Standards and Banners*, DI(AF) ADMIN 10-13—*Battle Honours of the RAAF*, DI(AF) ADMIN 10-18—*Badges and Mottoes*, DI(AF) ADMIN 10-24—*ADF Ensign Personal flags of senior officers, Car flags and Star Plates* and DI(AF) ADMIN 12-11—*Procedures for Dining In Nights* has also been updated and included. This has resulted in the *Air Force Drill and Ceremonial Manual* (AFDCMAN) being a large document, that will only be issued in electronic format. Should hardcopies be required, members are to print out the relevant sections for their use.

The customs, traditions, drill and ceremonial of the Royal Australian Air Force (RAAF) are, in the main, based on those of the Royal Air Force. In turn, the Royal Air Force has based much of its traditions, etc, on those of the British Army and Royal Navy. Over the years, the RAAF has changed procedures to meet Australian requirements, and much of the extremes once associated with ceremonial drill are no longer part of RAAF Ceremonial. Nevertheless, certain ceremonial drill conventions are retained not only for their visual effect, but for their importance in developing a sense of military pride, alertness, precision and efficiency. Even today, the standard of drill indicates the degree of efficiency and discipline of a military unit.

A common misconception is that drill and ceremonial do not change, ceremonial procedures and drill are continually evolving, being refined or changed. This manual, therefore, reflects the evolution of RAAF ceremonial procedures, yet also reaffirms the traditional aspects of drill, which, in most instances, predated the RAAF by many years. Also, this manual reflects the increasing requirement for the adoption of tri-service ceremonial procedures.

Part 1 of this manual provides the detail of how drill movements are performed by individuals and collectively. The ceremonial procedures detailed in the following sections are explained with the assumption that personnel are already familiar with the basic drill movements described in the chapters of section 1.

Part 2 deals with common unit and base level ceremonial occasions and protocol, as well as administration of various Air Force customs and traditions. Part 3 details procedure for major ceremonial events and although intended for Base Warrant Officers (BWOFF) and Military Skills Instructors (MSI) there is information that may be useful for all Air Force personnel (eg the origin of the slow march is explained in Part 3, Chapter 4, - [Service Funerals](#)).

The ceremonial in this manual details procedure for parade ground conditions. While procedures may be varied to conform to local conditions, this manual is to be followed as closely as possible. Notwithstanding the problems faced with mounting ceremonial parades, Colour Drill, and the procedure for Guards of Honour are not to be varied.

The manual is seen as reflecting the continuing evolution of RAAF ceremonial. Therefore, changes and amendments to procedures will be made as necessary. Suggestions for changes to this manual are to be forwarded through the appropriate command to AFHQ Ceremonial.

Throughout this manual items of equipment are identified by their NATO Stock Number (NSN).

AMENDMENT CERTIFICATE

Proposals for amendment of Air Force Drill and Ceremonial Manual, are to be forwarded to:

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PART 1: INDIVIDUAL AND COLLECTIVE DRILL MOVEMENTS

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CHAPTER 1

DRILL

GENERAL PRINCIPLES

Definition

- 1.1 Drill is the precise and instinctive execution of recognised military movements by an individual or group, in response to commands and/or signals.
- 1.2 The aim of drill is to develop in the individual:
- a. self discipline
 - b. alertness
 - c. instantaneous reflexes
 - d. balance and body control
 - e. instinctive and instant obedience to orders
 - f. good team work.

Purpose

- 1.3 Drill provides a medium by which those in command can correctly and precisely manoeuvre and control a body of personnel.
- 1.4 It is the responsibility of all officers, warrant officers and non-commissioned officers to ensure high standards of demeanour and drill are maintained by personnel when moving as individuals or group, either on or off the parade ground.
- 1.5 An individual in command of personnel is to set a good example at all times. When giving commands, they should stand correctly at attention and avoid exaggerated movements of the body, head or hands. When moving around they should turn and march in the correct manner. Any demonstrations should be of the highest standard with precise explanations. Intemperate language is not to be used.
- 1.6 To ensure the highest drill standards are achieved and maintained, an individual in command of personnel is to insist on:
- a. immediate obedience to orders
 - b. exactness of movements
 - c. correct and smart bearing
 - d. steadiness and silence.

PARADES

Introduction

- 1.7 Parades, and the drill associated with them, have long been an integral part of military life. In early days, the movement of troops in a regulated manner was an integral part of battlefield practices. Many of the manoeuvres once had tactical

significance; hence they became part of modern day drill and ceremonial procedures. Historically, parades served a functional purpose by providing a medium for conducting roll calls, tallying the number on unit strength and formally passing on orders and instructions. Nowadays, parades are held either for ceremonial purposes or because a commander wishes to assemble local personnel for events of significance etc.

Ceremonial parades

1.8 Ceremonial parades are formal occasions which are held to mark such occurrences as the presentation of Colours, course graduations, funerals etc. This formality should provide a spectacle that will provide lasting memories to participants and spectators alike. Because of the significance and public profile of such parades, extensive planning and practices are required to ensure the highest standards are achieved. As these parades normally incur high monetary and manpower costs, commanders should ensure they are only held to mark significant events. The occasions on which ceremonial parades are held, and the procedures used on these parades, are contained in later chapters of this manual.

Local parades

1.9 Local parades, for the purpose of this Publication, are defined as those called by commanders, on a routine basis, to assemble local military personnel. Such parades fall into one of the following categories:

- a. **Muster parades.** These are small parades conducted at the Flight or sub-unit level for administration purposes.
- b. **Commanding Officer parades.** The Commanding Officer (CO) may call a parade as part of the unit routine (eg monthly CO parade) or for a significant occasion or visit.
- c. **Officer Commanding parades.** The parade of a wing is usually called by the Officer Commanding (OC) to mark a significant event or visit. An OC's Parade maybe conducted as part of the wing routine but should not be as often as a CO's parade (eg a monthly CO's parade and a quarterly OC Parade).
- d. **Force Element Group Commander or Senior Australian Defence Force Officer parades.** The parade of a Force Element Group (FEG) or a Base is usually only called by the Commander to mark a significant occasion, visit or event.

1.10 In the past, local parades were held as a matter of routine; however, current manpower demands require consideration being given to the purpose and effectiveness of holding regular parades.

1.11 Traditionally, a number of positive features have been identified with holding local parades:

- a. remind personnel of their military role by requiring them to dress uniformly and move in a regulated fashion
- b. provide an opportunity for a commander to be seen by their subordinates

- c. provide an opportunity for the commander to view the general dress and bearing of their personnel
- d. provide an opportunity for a commander to address subordinates and highlight events and achievements of significance
- e. act as a formal point of focus for units and thereby encourage esprit de corps.

1.12 Commanders need to ascertain the most effective method of accomplishing their requirements. Whilst a parade may be effective, others options may be more effective. For example:

- a. A commander who wishes to briefly address their personnel may assemble them in a hangar; the base cinema or a similar area.
- b. Presentation ceremonies for long service awards etc. may hold more significance if conducted in the workplace or the commander's office.
- c. A comprehensive inspection of dress and grooming may be more effective when carried out in the work area.

1.13 For local parades to be effective, they should be short, smartly conducted, and have a purpose. Negative attitudes arise if personnel stand around for long periods for no apparent reason, or if elements of the parade are unduly protracted. The procedures in this Manual can be enhanced by commanders ensuring that activities prior to, and following the parade, are time efficient.

Personnel ill on parade

1.14 Personnel participating in a drill or ceremonial activity are responsible for their own personal care and preparation prior to its commencement. Rest, hydration and nutrition enhance the resilience of individuals participating in a parade. A member on parade who becomes ill and collapses may potentially cause themselves serious injury.

1.15 Where a member on parade exhibits symptoms of dizziness, personnel in the immediate vicinity of a distressed member are to speak to the member and before that person is about to collapse, they are to break ranks and remove the member from the parade ground. A member who feels themselves becoming dizzy and/or nauseous is to break ranks and kneel down.

1.16 Where a member becomes ill and collapses without exhibiting symptoms, personnel in the immediate vicinity of a distressed member, are to break ranks and move to the aid of the collapsed member. When there is a delay in the arrival of medical support personnel, those personnel assisting the distressed member are to remove the member from the parade ground.

1.17 If armed, personnel assisting the distressed member are to retain their personal weapon. The distressed members' personal weapon is to be removed from the parade ground and secured. If possible, those personnel assisting the distressed member should return to their positions and do so, by marching-on from the rear of the parade. If it is not possible or appropriate for those personnel to return to their positions, their respective positions should be filled from within the ranks.

DRILL INSTRUCTION

Introduction

1.18 Drill instruction is to be simple, concise and interesting so that the subject is easily learnt and remembered. Breaks should be incorporated into the periods of instruction to avoid fatigue and disinterest.

Safety

1.19 The instructor is responsible for the safety and health of personnel under their control. The instructor is to have identified any hazards or risks and taken steps to eliminate, substitute or isolate them. Drill lessons are only to be conducted where all risks have been eliminated or minimised so far as is reasonably practicable. Hazards include, but are not limited to:

- a. environmental factors (such as heat, cold, rain)
- b. trip and/or slip hazards
- c. noise
- d. vehicle movements
- e. muscular injury
- f. fatigue
- g. stress.

Instructors

1.20 Instructors are to set the standard by their own personal example, and must, therefore:

- a. know the subject well
- b. have a systematic method of instruction
- c. be consistent, tolerant, fair and firm
- d. be able to identify the individuals with learning difficulties within the group
- e. encourage and offer positive reinforcement
- f. be able to express themselves without using offensive language.

Sequence of instruction

1.21 The drill patten and sequence of instruction for a single movement drill lesson are included in lesson plan format in [Annex 1A](#).

WORDS OF COMMAND

Delivery

1.22 Well delivered words of command are essential to satisfactorily initiate drill movements. Since they convey an order which is to be smartly and promptly obeyed,

they are always given from the position of attention and are to be delivered in a determined, distinct and confident manner.

1.23 The following points will assist personnel in delivering words of command in the correct manner:

- a. vocal chords should be 'warmed up'
- b. drinks of water should be taken frequently
- c. body posture should be correct with the head at its natural position (the chin neither tucked in nor jutting out)
- d. breathing should be from an extended stomach rather than a lifted chest.

1.24 Each command is divided into three parts as follows:

- a. **The prefix.** Commands are always prefixed with the appropriate word 'FLIGHT', 'SQUADRON', 'WING', etc to alert those who the command is directed to. For example, a command would be 'FLIGHT, ATTEN - TION' or 'NO 1 FLIGHT, STAND AT - EASE'.
- b. **The cautionary.** This part gives warning of the movement to be performed and precedes the executive. For example, in the command 'FLIGHT, ATTEN - TION', the cautionary word of command is 'ATTEN' while 'STAND AT' is the cautionary word in the command 'NO 1 FLIGHT, STAND AT - EASE'.
- c. **The executive.** The executive is the signal for the movement to be carried out. It is to be sharp and of a sharper pitch than the cautionary. Using the previous examples, '- TION' and '- EASE' respectively are the executive words in those commands.

In this manual, the cautionary and executive parts of each command are shown; however, the prefix is not always shown as it will depend on the group under command. Whenever giving commands, the appropriate prefix is to be used at all times.

1.25 There are two situations which affect the method of delivering the cautionary word of command:

- a. In the case of a movement which has been rehearsed and the recipients are expecting an order, the cautionary is delivered in a regular beat on successive left or right feet, as appropriate.
- b. When a command is to be given in circumstances where the recipients are not necessarily expecting it, or where long distance is involved, the cautionary is to be loud and drawn out to ensure that all personnel concerned have heard and understood it. The size of the flight, the distance the order has to travel and the volume of background noise are major factors which influence the length and volume of the cautionary, and the pause between it and the executive.

The cautionary must, in all cases, be clear and fully explain the movement which is to follow.

1.26 Throughout this Manual, words of command are printed in upper case, in inverted commas. A dash separates the cautionary and executive.

Timing

1.27 A pause is always made between the cautionary and the executive words of command. Each particular command should normally have the same pause each time it is given. In a rehearsed situation the pause between the two parts is to be equal to two beats in quick time or slow time as appropriate. This is particularly important when working with a band as the Band Master or Drum Major relies on a regularly delivered word of command.

1.28 Timing of words of command given on the march is generally dependent on the foot on which the executive command is given. For example in the command 'FLIGHT - HALT', the cautionary 'FLIGHT' is given on the right foot and the executive 'HALT' is given on the next right foot. Similarly a command such as 'NO 1 FLIGHT, EYES - RIGHT' is to be given on successive left feet. The table detailing the foot on which the executive word of command is given is in Table 1-1.

Table 1-1 Timing of words of command

Command	Quick Time	Slow Time
'HALT'	Right foot coming to ground	Right foot touches ground
'LEFT TURN/INCLINE'	Right foot coming to ground	Right foot touches ground
'CHANGE STEP'	Right foot coming to ground	Right foot touches ground
'TO THE RIGHT/LEFT SALUTE'	Left foot coming to ground	Left foot touches ground
'EYES RIGHT/LEFT'	Left foot coming to ground	Left foot touches ground
'EYES FRONT'	Left foot coming to ground	Left foot touches ground
'RIGHT TURN/INCLINE'	Left foot coming to ground	Left foot touches ground
'ABOUT TURN'	Left foot coming to ground	Left foot touches ground
'MARKTIME'	Left foot coming to ground	Left foot touches ground
'FOR-WARD'	Left foot coming to ground	Left foot touches ground
'INTO SLOW TIME, SLOW MARCH'	Left foot coming to ground	Not applicable
'INTO QUICK TIME, QUICK MARCH'	Not applicable	Left foot touches ground
'INTO DOUBLE TIME, DOUBLE MARCH'	Left foot coming to ground	Not applicable
'STEP SHORT'	Left foot coming to ground	Left foot touches ground
'STEP OUT'	Left foot coming to ground	Left foot touches ground
'QUICK/SLOW MARCH'	Left foot coming to ground	Left foot touches ground

1.29 **As you were.** When it is desired to stop an incomplete movement, or to correct an incomplete or wrong word of command, the command 'AS YOU WERE' is to be given. On this command all personnel in the flight resume their prior position or situation.

Moving off in step with another flight

1.30 To move a flight off in step with a preceding flight, in quick or slow time, the cautionary and executive commands are given on successive right feet, as the right feet of those on the preceding flight are coming to the ground.

1.31 The length of pace and the march timing, in paces per minute, is detailed in Table 1-2.

Table 1-2 Length of Pace and Timing

Nil	Length of Pace (a)	Paces per Minute
Quick Time	75 centimetres	116
Slow Time	75 centimetres	70
Stepping Out	85 centimetres	As per Slow or Quick Time
Stepping Short	50 centimetres	As per Slow or Quick Time
Double Time	100 centimetres	180
Side Pace	30 centimetres	116

Note:

- (a) Length of pace is measured from heel to heel.

INSPECTIONS**General**

1.32 Inspections form an important part of service routine and therefore must be conducted correctly and constructively. The purpose of inspections is to ensure that:

- a. the required standards of dress and bearing are maintained
- b. arms and equipment on issue to personnel are clean, serviceable and in good repair.

1.33 Before carrying out an inspection it is essential for the inspecting officer to be thoroughly familiar with the requirements of the Dress Manual. They are to ensure their personal dress is correct and of a standard equal to or preferably higher, than that expected of those they will be inspecting.

1.34 During the inspection of a flight, the ranks are to be at the open order, right dressed and standing at attention. Ranks not being inspected may be stood at ease at the discretion of the inspecting officer.

1.35 An inspecting officer is to commence the inspection at the right flank of the front rank and is to inspect the front of every member from head to foot. When this is completed, they are then inspect the back of every member of the front rank in a similar manner. This procedure is repeated for the remaining ranks.

1.36 Supernumerary rank(s) are not normally inspected.

Adjustment

1.37 If an individual is required to adjust their clothing, equipment, or person when standing at attention, they are to place their right foot smartly 30 cm to the rear (without changing the angle of the foot) before doing so. If standing at ease, they are to come to attention before placing their right foot to the rear and come to attention again before returning to the position of stand at ease.

FORMS OF VERBAL ADDRESS

General

1.38 As members of a professional armed service, Air Force personnel must display mutual respect and courtesy when addressing each other both on and off the parade ground. The use of correct forms of address ensures all personnel are treated equally and that their commitment to the Air Force is recognised. In keeping with these principles, subordinates should not be addressed by their surname only.

1.39 In the Air Force, the term Madam is not used as a form of address. While the term is accepted in the community as a form of polite address for a woman, it can also have unsavoury connotations. To avoid any misconceptions, the term "Ma'am" (pronounced to rhyme with ham) is to be used as the form of personal address for senior female personnel in the Air Force.

Vice-Regal and members of parliament

1.40 The Governor General and State Governors are to be addressed initially as "Your Excellency" and subsequently as "Sir or Ma'am" by all ranks. Administrators of Commonwealth Territories are addressed as "Your Honour" initially and subsequently "Sir or Ma'am".

1.41 Members of the Federal Parliament are addressed initially by their title; "Prime Minister", "Minister" or "Senator" then subsequently as "Sir" or "Ma'am" by all ranks. Note: members of the House of Representatives not holding a ministerial portfolio are addressed as "Sir" or "Ma'am" unless directed otherwise.

Defence force personnel

1.42 **Commissioned officers.** Commissioned officers are addressed as follows:

- a. **By senior ranks.** By their rank and name, eg "Flight Lieutenant Smith" or their appointment, eg "LOGO" or "S4".
- b. **By junior ranks.** As "Sir" or "Ma'am".

1.43 Air Chief Marshal, Air Marshal and Air Vice-Marshal are all addressed as "Air Marshal", "Sir" or "Ma'am".

1.44 **Junior officers.** In the Air Force, Junior Officers (Officer Cadet to Flight Lieutenant) are not required to address each other as "Sir or Ma'am" and may use given names or nicknames. However; rank and name should be used in training units, on formal occasions or in instances where personnel are not known to each other.

1.45 **Service warrant officers.** The three Service Warrant Officers (WO-N, RSM-A and WOFF-AF) hold E10 positions and are the senior enlisted members of their service. The Service Warrant Officer reports directly to their Service Chief. Service Warrant Officers are addressed as follows:

- a. **By senior ranks.** By their rank, ie "Warrant Officer Navy", RSM Army", "Warrant Officer Air Force".
- b. **By warrant officers and below.** As "Sir or Ma'am".

1.46 **Warrant officers.** Warrant Officers are appointed by warrant, hence the name. Warrant Officers are not Non-Commissioned Officers (NCO's) and should not be referred to as such. Warrant Officers are addressed as follows:

- a. **By senior ranks.** By their rank and name, eg “Warrant Officer Smith” or their appointment.
- b. **By junior ranks.** As “Sir” or “Ma'am”.

1.47 Warrant officers are not to be addressed as “warrant” or “woff”, nor is a warrant officer appointment to be spoken as a word eg “woe” for WOE or “wad” for WOD.

1.48 **Addressing a group.** When addressing a group of senior ranks, “Ladies” and/or “Gentlemen” should be used not the cumbersome ‘sirs and ma’ams’. A junior wishing to speak with a particular senior rank in a group should state “Excuse me Ladies and Gentlemen” (or just “Ladies” or just “Gentlemen”), “Flight Lieutenant Smith Sir (or Ma'am), may I please speak with you”.

1.49 **Non-commissioned members.** Personnel of the rank of Flight Sergeant and below are addressed as follows:

- a. **By senior ranks.** By their rank and name, eg “Flight Sergeant Jones”, “Sergeant Singh”, “Corporal Brown”, “LACW Chan”, or by their appointment, eg “OPSO”, “Driver”, “S2”.
- b. **By junior ranks.** By their rank, eg “Sergeant”, “Corporal”, etc.

1.50 It is acceptable in conversation to shorten Flight Sergeant to “Flight”. The shortened form of address is not to be used in conjunction with their surname ie “Flight Sergeant Smith” is correct, not “Flight Smith”.

1.51 **Forms of address by peers.** Personnel of the same rank normally address each other by their first name or nickname. It is also acceptable to use the person's rank or appointment, eg “OPSO” or ‘Sergeant’. Leading Aircraftman/Woman (LAC/W) is a reclassification from Aircraftman/Woman (AC/W) and not a promotion; therefore AC and LAC are considered peers when addressing each other.

1.52 **Given names and nicknames.** It is acceptable for a senior rank to address a junior rank by their first name if they are well known to each other. It is also acceptable to address a junior rank by a nickname. However, first names and nicknames must only be used at a suitable time and place, also the nickname must not be inappropriate, offensive or degrading.

1.53 **Other services.** Air Force personnel are to address members of the Royal Australian Navy, Australian Army and allied forces by their rank and/or in the manner appropriate to their Air Force equivalent. It is the responsibility of all members to be able to recognise badges of rank of the ADF and of allied forces.

KEY TO FIGURES

1.54 For simplicity, the diagrams shown in the various Annexes in this manual depicting flight, squadron and wing drill contain the same illustrative Figures. The key to these Figures is shown in [Annex 1B](#).

Annexes:

- 1A [Drill pattern and lesson plan](#)
- 1B [Key to figures](#)

ANNEX 1A

DRILL PATTERN AND LESSON PLAN

1. The below plan is a basic example for teaching drill movements. Instructor initiative and common sense will need to be applied for complex drill movements. If each movement is taught by the phases explained in this lesson and all demonstrations and explanations are kept formal in their delivery, then your lesson will succeed.

Table 1A–1 Drill pattern and lesson plan

Steps	Remarks
AIM	To teach students (insert name of movement)
INSTRUCTION POSITION	Instructor location in relation to Flight Formation for lesson to be taught. Consider elements (sun, wind) and distractions (a)
REVISION	Revise previous drill lesson and if practical, finish with a movement that will lead into the movement to be taught. At the completion of the revision, if necessary, reposition the flight in the formation required for instruction. 'FLIGHT, REST' (Give this command when you require the flight to watch a demonstration or listen to an explanation)
INTRODUCTION	DURING THIS PERIOD I WILL BE GIVING COMMANDS TO MYSELF'. YOU WILL ONLY ACT UPON THOSE COMMANDS PREFIXED WITH THE WORD FLIGHT' 'THIS LESSON I AM GOING TO TEACH YOU (movement)' 'THIS DRILL MOVEMENT WILL ENABLE YOU TO' (Short explanation of the purpose of the movement and offer an interest element for motivation, ie history)
DEMONSTRATION	WATCH MY DEMONSTRATION OF THE COMPLETED MOVEMENT' Execute movement, returning to starting position. 'FOR EASE OF INSTRUCTION, THIS MOVEMENT WILL BE BROKEN INTO PARTS AND TAUGHT BY NUMBERS/CATCH WORDS' 'WATCH WHAT HAPPENS'ON THE COMMAND BY NUMBERS – ONE'. '(movement) BY NUMBERS – ONE'. Execute part on command
EXPLANATION	Holding the position, look towards flight and state: 'ON THAT COMMAND(explanation).....' Explain pertinent points in a formal and logical sequence. At the completion of explanation, ask for questions.
EXECUTION	'FLIGHT,BY NUMBERS - ONE' The flight holds that position. The Instructor is then to move forward or remains in position, at attention and corrects faults. Identify the fault first, and then identify the individual to correct the fault. Allow individual practice of the step as you finish with each student. Correct loudly enough for all to hear so that those ahead may adjust as necessary.
REPETITION	Repeat the movement until you are satisfied that you can move onto the next step. 'FLIGHT, REST'

DEMONSTRATION EXPLANATION EXECUTION REPETITION	Continue the above procedures until you have completed all steps of the movement.
CONSOLIDATION	Link the movement together by giving the commands: 'FLIGHT.....BY NUMBERS – ONE' 'BY NUMBERS - TWO, etc. Repeat until satisfied the students are correctly performing each step in sequence. 'FLIGHT, REST'
DEMONSTRATION (phase 2)	'THE SECOND PHASE OF THE LESSON IS CALLING THE TIME'. 'THERE IS A PAUSE EQUAL TO TWO BEATS IN QUICK TIME BETWEEN EACH STEP OF THE MOVEMENT'. 'THIS IS PRACTISED BY CALLING THE TIME'. WATCH MY DEMONSTRATION, CALLING THE TIME'. 'CALLING THE TIME,(Command)....' Complete movement and, if necessary, remind students of pertinent points and ask for questions.
EXECUTION REPETITION	The Instructor to assist the FLT in calling the time for the first practice, or as long as required. 'FLIGHT, TO MY COUNT,.....(Command).....' Then unassisted. 'FLIGHT, CALLING THE TIME.....(Command).....' Practice until satisfied with the standard achieved, check faults at each execution of the movement. 'FLIGHT REST'
DEMONSTRATION (Phase 3)	'THE FINAL PHASE OF THE LESSON IS JUDGING THE TIME'. 'THAT IS, EXECUTING THE MOVEMENT IN SILENCE, CALLING THE TIME TO YOURSELF'. 'WATCH MY DEMONSTRATION OF JUDGING THE TIME' 'JUDGING THE TIME, (Command).....' Complete the movement and ask for questions.
EXECUTION REPETITION	'FLIGHT, JUDGING THE TIME (Command).....' Continue until satisfied with standard, checking for faults at each execution of movement. It may be necessary to repeat a phase of the lesson if students are having difficulty. 'FLIGHT,REST'
CONCLUSION	'DURING THIS PERIOD YOU HAVE BEEN TAUGHT ' 'THE MAIN POINTS (COMMON FAULTS) TO REMEMBER WHEN PERFORMING THIS MOVEMENT ARE,(Explanation).....' 'ARE THERE ANY FINAL QUESTIONS REGARDING THIS LESSON'? 'YOU WILL NOW EXECUTE THE MOVEMENT TO THE CORRECT WORDS OF COMMAND WHILST OBSERVING THE CORRECT TIMING'. 'FLIGHT, (Command).....' Continue until satisfied with the standard. At the completion of the movement offer a statement of encouragement as to standard of performance. Identify the next period of drill to be taught and dismiss the flight.

Notes:

- (a) Before starting lesson, ensure the flight is correctly sized and numbered.



















2. **Continuation training.** Outside of the initial training environment when required to train personnel in drill, the instructor will often be revising previously taught lessons and frequently with a short time to do so. In these situations the lesson plan should be modified to:
 - a. establish knowledge
 - b. test knowledge
 - c. build on knowledge.
3. The principle of Demonstration, Explanation, Execution, Repetition (DEER) is still to be used throughout the instruction period.

ANNEX 1B

KEY TO FIGURES

1. Shown below is the table of Figures used throughout the Air Force Drill and Ceremonial Manual.

Figure 1B–1 Key to Figures

	WING COMMANDER / PARADE CDRE		PARADE WARRANT OFFICER
	SECOND IN CHARGE		WING WARRANT OFFICER
	WING ADJUTANT		SQUADRON WARRANT OFFICER
	SQUADRON COMMANDER		SUPERNUMERARY WOFF
	SQUADRON ADJUTANT		FLIGHT SERGEANT
	FLIGHT COMMANDER		SERGEANT
	SUPERNUMERARY OFFICERS		CORPORAL
	SQUADRON LEADER		SUPERNUMERARY NCO
	FLIGHT LIEUTENANT		AIRMEN/AIRWOMEN
	PLT/FLG OFFICER		RIGHT FLANK MARKER
	CHAPLAIN		LEFT FLANK MARKER
	SUPPORT PARTY		
	BEARER PARTY		BAND MASTER
			DRUM MAJOR
	COLOUR BEARER		DRUMMER
	COLOUR WOFF		TRUMPETER
	COLOUR ESCORT		

2. **Note.** Although known as Flight Sergeant the position of Senior Non-Commissioned Officer of a Flight may be filled by either a FSGT or SGT unless otherwise specified.

CHAPTER 2

SALUTES AND COMPLIMENTS

INTRODUCTION

Origins

2.1 There are a number of origins of the military greeting of saluting. In the British Forces the custom probably dates from a regimental order issued by The Coldstream Guards in 1745. To save hats being dirtied by blackened gun powdered hands (hats were removed in a sweeping movement) the soldiers were ordered to clap up their hands to their hats and to bow as an officer passed by. The Royal Scots in 1762 followed suit with 'the men for the future are only to raise the back of their hands to them (hats) with a brisk motion when passing an officer'. From this beginning, although there was some resistance, saluting as we now know it developed. Saluting in a form can also be traced back to the Stone Age when the open hand held high indicated friendliness; while, the holding of the head erect is a reminder that officers and airmen are free men not required to avert their eyes to an overlord.

2.2 Saluting with weapons takes the form of holding the weapon so it is non-threatening and/or leaves the holder defenceless. The sword salute is reminiscent of the days of chivalry when knights would kiss the hilt of their sword before entering battle, the sword is then lowered to a non-threatening position that leaves the officer vulnerable to a sword stroke. The present arms with the rifle is the act of holding the rifle so it is unable to be used and can be easily taken from the individual ie the weapon is "presented" to the reviewing officer. The hand salute with the rifle, traditionally known as the butt salute, was the first movement of the present arms, symbolically presenting the rifle. With the introduction of the F88 Styer rifle the hand position of final movement of the present was adapted as the salute.

Reasons for saluting

2.3 Regardless of its origin the salute is a symbol of greeting, mutual respect, trust and confidence initiated by the junior in rank and returned by the senior rank, with no loss of dignity on either side. Saluting by airmen/airwomen is recognition of the Queen's Commission, being indirectly a salute to the Sovereign through the individual holding Her Majesty the Queen's authority. Returning a member's salute is recognition of the fact that through the officer, members have given an outward sign of their loyalty to Her Majesty the Queen, Australia and the Royal Australian Air Force (RAAF). The salute is also a sign of loyalty and respect to the Service of which a member forms a part and the general morale and professionalism of the Service is indicated by the manner in which salutes are given and returned.

OFFICERS

General

2.4 When in uniform officers are to salute senior ranks and return salutes from subordinates. Junior Officers, Officer Cadet to Flight Lieutenant, are not required to salute officers below the rank of Squadron Leader (SQNLDR). Officers of the rank of

SQNLDR and above are to salute their seniors in rank. When a number of officers are together, it is the responsibility of the senior officer present to initiate or return a salute. If the senior officer fails to see the salute it is the duty of the next senior officer to salute.

Saluting officers of other services

2.5 A RAAF officer is to salute an officer of the Royal Australian Navy (RAN), the Australian Army, or an officer of the armed forces of any nation recognised by the Australian Government, where the equivalent Air Force rank would entitle that officer to a salute.

Officers saluting on parade with unarmed personnel

2.6 When officers on parade with unarmed personnel are required to salute, the right hand is brought to the salute on the first note of the music of the Royal or General Salute, and the hand is brought to the side on the last note of that music. When there is no music, the parade commander will give the command: 'GENERAL SALUTE, ATTEN - TION'. On this command all officers in executive positions on parade will come to attention and salute. The end of the salute will be indicated by a whistle blast or a drum beat.

Officers saluting on parade with armed personnel

2.7 When officers on parade with armed personnel are required to salute, the right hand is brought to the salute on the second movement of the present arms, and the hand is brought to the side on the final movement of attention.

2.8 Officers and Warrant Officers with swords in scabbards are to salute with the hand.

Officers in command of formed bodies

2.9 Officers in command of a flight or larger formed body on the march are to pay compliments as described below in Paragraph 2.28. When returning a salute the officer in command is to salute individually and not call 'EYES - RIGHT/LEFT'.

Officers in attendance

2.10 Officers appointed as Aide-de-Camp (ADC) or equerry to a Very Important Person (VIP) are not to salute when a national anthem, royal or general salute is played for the VIP or other officer upon whom they are in attendance.

AIRMEN

General rules

2.11 Airmen are to salute all commissioned officers (this includes the rank of OFFCDT) of the ADF and the commissioned officers of armed forces of any nation recognised by the Australian Government. It is the responsibility of all members to be able to identify the badges of rank of other Australian Services and those of allied forces.

2.12 An Airman is to salute:

- a. **When addressing an officer.** He/she is to halt two paces from the officer, salute, address the officer, salute again, about turn and march off.
- b. **Sees an officer passing.** He/she is to stand to attention, face the officer and salute to the left or right, when the officer is three paces from him/her.
- c. **Is passing an officer.** He/she is to salute to the left or right, three paces before reaching the officer; on the third pace after passing the officer, the head and eyes are turned to the front as the hand is brought to the side.
- d. **Recognises an officer in civilian dress.** He/she is to salute as stated above.

GENERAL RULES - ALL RANKS

2.13 Saluting should be undertaken intelligently. Salutes, for example, should not be attempted in places where the presence of crowds or where the distance from the officer makes it impracticable to salute. All members are to salute with the right hand unless physically unable to do so, in which case they are to salute with the left hand. The junior member is to salute first and the senior member is to return the compliment. Her Majesty the Queen, members of the Royal Family, the Governor-General, State Governors, the Administrators of Territories, the Prime Minister and members of the Federal Parliament are to be saluted by all ranks.

Saluting without headdress

2.14 A salute with the hand or a weapon is only to be performed when wearing headdress. In instances where head-dress is not worn (eg indoors), compliments are paid by; coming to attention, executing an eyes right/left or 'bracing up' as appropriate and a verbal salutation or acknowledgement is to be made. In general, a junior rank stands to attention for a senior while a senior, if seated, would acknowledge a salute by 'bracing up'.

Saluting in conjunction with armed personnel

2.15 All personnel who are not part of a formed body but are required to salute when attending a ceremony (eg playing of the Last Post) where armed personnel are on parade, are to bring the hand to the salute on the second movement of the present arms and return the hand to the side on the final movement of attention.

Ceremonial flags, colours, standards, banners or guidons

2.16 When passing or being passed by uncased Ceremonial Flags, Colours, Standards, Banners or Guidons, all ranks are to halt, face the Colours, and salute. Cased Colours are not to be saluted but the colour bearer should be saluted as applicable. Colours are not saluted when carried by units forming part of a guard of honour at a service funeral.

NOTE: A Guidon is a swallow tailed flag, and is a recognised Colour awarded to cavalry units of the Australian Army. When the Australian National Flag (ANF), Australian Defence Force Ensign (ADFE), Australian White Ensign (AWE) or RAAF Ensign is carried as part of a ceremonial parade they are to be given the same compliments as a colour.

2.17 Personnel attending or in the vicinity of a ceremonial parade are to face the colours and salute when the “Point of War” is played.

National anthem

2.18 All ranks that are not part of a formed body are to stand at attention and salute when the National Anthem of Australia or the Anthem of any nation recognised by the Australian Government is played. Formed bodies are to be brought to attention (and if armed, present arms) and the member in charge is to salute. When on parade the parade is to come to attention (present arms if applicable) and only officers, warrant officers and non-commissioned officers in executive positions are to salute.

Last post

2.19 When not on parade, all members are to salute when the Last Post is played. If no armed body (Guard of Honour, Catafalque Party, etc) is present the salute is to commence on the first note and conclude on the last note of the music. No salute is accorded to Reveille or Rouse, though personnel in uniform are to stand to attention.

Royal salute and general salute as personal salute

2.20 At the sounding of the General Salute as part of a parade, officers on the dais (with the exception of the officer receiving the salute) and other parade participants not in formed bodies (announcer, medal orderlies, etc) are to stand at attention. Spectators (uniformed and civilian) may remain seated and are only required to stand for a Royal Salute. This also applies to when the first bars of the national anthem are played as a Royal Salute, with the exception spectators are to stand.

Raising and lowering of flags

2.21 The ANF and the RAAF Ensign. The member raising/lowering the ANF and/or RAAF Ensign, is to sound a warning of one whistle blast prior to raising/lowering the Flag, and two whistle blasts once the process has been completed. All members within view of the Flag, or within hearing of the warning, are to turn to face the Flag, stand at attention and salute during the warning period.

Members not in uniform are to turn to face the Flag and stand at attention. Should a whistle be unavailable, the whistle blast is substituted with the commands 'Stand Fast' and 'Carry On'.

2.22 The ANF takes precedence over the RAAF Ensign, so is to be raised before and lowered after the RAAF Ensign. Flags may be raised/lowered simultaneously if circumstances permit. The warning does not require to be sounded when a flag is being replaced or is lowered for maintenance (for example, has become tangled). The warning is normally only sounded when the flags are raised for the first time that day and lowered for the last time that day. The warning is to be sounded if the flags are lowered to half mast during the day. The above procedures are also to be observed for the hoisting and hauling of the ADFE and/or AWE.

2.23 When serving overseas, the National Flag of the host nation will normally take precedence over the ANF and other allied national flags. Personnel are to observe the above protocols for the host nation and any allied national flags in addition to the ANF and other ADF ensigns. Further information can be found in Part 2, [Chapter 3](#).

Funerals

2.24 All personnel when in uniform, when passing or being passed by a civilian or service funeral cortege are to halt, turn toward the cortege, and salute as the coffin passes: When attending funerals, all members in uniform are to salute whilst the coffin is being lowered.

Boarding or leaving her majesty's ships

2.25 Officers, warrant officers and airmen/airwomen are to salute the quarter-deck and the officer of the day when boarding or leaving any of Her Majesty's ships or conform to the customs of allied foreign naval vessels.

Two or more personnel

2.26 When two or more personnel:

- a. **Are sitting or standing together.** The senior member present is to stand to attention, face the officer and call the whole party to attention by calling "STAND-FAST" before saluting.
- b. **Are walking together.** They are all to salute together when passing an officer, except when they are being marched in a party when the member in charge will call an eyes right/left.
- c. When a large number of personnel are seated indoors (eg a lecture room) where standing to attention would be difficult or hazardous, the command "SIT-FAST" is to be used and personnel "brace up" in place.

2.27 When accompanying a senior. An airman in the presence of an officer (or an officer in the presence of a senior rank) is not required to salute officers who are of equal or junior rank to the officer whose company they are in. The junior rank is to stand to attention or if moving, perform an eyes right/left whenever the senior rank

they accompany initiates a salute. The junior rank should stand to attention or if moving, march smartly when the senior rank they accompany returns a salute.

Armed and unarmed flights

2.28 An officer or airman/airwomen in charge of an armed or unarmed flight on the march is to pay compliments by giving the command 'EYES - RIGHT/LEFT' and at the same time, salute. If the flight passes several officers standing or moving in close proximity to each other, the 'eyes right/left' is to be held until all officers have been passed.

2.29 When an armed flight at the halt is required to pay compliments, they are to be brought to attention and the member in charge performs a "butt salute" for Junior Officers, for officers of the rank of squadron leader and above, the flight is to present arms.

2.30 The Air Force does not stand fast for armed parties. Compliments are to be paid as are appropriate for the flight commander and/or any Colours being displayed.

Mechanical vehicles

2.31 The rider of a bicycle, motorcycle or the driver of a vehicle is not to salute or return salutes when the vehicle is in motion. Where applicable a verbal salutation or acknowledgement should be made.

2.32 Vehicles flying distinguishing pennants, personal standards or with star plates uncovered, are to be saluted by junior ranks when the vehicle passes or is passed

Australian defence force cadets

2.33 Officers, instructors and cadets of the Australian Navy Cadets, Australian Army Cadets and Australian Air Force Cadets are not members of the Australian Defence Force (ADF), so are not normally saluted by Air Force personnel. Members of the ADF Cadets may salute commissioned members of the Air Force, as a courtesy these salutes are to be returned.

Saluting when in civilian clothing

2.34 When in civilian clothes, personnel are to pay compliments by raising their head dress (males only), or come to attention as appropriate and a verbal salutation or acknowledgement should be made. When head dress is not worn, or when carrying anything which prevents them from removing head dress, they are to stand at attention when a superior passes or when a National Anthem or the Last Post is played.

2.35 In days past it was common for men and women to wear hats when in civilian attire, the hats worn by women were more elaborate than those worn by men so had to be held in place with hat pins and clips. This is why the custom of removing headwear is usually only applicable to males. Today the wearing of hats is less common but there are still a number of ways of saluting when wearing a hat in civilian attire. One is the doffing of one's head dress, when returning or initiating a salute.

Another is the complete removal of the hat and holding it in the hand by the side, while standing at attention eg during the hauling of the RAAF Ensign or the playing of the Last Post. It is also acceptable on these occasions, to place the hand holding the hat in the centre of the chest.

Non-saluting areas and variations to saluting requirements

2.36 Commanders may declare locations or facilities to be non-saluting areas. Such areas are to be clearly defined in standing or routine instructions and if possible, marked or sign posted. Saluting requirements may also be altered by commanders to suit local conditions or for training purposes (eg order that OFFCDT's are to salute junior officers while in the first four weeks of training).

2.37 Personnel are not required to salute when:

- a. in a crowded thoroughfare or assembly area
- b. under the immediate control of a superior (except when receiving the order 'OFFICER ON PARADE DIS – MISS or being dismissed by an officer')
- c. driving or operating a vehicle, motorbike, bicycle, etc
- d. on operations, or an exercise under tactical conditions.

The salute as a sign of respect

2.38 As stated in Para1 the salute is a sign of respect, any Air Force member in uniform may salute outside the occasions detailed in this manual as a demonstration of respect. Some examples are; the Commanding Officer (CO) of a unit may salute a retired wartime member of the squadron as a sign of respect for the units wartime achievements; A member may salute the cross of sacrifice at a war cemetery as a sign of respect for those commemorated there; A salute may be given at an aircraft crash site as a mark of respect for the lives lost there and/or the bravery demonstrated by the rescuers. Salutes used in this manner are not compulsory and are usually initiated by the individual. They should however be employed sensibly and ensure they do not cause embarrassment.

SALUTING AT THE HALT

Saluting with the hand

2.39 **To the front salute.** For instructional purposes the salute is divided into two distinct movements for which the commands are:

- a. 'TO THE FRONT SALUTE, BY NUMBERS - ONE'.
- b. 'BY NUMBERS - TWO'.

2.40 On the commands:

- a. **'TO THE FRONT SALUTE, BY NUMBERS - ONE'.** At the position of attention raise the right arm in a circular motion at right angles to the body, bringing the right hand to the side of the head, wrist straight, palm to the front, fingers and thumb fully extended and close together, the forefinger and second finger in line with and 25 mm from the right eye (Figures 2-1 and 2-2).

Figure 2-1 Front salute by numbers one, front view**Figure 2-2 Front salute by numbers one, side view**

- b. **'BY NUMBERS - TWO'**. Bring the right hand smartly down to the position of attention by the shortest possible way.

2.41 To practice the flight, the command 'TO THE FRONT - SALUTE' is given. On this command the flight executes both parts of the salute. A pause equal to two beats in quick time is observed at the salute position. When practicing as a flight, ranks are to be at the open order and at an incline. To practice the flight, the command 'TO

THE FRONT - SALUTE' is given. On this command the flight executes both parts of the salute. A pause equal to two beats in quick time is observed at the salute position. When practicing as a flight, ranks are to be at the open order and at an incline.

2.42 **Saluting to the left/right.** The command is: 'TO THE RIGHT/LEFT - SALUTE'. For instructional purposes the salute is divided into two parts for which the commands are:

- a. 'SALUTING TO THE RIGHT/LEFT, BY NUMBERS - ONE'
- b. 'BY NUMBERS - TWO'

2.43 On the command:

- a. **'SALUTING TO THE RIGHT/LEFT, BY NUMBERS - ONE'.** Turn the head and eyes smartly 90° in the direction ordered, the chin over the shoulder, as the right hand is completing the first movement of the salute.
- b. **'BY NUMBERS - TWO'.** Bring the right hand smartly down to the position of attention by the shortest possible way. At the same time, turn the head and eyes smartly to the front.

2.44 The position for saluting to the Right is shown in Figures 2-3 and 2-4 below. Note that the right hand maintains the same position as if the salute was to the front, the forefinger and second finger in line with and 25 mm from right eye, requiring the repositioning of the elbow.

Figure 2-3 Right salute by numbers one, front view



Figure 2-4 Right salute by numbers one, side view



2.45 The position for saluting to the Left is shown in Figures 2-5, 2-6 and 2-7 below.

Figure 2-5 Left salute by numbers one, front view



Figure 2-6 Left salute by numbers one, left view



Figure 2-7 Left salute by numbers one, right view



Saluting with the rifle

2.46 The salute with the rifle is carried out with the rifle in the attention position (Figure 2-8). The detailed movements of saluting with a rifle are described in [Chapter 5](#).

Figure 2-8 Front salute by numbers one, with the rifle



Saluting with the sword

2.47 Saluting with a sword is carried out at the halt, and when marching in slow and quick time. When on parade, the movements of a sword salute when initiated by the command 'PRESENT - ARMS' are in time with rifle movements (Figure 2-9). The detailed movements of saluting with a sword are described in [Chapter 6](#).

Figure 2-9 The carry position

2.48 **Making a report with a drawn sword.** The individual making a report is to approach the senior officer, halt three paces from him/her, salute with the sword, deliver the report/message, salute, about turn, and march off. The senior officer acknowledges both salutes. A short message may be delivered whilst the individual is at the salute, after which they are to complete the salute, turn about, and march off.

2.49 When carrying a drawn sword an officer is to acknowledge a salute by bringing their sword to the recover position and returning it to the carry position. This is executed in unison with the junior officer, as they come to the recover after the salute (Figure 2-10).

Figure 2-10 The recover position**SALUTING ON THE MARCH**

2.50 **Saluting to the front.** For instructional purposes the method of approaching and saluting an officer may be taught in the following manner. The command is: 'TO THE FRONT - SALUTE'. The executive word of command is given as the right foot is coming to the ground. On this command the flight is to halt, pause, salute to the front, then a pause of four beats in quick time, salute to the front again, pause, turn about, pause and march off. The four beat pause represents the delivery of a message to an officer.

2.51 **Saluting to the right.** The command is: 'TO THE RIGHT - SALUTE'. The executive word of command is given as the left foot is coming to the ground. On this command take a check pace with the right foot and as the left foot is again coming to the ground turn the head and eyes to the right, bringing the right hand back to the side, coming to the ground on the sixth pace, turn the head and eyes to the front and bring the arm to the side. As the left foot is again coming to the ground the arms are to resume swinging. During the salute, the left arm is kept steady at the side.

2.52 **Saluting to the left.** The detail for this movement is identical to saluting to the right except that the head and eyes turn to the left.

Eyes right and left on the march

2.53 When a flight is on the march and is required to pay a compliment, the commander is to give the command: 'EYES - RIGHT/LEFT'. The person on the directing flank of the leading rank or file is to look straight to the front. The remaining members except for the marker closest to the officer are to turn their head and eyes smartly 90° in the ordered direction whilst the commander of the flight salutes, the markers head and eyes are to remain in the direction of march. When the flight has cleared the person or persons being saluted, the commander is to give the command: 'EYES - FRONT'.

Eyes right

2.54 The commands are:

- a. 'EYES - RIGHT'
- b. 'EYES - FRONT'.

2.55 The executive word of command for each of these commands is given as the left foot is coming to the ground. On the command:

- a. **'EYES - RIGHT'**. A check pace is taken with the right foot, and when the left foot again comes to the ground the head and eyes are turned to the right. The leading person in the right hand file does not turn their head and eyes to the right but maintains direction for the flight. The arms continue swinging throughout this movement.
- b. **'EYES - FRONT'**. A check pace is taken with the right foot, and when the left foot comes to the ground the head and eyes are turned to the front.

Eyes left

2.56 The detail for eyes left is identical to that of eyes right except that the head and eyes are turned to the left and the leading person in the left hand file continues to look straight to the front.

Saluting on the march with a rifle or sword

2.57 Details of these movements are provided in [Chapter 5](#) (Rifle) and [Chapter 6](#) (Sword).

HONOURS AND SALUTES ON CEREMONIAL OCCAISIONS

Introduction

2.58 Ceremonial parades are formal events which are held to mark significant occasions. On these occasions it is customary to invite a distinguished person to review the parade. The reviewing officer is therefore entitled to a salute by the assembled parade, as are other distinguished guests who may be invited to the parade as a spectator. These salutes should not, however, detract from the reviewing officer's salute.

Salutes - distinguished persons

2.59 When distinguished persons are present at a ceremony, they are to be accorded the courtesy and attention due to their rank and position within the Commonwealth, State or Territories Table of Precedence. However, notwithstanding the fact that they may be entitled to ceremonial honours ([Annex 2A](#)), on these occasions when a number of such persons are present it is customary for only a few distinguished guests to be accorded full ceremonial honours. These guests should arrive in ascending order of precedence.

General rules

2.60 Full ceremonial honours are to be reserved for the host and guest of honour (ie reviewing officer). On a timed programme, the host officer arrives first, and receives the appropriate salute on the dais by the assembled parade. The host officer then receives invited Very Important Person (VIP) guests (with the parade at attention), salutes them on behalf of the parade, and then escorts them to their seating. Normally not more than two VIP guests are accorded this welcome. Other guests, normally accorded such honours on other occasions, are to be seated prior to the host officer arriving at the parade area. When the reviewing officer arrives at the dais the parade is to accord the appropriate salute.

2.61 **Departure.** It is not necessary for all VIP guests to receive ceremonial honours on their departure (particularly if moving to a nearby location after the parade). However, Regal and Vice-Regal personages must be given ceremonial honours on their departure (ie they depart prior to the parade marching off).

Exceptions to the general rules

2.62 When, the Governor-General, the Prime Minister, the Minister of Defence, Chief of Defence Force or Chief of Air Force are official guests at a RAAF parade, and are neither the host nor reviewing officer, they are still accorded their appropriate salute on the dais. Normally when one of the above dignitaries is attending, it would be as the host or reviewing officer.

Salutes - members of federal parliament

2.63 **Prime minister and federal ministers of state.** The Prime Minister and other Ministers of the Federal Government take precedence over all service officers. Individual officers and other ranks are to salute the Prime Minister and other Ministers of the Federal Government in circumstances similar to which they would salute a superior officer. The status of the Prime Minister and Federal Ministers is to be taken into account when procedures for an official RAAF function are being determined.

2.64 **Minister for defence and other defence portfolio ministers.** The Minister for Defence is the Parliamentary head of the Defence Forces. When the Minister or other Ministers holding Defence portfolios visit RAAF establishments, a liaison officer is to be appointed and fully briefed on the requirements of the Minister. The liaison officer is to accompany the Minister for the whole of the Minister's visit. When the

Minister visits a RAAF establishment to review a Ceremonial parade and is not accompanied by an ADC, the liaison officer is to act in this capacity.

2.65 **Leader of the opposition and other members of federal parliament.** The leader of the Federal Opposition takes precedence over all RAAF personnel and is to be saluted by all RAAF members. Other members of the Federal Parliament are to be given courtesy salutes by all RAAF members.

Senior officers attending

2.66 When issuing invitations to senior officers or other persons nominated in the Table of Precedence to attend a parade as a spectator, unit commanders are advised that it is not necessary for each person to be accorded ceremonial honours on parade, other than what has been detailed in this instruction.

Musical salutes

2.67 Musical salutes are shown in Table 2 in [Annex 2A](#).

Saluting stations and locations

2.68 The authorised saluting stations for the firing of gun salutes are shown in [Annex 2B](#).

Annexes:

- 2A [Saluting entitlements at ceremonial occasions](#)
- 2B [Saluting stations](#)

ANNEX 2A

SALUTING ENTITLEMENTS AT CEREMONIAL OCCAISONS

General

1. The tables below list the ceremonial entitlements for dignitaries within Australia, organisers should contact Air Force Headquarters (AFHQ) Ceremonial for entitlements for persons or situations not mentioned in the below tables.

Table 2A–1 Ceremonial entitlements

Serial	Personage	Salute	Colours	Band (a) (b)	Pipes and Drums (b)	Bugle (b)	Guns	Personal Standard or Distinguishing Flag
1	Her Majesty The Queen	Royal	Lowered	A	B	C	21	Yes
2	His Royal Highness The Duke of Edinburgh	Royal	Lowered	A	B	C	21	Yes
3	Other members of the Royal Family having the title of Royal Highness (d)	Royal	Lowered	D	E	C	21	Yes
4	Foreign Sovereigns and members of foreign reigning Royal Families (e)	Royal	Lowered	F or G	G	C	21	Yes
5	Presidents of foreign republics and Presidents of republics within the Commonwealth. Note: the command “National Salute” maybe substituted for “Royal Salute”	Royal	Lowered	F or G	G	C	21	Yes
6.	His/Her Excellency the Governor-General (or Administrator) (c) (f)	Royal	Lowered	D	E	C	21	Yes
7.	His/Her Excellency the Governor of a State, within that Jurisdiction (f)	Royal	Lowered	D	E	C	19	Yes
8.	His/Her Excellency the Lieutenant-Governor or Commissioner if administering a Government	Royal	Lowered	D	E	C	15	Yes
9.	A Governor-General, Governor, Commissioner, Lieutenant-Governor or other Officer Administrating the Government of a Commonwealth Country, State Colony or Mandated Territory under HM protection	Royal	Lowered	G	G	C	21	Yes

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2A-2

Serial	Personage	Salute	Colours	Band (a) (b)	Pipes and Drums (b)	Bugle (b)	Guns	Personal Standard or Distinguishing Flag
10.	Special Royal Commissioner acting on behalf of the Sovereign within that jurisdiction	General	Fly	G	G	C	Nil	No
11.	Prime Minister and Acting Prime Minister	General	Fly	H	J	C	Nil	No
12.	President of the Senate, Speaker of the House of Representatives, Chief Justice of the High Court, Federal Executive Councillors under summons to the Council, Ministers of State (Federal). NB. See Serial 21 for visiting overseas equivalent personages	General	Fly	M	L	C	Nil	Yes (g)
13.	Admirals of the Fleet, Field Marshals and Marshals of the RAAF	General	Fly (h)	H	J	C	19 (i)	Yes
14.	Admirals, Generals and Air Chief Marshals	General	Fly	H	J	C	17 (i)	Yes
15.	Chief of the Defence Force, Chief of Navy, Chief of Army and Chief of Air Force (j)	General	Fly	H	J	C	15 (i)	Yes
16.	Vice Admirals, Lieutenant Generals and Air Marshals	General	Fly	K	L	C	15 (i)	Yes
17.	Rear Admirals, Major Generals and Air Vice Marshals	General	Fly	K	L	C	13 (i)	Yes
18.	Officers Commanding and Commanding Officers of Independent Units (k).	General	Fly	K	L	C	Nil	Yes
19.	Australian Distinguished Persons	General (l)	Fly	M	N	O	Nil	No
20.	Commonwealth or Foreign Prime Ministers or Heads of Government	General	Fly	F (m) (n) (o)	J	C	19	Yes
21.	Overseas Visiting distinguished Persons (equivalent to Serial 11). NB. In all cases involving overseas personages AFHQ will advise on Honours and Salutes to be given	General	Fly	F	G	C	Nil	No

Notes:

- (a) See Table A-2 for key to musical salutes.
- (b) These musical salutes are alternatives and are not played together.

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- (c) The Governor-General (or Administrator of the Commonwealth) takes Her Majesty The Queen's precedence when The Queen is not in Australia, but with the musical salutes as shown in Serial 6.
- (d) Precedence for members of the Royal Family not having the title Royal Highness will be determined as occasions arise.
- (e) Precedence for Foreign Sovereigns and members of reigning foreign Royal Families will be determined as occasions arise.
- (f) When Her Majesty The Queen is resident in Australia, the Governor-General (Administrator), State Governors and Administrators receive a Royal Salute but are not entitled to a musical salute or Gun salute.
- (g) Minister for Defence only (car flag).
- (h) Squadron Standards and Governor-General's Banners are to be lowered, Queens Colours let fly.
- (i) Guns are only fired at funerals.
- (j) If Service chiefs are of a higher than three star rank, they take precedence in either Serial 13 or 14.
- (k) General salutes are only accorded to officers of squadron leader rank and above.
- (l) The Commonwealth order of precedence is to be used as a guide to ensure that a person is accorded correct precedence.
- (m) Care must be taken to ensure the personage is entitled to the National Anthem. As an example, some nations reserve the National Anthem for Heads of State only.
- (n) The National Anthem of the Commonwealth of foreign Prime Ministers or Heads of Government is played in conjunction with the Australian National Anthem.
- (o) The musical honour for the Prime Minister of the United Kingdom or New Zealand will be the General Salute followed after the inspection by the National Anthem in full.

Table 2A-2 Musical salutes

Schedule	Musical Salute
A.	The authorised arrangement of the Royal Anthem – ‘God save the Queen’ – played in full.
B.	‘Scotland the Brave’ – first eight bars.
C.	‘The General Salute’.
D.	The authorised arrangement of the Australian National Anthem.
E.	‘Scotland the Brave’ – second four bars.
F.	The appropriate foreign National Anthem in full, unless an authorised abbreviated version exists (a).
G.	‘The Garb of Old Gaul’. This musical salute should be substituted for Serial F if the appropriate Anthem is not available or any doubt exists.
H.	CDF – ‘Field of the Cloth of Gold’ NAVY - ‘Admiral’s Salute – Bay of Biscay’ ARMY - ‘Cavalry Brigade’ – first eight bars. RAAF - ‘RAAF Salute’.
J.	‘Hielan Laddie’ – first eight bars.
K.	NAVY - ‘Iolanthe’. ARMY - ‘March in Scipio’ – first eight bars. RAAF - ‘Richmond’.
L.	‘The Pibroch O’Donald Dhu’ – first eight bars.
M.	‘The Duke of York’ – last four bars before the change of key.
N.	‘All the Blue Bonnets’ – first eight bars.
O.	‘The Alert’.

Notes:

(a) Care must be taken to ensure that the anthem played is correct and is intended for the particular personage being honoured. Some nations have a National Anthem and, in addition, a Royal Anthem reserved especially for their Sovereign.

ANNEX 2B

SALUTING STATIONS

Table 2B–1 Saluting stations for vessels

City	Location	Latitude	Longitude
Sydney	North Head	33° 49' 27.6"	151 ° 17' 54"
Melbourne	Queenscliff	38° 16' 27"	144° 39' 33"
Brisbane	Fort Lytton	72° 24' 44"	153° 09' 37"
Adelaide	Outer Harbour	35° 46' 58"	138° 29' 04"
Perth	Rouse Point	32° 03' 14"	115° 44'
Perth	Cantonment Point	32° 02' 49"	115° 45' 06.77"
Hobart	Fort Direction	43° 02' 49"	1 47° 24' 26"
Darwin	Emery Point	12° 27' 22"	129° 48' 50"

Table 2B–2 Saluting stations for all other gun salutes

City	Location	Remarks
Canberra	Parliament House	Nil remarks
Canberra	Mount Pleasant	Nil remarks
Canberra	Fairbairn	Nil remarks
Canberra	Regatta Point	Nil remarks
Canberra	Government House	The foreshore of the Lindsay Pryor National Arboretum, directly across the waterway opposite to Government House.
Canberra	Government House	The foreshore on the Peninsula, located northwest of Government House,
Canberra	Kings Park	Between Ronds Terrace and the Carillion
Canberra	Lake Burley Griffin - South side	The two locations between Flynn Drive and Parks Place
Sydney	Dawes Point	Nil remarks
Sydney	Mrs Macquarie's Point	Nil remarks
Sydney	Sydney Airport	Kingsford- Smith
Brisbane	South Bank	Nil remarks
Brisbane	Orana Park	Nil remarks
Brisbane	Roma Street Parklands	Nil remarks
Brisbane	Brisbane Airport	Nil remarks
Townsville	ANZAC Park	Nil remarks
Townsville	Castle Hill	Nil remarks
Townsville	4 Regt, RAA Parade Ground	Nil remarks
Melbourne	Henley Staging	Yarra River
Melbourne	Shrine of Remembrance	Nil remarks
Melbourne	Melbourne Airport	Tullamarine
Adelaide	Torrens Parade Ground	Nil remarks
Adelaide	Adelaide Racecourse	Nil remarks
Adelaide	Adelaide Airport	Nil remarks
Hobart	The Queen's Domain	Nil remarks
Hobart	Hobart Airport	Nil remarks
Darwin	Bicentennial Park	Nil remarks
Darwin	Darwin Oval	Nil remarks
Darwin	Darwin Airport	Nil remarks

Perth	Esplanade	Nil remarks
Perth	Kings Park	Nil remarks
Perth	Perth Airport	Nil remarks

CHAPTER 3

FLIGHT DRILL WITHOUT ARMS - AT THE HALT

Introduction

3.1 The purpose of flight drill at the halt is to enable a group of airmen to be assembled and controlled in an orderly and military like manner. Flight drill without arms at the halt is used to teach the initial movements which lead on to flight, squadron and wing drill movements both with, and without, arms. During the initial stages of flight drill instruction is to be given with ranks at the open order.

3.2 Drill movements are to be taught firstly by numbers, and when proficiency has been attained, by calling the time. When proficiency has been attained in both the basic movement and the timing, the flight will then progress to judging the time.

Timing

3.3 The pause between foot drill movements at the halt is equal to two beats in quick time. No movement is to occur during the pause.

The position of attention

3.4 The position of attention is one of alertness in expectation of a word of command. Exactness of this position is of great importance; therefore, a person is not to be kept at attention longer than necessary. Attention is the position to be adopted when addressing or being addressed by a superior.

3.5 The position of attention is as follows:

- a. heels together and in line
- b. feet turned out making an angle of 45°
- c. knees straight
- d. body erect and carried evenly over the thighs
- e. weight of the body balanced evenly on both feet
- f. shoulders square and drawn back and down (without straining or stiffening)
- g. back straight with body square to the front
- h. chest forward in its normal position
- i. arms hanging straight from the shoulders and pressed close to the sides of the body with the elbows as straight as the natural bend of the arms will allow
- j. wrists straight
- k. hands lightly clenched:
 - (1) thumb to the front and resting lightly on the second joint of the forefinger
 - (2) thumb and backs of the fingers lightly touching the thighs with the thumb immediately behind the seam of the trousers

- l. head erect, eyes open and steady, looking directly to the front at their own height
- m. breathing unrestricted.
- 3.6 The position of attention is shown in Figures 3-1 and 3-2 below.

Figure 3-1 Position of attention, front view



Figure 3-2 Position of attention, side view

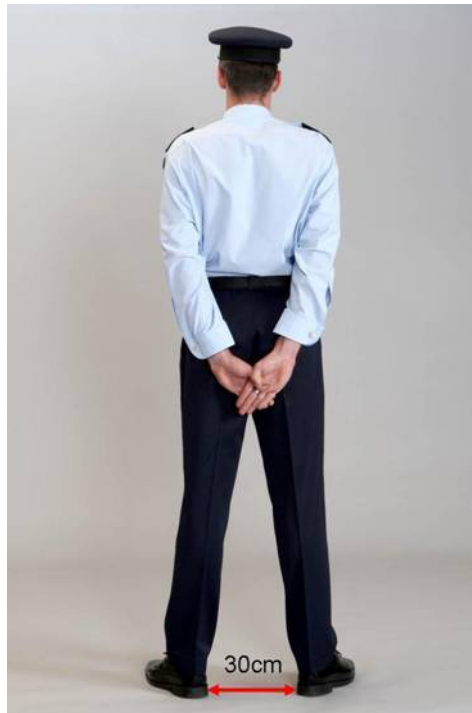


Stand at ease position from the attention

3.7 The command is 'STAND AT - EASE'. On this command raise the left knee to the front. The lower leg is to be perpendicular to the ground with the left foot 15 cm from the ground (mark time position). Move the body slightly to the left, at the same time placing the left foot 30 cm (measured heel to heel) to the left, with the heel in line with the heel of the right foot, the weight of the body resting evenly on both feet. As the foot is coming to the ground move the arms smartly behind the back by the shortest route. Place the back of the right hand in the palm of the left hand, fingers straight, thumbs crossed right over left. The arms are straight with the fingers pointing down. Although this is a slightly more relaxed position than that of the position of attention, no movement is permitted (Figures 3-3 and 3-4).

Figure 3-3 Stand at ease, front view



Figure 3-4 Stand at ease, rear view

3.8 If the wearing of equipment makes it impractical to place the hands behind the back, they are to be held at the sides. Similarly, when articles are carried in the hands, or when the bayonet is worn and the rifle is not carried, the arms are to be held at the sides. Articles which can be carried in one hand are carried in the left hand. (Figure 3-5).

Figure 3-5 Stand at ease, hands by the side

Attention from stand at ease

3.9 The command is: 'ATTEN - TION'. On this command raise the left knee to the front, lower leg perpendicular to the ground with the left foot 15 cm from the ground (mark time position). At the same time move the body slightly to the right and smartly return the left foot to the position of attention. As the foot is coming to the ground, bring the arms smartly to the side into the position of attention.

Stand easy from stand at ease

3.10 The command is: 'STAND - EASY'. On this command a relaxed position may be adopted. Movement of the head, arms and body is permitted. Slouching, talking, or moving the feet is not permitted.

Stand at ease from stand easy

3.11 On the command: 'FLIGHT or SQUADRON, ETC' the position of stand at ease is resumed.

TURNING AT THE HALT**General**

3.12 Turning at the halt comprises three different types of turns. There is the right and left incline which is used when there is a need to turn 45° right or left. The right and left turn which is a turn through 90°, and about turn which is a turn to the right through 180°.

Right turn

3.13 The command is: 'RIGHT - TURN'. For instructional purposes, this movement is divided into two parts for which the commands are:

- a. 'RIGHT TURN BY NUMBERS - ONE'
- b. 'BY NUMBERS - TWO'.

3.14 On the command:

- a. **'RIGHT TURN BY NUMBERS - ONE'**. Keep both knees straight and turn 90° to the right by pivoting on the right heel and the ball of the left foot, by raising the left heel and the right toe. During this movement the arms remain by the sides, head erect and the weight of the body is transferred onto the right foot. On completion of this movement the right foot is flat on the ground, the left leg is to the rear with the heel raised, the left foot square to the body.
- b. **'BY NUMBERS - TWO'**. Raise the left knee to the front, lower leg perpendicular to the ground with the left foot 15 cm from the ground (mark time position) and then place the left foot smartly into the position of attention.

3.15 The left turn is completed in the same manner as the right turn, but pivoting on the left heel and the ball of the right foot. The right leg is then brought in to the attention position.

About turn

3.16 The command is: 'ABOUT - TURN'. For instructional purposes, this movement is divided into two parts for which the commands are:

- a. ABOUT TURN BY NUMBERS - ONE'
- b. 'BY NUMBERS - TWO'.

3.17 On the command:

- a. **'ABOUT TURN BY NUMBERS - ONE'**. Keep both knees straight and turn 180° to the right by pivoting on the right heel and the ball of the left foot, by raising the left heel and the right toe. During this movement the arms remain by the sides, head erect and the weight of the body is transferred onto the right foot. On completion of this movement the right foot is flat on the ground, the left leg is to the rear with the heel raised, the thighs are locked together to maintain stability.
- b. **'BY NUMBERS - TWO'**. Raise the left knee to the front, lower leg perpendicular to the ground with the left foot 15 cm from the ground (mark time position) and then place the left foot smartly into the position of attention.

Inclines right and left

3.18 Command is: 'RIGHT/LEFT IN - CLINE'. The incline is the same movement as for the right and left turns except that the body pivots through 45°.

FLIGHT DRILL

Eyes right and left

3.19 The 'Eyes Right' and 'Eyes Left' commands constitute a form of salute, and the movements are initially taught at the halt. The commands are:

- a. 'EYES - RIGHT' or 'EYES LEFT'
- b. 'EYES FRONT'.

3.20 On these commands:

- a. **'EYES - RIGHT'**. Turn the head smartly 90° to the right, eyes looking directly at the eyes of the person being saluted or at their own height.
- b. **'EYES - LEFT'**. As for Eyes Right, but turning the head to the left.
- c. **'EYES - FRONT'**. Turn the head to the front and resume the position of attention.

Formation of a flight

3.21 Depending on the number of personnel, a Flight is to form up as follows:

- a. Up to six individuals - One Rank
- b. Seven to eleven individuals - Two Ranks
- c. Twelve or more individuals - Three Ranks.

Diagrams of the three formations of a Flight are shown in [Annex 3A](#).

Sizing a flight

3.22 The members of a flight are sized so that the tallest personnel are on the flanks and the shortest are in the centre; giving a regular appearance to the flight. Normally the tallest individual in the flight is the marker.

3.23 The commands are:

- a. 'TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN SINGLE RANKFALL - IN'
- b. 'FLIGHT - NUMBER'
- c. 'EVEN NUMBERS, TWO PACES BACKWARDS - MARCH'
- d. 'MARKER STAND FAST, RANKS RIGHT AND LEFT - TURN'
- e. 'FORM FLIGHT, QUICK - MARCH'.

3.24 On these commands:

- a. **'TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN SINGLE RANK FALL IN'**. All are to come to attention and, with the exception of the marker, are to break off to the left and arrange themselves in one single rank on the left of the marker. They are to stand at attention, shoulder to shoulder when they move into their correct size position.
- b. **'FLIGHT - NUMBER'**. The flight numbers from the right with the Marker being Number One.
- c. **'EVEN NUMBERS, TWO PACES BACKWARDS - MARCH'**. On this command the odd numbers stand fast and the even numbers take two paces backwards.
- d. **'MARKER STAND FAST, RANKS RIGHT AND LEFT - TURN'**. On this command the front rank turns right, and the rear rank turns left.
- e. **'FORM FLIGHT, QUICK - MARCH'**. All, except the marker step off; the even numbers complete a right wheel and follow the odd numbers. The instructor indicates to each individual whether their position is in the front, centre or rear rank. When the members of the flight reach their nominated position they turn left in sections of threes, and cover off. The front rank members take up their position judging one arm's interval from the man to their right. Centre and rear ranks cover off on the front rank.

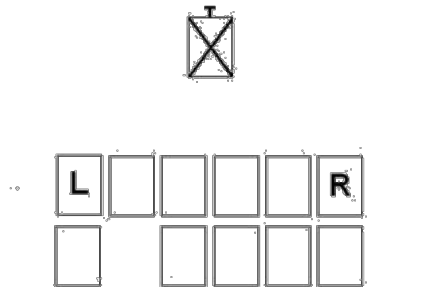
Illustrations showing the procedure for sizing a Flight are shown in [Annex 3B](#).

Blank files

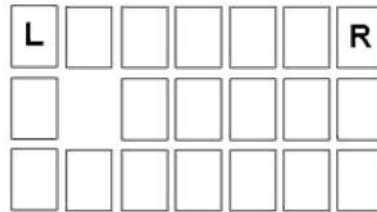
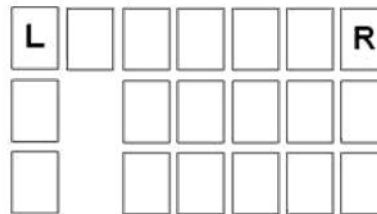
3.25 The Blank File has historical battlefield significance, and ensured that the front rank facing the enemy was occupied at all times. Similarly, the two outer flanks were deemed important to maintain protective coverage. Whenever a gap appeared, it was automatically filled from the internal ranks. This practice has been maintained for aesthetic purposes.

3.26 When a flight is formed up in either two or three ranks, and the ranks are uneven in number, a blank file is to be formed. The outer files on both right and left flanks of a flight are to be occupied; therefore the blank file is formed in the second file next to the non-directing flank (normally left). In two ranks, the blank file occurs in the rear rank, Figure 3-6.

Figure 3-6 Blank file, two ranks



3.27 A flight in three ranks will have the blank file in the centre rank, but additionally may also have a blank file formed in the rear rank behind the blank file in the centre rank, Figure 3-7.

Figure 3-7 Blank file, three ranks**Single blank file****Two blank files**

Forming up

3.28 The orders are: 'MARKER' and 'FALL IN'.

- a. The marker is to be detailed, and on the command 'MARKER' the nominated member moves out to a position three paces in front of the instructor, halts and stands at ease. The remainder of the flight is to be in the position of 'at ease'.
- b. On the command 'FALL - IN' the marker and the flight are to come to attention. The flight, after a pause of two beats in quick time, marches out and forms up on the left of the marker. The first person of the centre and rear rank cover off behind the marker, each at a distance of one pace. After a pause of two beats in quick time all members, except the right hand file, are to correct their alignment from the right by turning their head and eyes to the right. The front rank are to ensure that they are one arm's distance from the person on their immediate right (arms are not to be raised). Centre and rear rank members are to cover off the person in the front rank. Once dressing has been corrected, members independently turn their head and eyes to the front.

- c. When the flight has corrected their dressing off the marker the flight sergeant is to give the command 'FLIGHT, STAND AT - EASE'.

Numbering a flight

3.29 The command is: 'FLIGHT - NUMBER'. On this command the men of the front rank are to number off smartly from the right flank. The marker calls 'One', the next person on the left calls 'Two', and so on. Each member is to keep their head and eyes to the front as they call their number. Centre and rear rank members take the number of the person they are covering in the front rank.

Stepping forward/backward from the halt

3.30 The members of a flight may be moved short distances forward/backward by the flight commander nominating the number of paces. A flight etc is not normally moved more than three paces by this method. The command is: The members of a flight may be moved short distances forward/backward by the flight commander nominating the number of paces. A flight etc is not normally moved more than three paces by this method. The command is 'ONE/TWO/THREE PACE(S) FORWARD/BACKWARD - MARCH'

3.31 On the command: step off with the left foot and complete the required number of paces of 75 centimetre in quick time, keeping the arms steady at the sides and the body in an upright position. The foot is brought to attention through the mark time position.

3.32 Under normal circumstances individuals are not to march more than three paces backwards. If individuals are required to march more than three paces forward they are to swing their arms.

Closing to the left or right

3.33 The members of a flight may be moved short distances to the left or right by taking side paces, and the flight commander nominating the number of paces. Normally a flight etc is not to be moved more than six paces by this method. Any more than six paces, the flight is to be turned in to the nominated direction and marched the required distance.

3.34 The command is 'X PACES LEFT/RIGHT CLOSE - MARCH'

3.35 On this command, carry the left/right foot 30 cm to the side, placing the foot smartly on the ground then bring the other foot to it, through the mark time position. Complete the required number of paces in this method at normal marching cadence straight to the flank.

Opening and closing a flight

3.36 A flight is placed at the open order for the purposes of inspections, rifle movements and instruction. The commands are:

- a. 'OPEN ORDER MARCH'.
- b. 'CLOSE ORDER MARCH'.

- 3.37 A Flight with Three Ranks. On the commands:
- 'OPEN ORDER - MARCH'**. Members of the front rank step forward two 75 centimetre paces in quick time starting with the left foot. Members of the rear rank step back two 75 centimetre paces starting with the left foot.
 - 'CLOSE ORDER - MARCH'**. Members of the front rank step back two 75 centimetre paces in quick time starting with the left foot. Members of the rear rank step forward two 75 centimetre paces starting with the left foot.
 - The centre rank stands fast for both movements.
- 3.38 A Flight with Two Ranks. When in two ranks only the rear rank moves.
- 3.39 During the opening and closing movements, members of the moving ranks are to keep their arms steady at their sides and their bodies in the position of attention, and are to maintain their dressing.

Dressing a flight

- 3.40 The right dress is used to enable a Flight to correct their alignment and intervals.
- 3.41 Right Dress at the Close Order. The command is 'RIGHT - DRESS'. For instructional purposes this movement is divided into three parts for which the commands are:
- 'RIGHT DRESS BY NUMBERS - ONE'
 - 'BY NUMBERS - TWO'
 - 'EYES – FRONT'.
- 3.42 On these commands:
- 'RIGHT DRESS BY NUMBERS - ONE'**. All members, except the person on the right flank of each rank, turn their head and eyes smartly 90° to the right, ensuring that they do not lean forward. At the same time members of the front rank, with the exception of the person on the left flank, raise their left arms horizontally to the left (slightly rearward so as not to strike the person to the left), hand clenched, back of the hand uppermost and thumb nail to the front. As the front rank raise their arms, the person on the right flank of the centre and rear ranks raise their left arms horizontally to the front (slightly to the left so as not to strike the person in front), hands clenched, back of the hand uppermost. (Figures 3-8, 3-9 and 3-10). Note: If in two ranks the person on the right flank of the rear rank, does not raise their arm.

Figure 3-8 Right dress, front rank



Figure 3-9 Right dress, side view



Figure 3-10 Right dress, markers

- b. **'BY NUMBERS - TWO'**. The person on the right flank of the centre and rear ranks move until their fist touches the shoulder of the person in front and are covered off with the marker. All members, with the exception of the person on the right flank of each rank, take short sharp steps backwards (lifting the trailing foot through the mark time position) to correct their dressing from their respective rank markers. Front rank members are to move so the shoulder of each person is touching against the fist of the person on their right. Centre and rear rank members are to ensure they are covering off the person in front (Figure 3-11).
- (1) Note: If in two ranks, the person on the right flank of the rear rank is to judge the two pace distance from the front marker.

Figure 3-11 Right dress

3.43 When correcting dressing, members with arms raised are to keep their elbows and wrists straight. As a guide, dressing is normally correct when an individual can only just see the chin of the person second from them. When moving the body it is to remain upright. Members of the centre and rear ranks (other than the markers) are to glance out the corner of their eye to ensure they are directly covering off the person in front.

3.44 **'EYES - FRONT'**. On this command turn the head and eyes smartly to the front. Bend the elbow slightly and return the arm smartly to the side without slapping the body.

Left dress at the close order

3.45 Left dress movements are the same as 'Right Dress' except the left flank personnel stand fast on the first movement; the person on the left flank of the centre and rear rank raise their left arms to the horizontal on the second movement. The flight, with the exception of the left flank personnel, turns their head and eyes to the left on the second movement and corrects their dressing from the left.

Right/Left dress at the open order

3.46 When a flight is dressed at the open order, the right/left hand person of the centre and rear ranks does not put up their arm. All other movements are the same as for close order.

Dressing with half arm interval

3.47 Half Arm Interval dressing is used to minimize the distance required when parading a flight, squadron or guard (eg a Guard of Honour).

3.48 The command is:

- a. **'HALF ARM INTERVAL, RIGHT/ LEFT - DRESS'**. All members observe the rules of dressing, except that members of the front rank are to rest the clenched fist of their left hand on their left hip (waist belt height) with the knuckles of the left hand towards the ground. The front rank is to close right/left until their right arm is touching the left elbow of the person next to them. (Figures 3-12 and 3-13.)

Figure 3-12 Dressing with half arm interval, position of the arm



Figure 3-13 Dressing, half arm interval



Dressing without interval

3.49 When space or distance is critical, a flight, squadron or guard may be dressed without interval. The command is: 'WITHOUT INTERVAL, RIGHT/LEFT - DRESS'. All members observe the rules of dressing and close to the right/left until their right/left arm is 10 cm clear of the person on their right/left. No attempt is to be made to raise either arm whilst dressing (Figure 3-14).

Figure 3-14 Dressing, no interval**Forming two and three ranks**

3.50 Forming Two Ranks from Three Ranks. Before this movement is executed the centre rank is numbered from the right. The blank file is to be ignored for this purpose with the last person taking the next number after the person to their right. If there is a blank file in the rear rank the last person in the centre rank goes to the rear rank.

3.51 The command is: 'FORM TWO - RANKS'. On this command the front and rear ranks stand fast, and the following actions are carried out by the centre rank:

- a. The odd numbers take a side pace of 50 cm to the left with the left foot, followed by a pace forward of 75 cm with the right foot, then bring the left foot into the position of attention.
- b. The even numbers take a side pace of 50 cm to the left with the left foot, followed by a pace backward of 75 cm with the right foot, then bring the left foot into the position of attention.

3.52 **Forming three ranks from two ranks.** The command is: 'FORM THREE - RANKS'. On this command the following actions occur:

- a. The members of the original front and rear ranks stand fast.
- b. The odd numbers from the centre rank take a 75 centimetre pace backwards.
- c. The even numbers from the centre rank take a 75 centimetre pace forward.
- d. A right dress is then carried out.

Leaving and returning to the ranks individually

3.53 When an individual is called from the ranks to report personally to their superior, they are to complete the following actions:

- a. The member is to come to attention, answer 'MA'AM', 'SIR', 'FLIGHT SERGEANT', 'SERGEANT' or 'CORPORAL' as appropriate, take one pace to the left front, march out halting two paces in front of the superior and if appropriate, salute.
- b. When ordered to return to their position in the ranks, the member concerned, if from the front rank, is to salute (if appropriate), about turn, march directly to their position, halt and about turn. Members from the centre and rear ranks are to salute (if appropriate), about turn, march to their positions by the non-directing flank and resume their positions from the rear of the flight.

Dismissing a flight

3.54 **General.** A flight is always dismissed in line and from the position of attention. If a salute is to be given the flight is to be at the open order. There are three different situations under which a flight may be dismissed. These are by an Non-Commissioned Officers (NCO) without an officer present, by an NCO with an officer present or by an officer.

3.55 **By a non-commissioned officer without an officer present.** The command is: 'DIS - MISS'. On this command the flight is to turn to the right, pause for two beats in quick time and march off smartly. When the command is given on the parade ground all personnel are to march off in quick time, maintaining their positions in the flight until reaching the edge of the parade ground, and then disperses.

3.56 **By a non-commissioned officer with an officer present.** The command is: 'OFFICER ON PARADE, DIS - MISS'. With the flight at the open order, personnel are to turn to the right, pause for two beats in quick time and salute. After another pause of two beats in quick time, the flight is to march forward three paces and disperse. The NCO is to turn (in time with the flight) and face the officer, salute and march off. When the command is given on the parade ground, personnel are not to disperse, but are to march off the parade ground as detailed in Paragraph 3.55.

3.57 **By an officer.** The command is: 'DIS - MISS'. The flight is to act as detailed in Paragraph 3.56. The NCO is to dismiss with the flight.

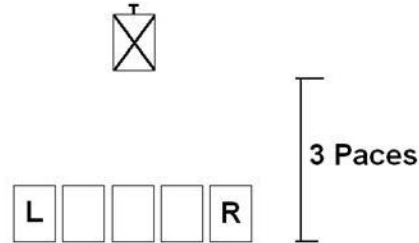
Annexes:

- 3A [Flight formations](#)
- 3B [Sizing a flight](#)

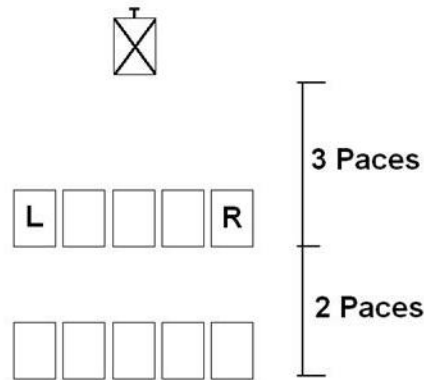
ANNEX 3A

FLIGHT FORMATIONS

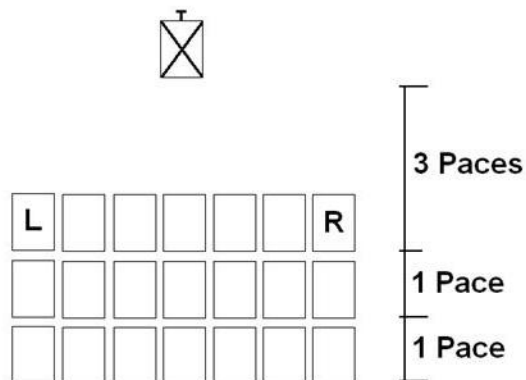
Figure 3A–1 Flight formations



Flight with a single rank – six or less



Flight with two ranks – seven to eleven



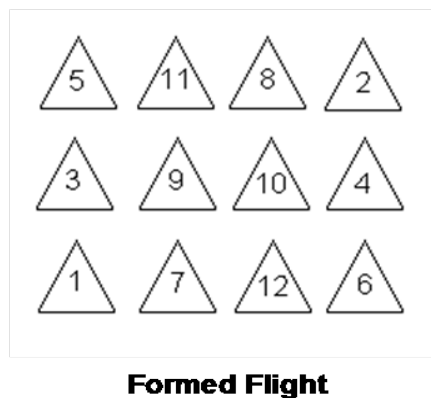
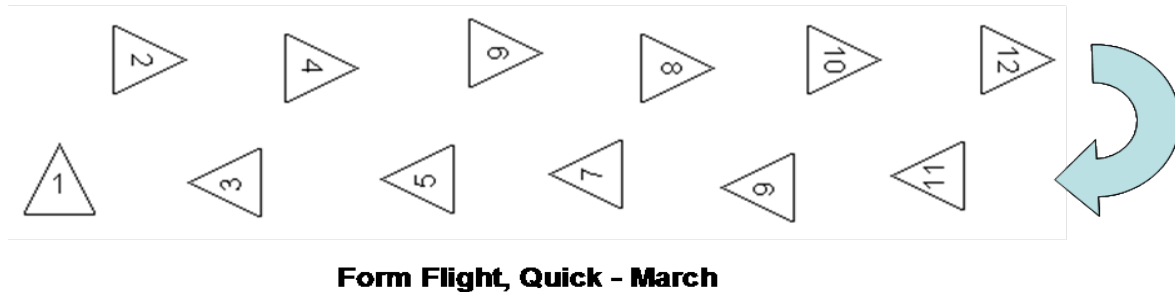
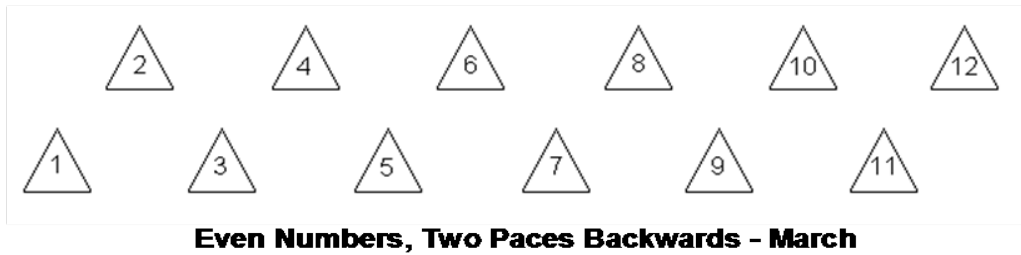
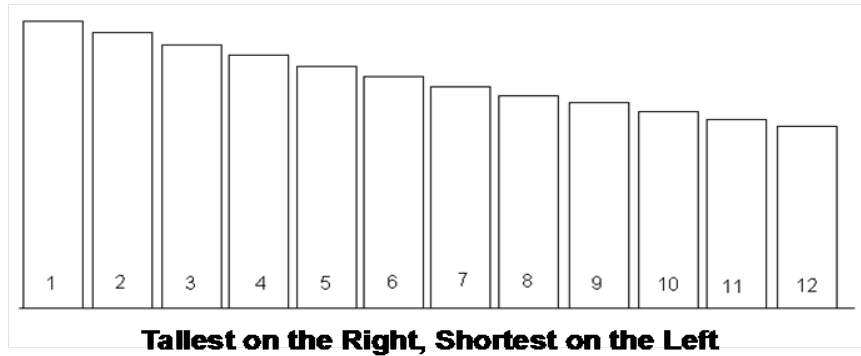
Flight with three ranks – twelve or more

ANNEX 3B

SIZING A FLIGHT

- Shown below are the steps to be followed when sizing a flight.

Figure 3B–1 Sizing a flight



CHAPTER 4

FLIGHT DRILL WITHOUT ARMS - ON THE MARCH

General

4.1 Marching is the method of moving used by Air Force personnel either individually or in flights, squadrons or wings to go by foot from one place to another in an orderly manner. Quick time is the timing normally used, but, when there is a need to move more quickly, double time is used. Slow time is a ceremonial march and occasions for its use are contained in the chapters dealing with ceremonial procedures. Details of words of command, length of pace, and timing in paces per minute for marching have been described in [Chapter 1](#). In addition, drill movements may be carried out during all types of marching.

MARCHING IN QUICK TIME

Marching

4.2 When marching, the head and body are to be maintained in the position of attention. The arms are to be as straight as the natural bend of the elbow will allow, the hands are to remain closed with the thumbs always to the front, as in the position of attention. The arms are to be swung from as far in rear of the body as possible without straining the shoulders, then straight forward so that the arms come up to breast pocket height, thumb level with the button on the pocket. When it is necessary to carry an article, it is to be carried in the left hand which is held steady by the side with the right hand being swung in the normal manner.

Dressing on the march

4.3 **Directing flank.** When a flight is marching in line the directing flank will be the file occupied by the right marker. When a flight is marching in Column of Route, or in Column of Threes, the directing flank is the original front rank. When approaching a saluting base the directing flank will be the side nearest the dais.

4.4 While marching, members of a flight are to maintain their dressing by the directing flank. The marker or leading person on the directing flank is to select a point or object in the distance on which to march to maintain direction. Personnel in the directing rank/flank are to march at one arms length plus 15 cm from the person in front of them. The remainder of the flight is to cover off with the person in front and maintain their dressing by glancing out of the corners of their eyes.

4.5 **Changing the directing flank.** If a change in directing flank is necessary, the following command is given, either by itself or preceding the first word of command given involving the new flank: 'BY THE LEFT' or 'BY THE RIGHT'.

Marching in quick time

4.6 The Command is: 'BY THE LEFT/RIGHT, QUICK - MARCH'. On this command step off smartly with the left foot taking a full 75 cm pace. At the same time swing the right arm forward and the left arm back, and continue marching in quick time.

4.7 The position of the arms and legs while marching in quick time is shown in Figure 4-1.

Figure 4-1 Marching in quick time



Halting in quick time

4.8 The command is: 'HALT'. The executive word of command is given as the right foot is coming to the ground. Complete a check pace with the left foot and then lift the right foot, through the mark time position, to the position of attention. Both arms are to be brought smartly to the position of attention as the right foot is lifted to the mark time position.

Stepping short in quick time

4.9 To cover a shorter distance whilst marching at the correct cadence, a flight, squadron or wing may be ordered to step short. The command is: 'STEP - SHORT'. The executive word of command is given as the left foot is coming to the ground. On this command, complete a check pace with the right foot, and as the left foot again comes to the ground shorten the pace to 50 cm without alteration to the cadence.

4.10 To resume the normal pace in quick time, the executive words of command 'QUICK - MARCH' are given as the left foot is coming to the ground. Complete a check pace of 50 cm with the right foot, and as the left foot again comes to the ground lengthen the pace to 75 cm without alteration to the cadence.

Stepping out in quick time

4.11 To cover a greater distance whilst marching at the correct cadence, a flight squadron or wing may be ordered to step out. The command is: 'STEP - OUT'. The executive word of command is given as the left foot is coming to the ground. On this command, complete a check pace with the right foot, and as the left foot again comes to the ground lengthen the pace to 85 cm without alteration to the cadence.

4.12 To resume the normal pace in quick time, the command is: 'QUICK - MARCH'. The executive word of command is given as the left foot is coming to the ground. A check pace is then taken with the right foot, and as the left foot again comes to the ground shorten the pace to 75 cm without alteration to the cadence.

Change step in quick time

4.13 The command is: 'CHANGE - STEP'. The executive word of command is given as the right foot is coming to the ground. On this command, complete a full check pace with the left foot, bring the right foot forward in quick time and place it smartly on the ground, instep in line with the heel of the left foot, at the same time bringing both arms to the side. Step off immediately with the left foot in quick time, continuing forward in that time, and resume swinging the arms. When placing the right foot in position, instep in line with heel of left foot, the angle of the foot should not change.

MARKING TIME

Mark time from the halt

- 4.14 The command is: 'QUICK MARK - TIME'. On this command:
- Lift the left knee to the front, with the lower leg perpendicular to the ground, foot 15 cm from the ground (measured at the shoe shank - the flat area of the sole immediately in front of the heel), with the foot in the normal 'relaxed' position, as shown in Figure 4-2.
 - Place the left foot back on the ground in its original position and raise the right foot in a similar manner, as shown in Figure 4-3.
 - Raise and lower the feet alternately without moving forward or backward (other than to correct alignment) maintaining the correct timing. The arms remain straight by the sides, head and eyes erect.

Figure 4-2 Quick mark time



Figure 4-3 Quick mark time



Halt from the mark time

4.15 The command is 'HALT'. The executive word of command is given as the right foot is coming to the ground. On this command complete a mark time check pace with the left foot. The right foot then completes a mark time pace and is placed down in the position of attention.

Forward from the mark time

4.16 The command is 'FOR - WARD'. The executive word of command is given as the left foot is coming to the ground. On this command complete a mark time check pace with the right foot and then step off with a full 75 cm pace with the left foot and commence swinging the arms.

Mark time - from marching

4.17 The command is 'MARK - TIME'. The executive word of command is given as the left foot is coming to the ground. On this command complete a full check pace with the right foot and as the left foot again comes forward commence marking time, at the same time bring the arms to the side to the position of attention.

Change step - from mark time

4.18 The command is 'CHANGE - STEP'. The executive word of command is given as the right foot is coming to the ground. On this command complete two successive beats in quick time with the left foot and continue marking time.

URNS ON THE MARCH**Right turn**

4.19 The command is 'RIGHT - TURN'. The executive word of command is given as the left foot is coming to the ground. On this command, complete a full check pace with the right foot. Raise the left leg as in mark time and bring the arms smartly to the side, at the same time turn the left foot diagonally to the right. Place the left foot on the ground with the instep approximately 3 cm in front of and diagonally across the toe of the right foot, transferring the weight of the body to the left foot. Turn the body 90° to the right and resume marching in quick time stepping off with a 75 cm pace with the right foot.

Left turn

4.20 The command is 'LEFT - TURN'. The executive word of command is given as the right foot is coming to the ground. On this command, complete a full check pace with the left foot. Raise the right leg as in mark time and bring the arms smartly to the side, at the same time turn the right foot diagonally to the left. Place the right foot on the ground with the instep approximately 3 cm in front of and diagonally across the toe of the left foot, transferring the weight of the body to the right foot. Turn the body

90° to the left and resume marching in quick time stepping off with a 75 cm pace with the left foot.

Inclines

4.21 The command is 'DIAGONAL MARCHING, LEFT/RIGHT IN -CLINE'. Inclines follow the same detail as turns to the right and left, except that the body is turned through 45°.

About turn

4.22 The command is 'ABOUT - TURN'. The executive word of command is given as the left foot is coming to the ground. On this command, complete a check pace with the right foot and commence the about turn to the right with the left foot. As the left foot is raised to the mark time position the arms are brought smartly to the side, in the position of attention. Complete the turn of 180° whilst marking time for three paces and step off with a 75 cm pace with the right foot, in quick time.

MARCHING IN SLOW TIME

General

4.23 Marching is to commence from the position of attention. When marching in slow time, the arms are kept steady at the sides in the position of attention. The body is kept erect, although relaxed, the weight of the body being kept over the leading foot. In slow marching the ball of the foot touches the ground first, with the forward leg straight.

The balance step

4.24 This movement is used to introduce the student to the slow march. When proficiency has been obtained the interval between succeeding commands is shortened until the standard pause between movements is achieved. For instructional purposes the balance step is divided into five movements, for which the commands are:

- a. 'LEFT FOOT - FRONT'
- b. 'FOR - WARD'
- c. 'RIGHT FOOT - FRONT'
- d. 'FOR - WARD'
- e. 'HALT'.

4.25 On the commands:

- a. '**LEFT FOOT - FRONT**'. Bring the left foot smartly forward to a point where the heel of the left foot is in line with the toe of the right foot, toe pointing slightly towards the ground, but just clear of it. The upper part of the body is erect, although relaxed, arms steady by the side in the position of attention and weight of the body on the right foot, as shown in Figure 4-4.

- b. **'FOR - WARD'**. Keeping the left foot just clear of the ground, complete the 75 cm pace, the ball of the foot touching the ground first. The weight of the body is maintained over and transferred to the left foot once on the ground. The right leg is to the rear and slightly bent, toe just touching the ground.
- c. **'RIGHT FOOT - FRONT'**. Bring the right foot smartly forward to a point where the heel of the right foot is in line with the toe of the left foot, toe pointing slightly towards the ground, but just clear of it. The upper part of the body is erect, although relaxed, arms steady by the side in the position of attention and weight of the body on the left foot.
- d. **'FOR - WARD'**. Keeping the foot just clear of the ground, complete the 75 cm pace, the ball of the foot touching the ground first. The weight of the body is maintained over and transferred to the right foot once on the ground. The left leg is to the rear and slightly bent, toe just touching the ground.
- e. **'HALT'**. The foot at the rear is brought smartly through the slow mark time position, without observing a pause, to the position of attention. The halt may be given on either foot.

Figure 4-4 The balance step - left foot front



Slow march

4.26 The command is: 'BY THE LEFT/RIGHT, SLOW - MARCH'. On this command, step off smartly with the left foot to the balance step position, and continue forward in paces of 75 cm in slow time.

Halting in slow time

4.27 The command is: 'HALT'. The executive word of command is given as the right foot touches the ground. On this command, take a check pace with the left foot; bring the right foot through the slow mark time position, without observing a pause, to the position of attention.

Stepping short in slow time

4.28 The command is: 'STEP - SHORT'. The executive word of command is given as the left foot touches the ground. On this command, complete a check pace with the right foot and as the left foot again touches the ground shorten the pace to 50 cm without alteration to the cadence.

4.29 To resume the normal length of pace, the command is: 'SLOW - MARCH'. The executive word of command is given as the left foot touches the ground. On this command, complete a check pace of 50 cm with the right foot, and as the left foot again touches the ground lengthen the pace to 75 cm without alteration to the cadence.

Stepping out in slow time

4.30 The command is 'STEP - OUT'. The executive word of command is given as the left foot touches the ground. On this command, take a check pace with the right foot, and as the left foot again touches the ground lengthen the pace to 85 cm without alteration to the cadence.

4.31 To resume the normal length of pace, the command is: 'SLOW - MARCH'. The executive word of command is given as the left foot touches the ground. On this command, complete a check pace of 85 cm with the right foot, and as the left foot again touches the ground shorten the pace to 75 cm without alteration to the cadence.

Changing step in slow time

4.32 The command is 'CHANGE - STEP'. The executive word of command is given as the right foot touches the ground. On this command complete a check pace with the left foot in slow time. Bring the right foot forward smartly, placing it on the ground with the instep in line with the heel of the left foot. Immediately after placing the right foot on the ground, move the left foot into the balance step position and continue marching in slow time.

SLOW MARK TIME

4.33 The command is 'SLOW MARK-TIME'. On this command, lift the left knee to the front by rolling off the toe, the lower leg is to be perpendicular to the ground, foot 40 cm from the ground (measured at the shoe shank - the flat area of the sole immediately in front of heel), the toe pointing slightly toward the ground. Place the foot on the ground, ball of the foot first, into the position of attention and raise the right foot into a similar position. Raise and lower the feet alternately without moving forward or backward (other than to correct dressing), maintaining the correct cadence. The upper body is in the position of attention, the feet being raised/lowered

quickly with a pause when the foot is fully raised, to maintain the correct cadence as shown in Figure 4-5.

Figure 4-5 Slow mark time position



Mark time in slow time - from marching

4.34 The command is 'MARK - TIME'. The executive word of command is given as the left foot touches the ground. Complete a check pace with the right foot and mark time in slow time.

Halt from marking time in slow time

4.35 The command is 'HALT'. The executive word of command is given as the right foot touches the ground. Complete a normal slow mark time pace with the left foot and raise the right foot through the slow mark time position, placing it down in the position of attention without observing the pause at the top.

Forward from marking time in slow time

4.36 The command is 'FOR - WARD'. The executive word of command is given as the left foot touches the ground. On this command complete a slow mark time check pace with the right foot, and move the left foot into the balance step position and complete the 75 cm pace, stepping off.

Change step while marking time in slow time

4.37 The command is 'CHANGE - STEP'. The executive word of command is given as the right foot touches the ground. The movements are as for changing step in quick time, but are executed in slow time, observing the pause whilst the foot is fully raised.

Turns and inclines in slow time

4.38 Turns and inclines in slow time are the same as for turns in quick time. However, the principles of slow mark time are employed where the legs are raised/lowered quickly, with the pause when the foot is fully raised. On stepping off the foot adopts the balance step position before completing the 75 cm pace.

MARCHING IN DOUBLE TIME

General

4.39 Marching in double time is no less relaxed than marching in quick time. The normal rules for marching still apply. Step, dressing, covering and distance are to be maintained.

Marching in double time

4.40 The command is 'BY THE LEFT/RIGHT, DOUBLE - MARCH'. On this command step off with the left foot and run with easy swinging strides of 100 cm, inclining the body forward to maintain the correct carriage. Pick the feet up cleanly at each pace, with the thigh, knee, and ankle joints working freely. Bend the elbows to an angle of approximately 90°, fists lightly clenched and forearms across the front of the body.

4.41 To avoid potential injuries turns or forms are not to be attempted while marching in double time, changing direction is to be by wheeling only. Likewise, unless in a PT environment weapons are not to be carried when marching in double time. A Colour Party is never to march at double time.

4.42 When marching at double time as part of a 'Battle PT' session, the supervising personnel are to ensure that:

- a. Webbing is correctly fitted and will not cause chaffing or other injury.
- b. Weapons are carried at the high port, trail or slung so as to prevent injury to personnel and/or damage to the weapon.
- c. Any potential trip or slip hazards are avoided.

Halting in double time

4.43 The command is 'HALT'. The executive word of command is given as the right foot is coming to the ground. On this command complete three full check paces, decreasing the speed and length of pace. After the third check pace bring the right foot through the position of mark time to the position of attention.

CHANGING FROM QUICK, SLOW AND DOUBLE TIME

Changing from quick time to slow time

4.44 The command is 'INTO SLOW TIME, SLOW - MARCH'. The executive word of command is given as the left foot is coming to the ground. Complete a check pace with the right foot, bring the left foot to the balance step position and continue in slow time, observing all the principles of slow marching.

Changing from slow time to quick time

4.45 The command is 'INTO QUICK TIME, QUICK - MARCH'. The executive word of command is given as the left foot touches to the ground. Complete a check pace in slow time with the right foot; bring the left foot to the balance step position and continue marching in quick time, observing all the principles of quick time.

Changing from quick time to double time

4.46 The command is 'INTO DOUBLE TIME, DOUBLE - MARCH'. The executive word of command is given as the left foot is coming to the ground. Complete a check pace in quick time with the right foot, and commence marching in double time on the next pace with the left foot, observing all the principles of double time.

Changing from double time to quick time

4.47 The command is 'INTO QUICK TIME, QUICK - MARCH'. The executive word of command is given as the left foot is coming to the ground. The forward movement of the body is checked in three paces, decreasing the pace length and speed gradually. When the right foot comes to the ground on the last check pace, the next pace with the left foot is in quick time.

MOVEMENTS OF A FLIGHT ON THE MARCH

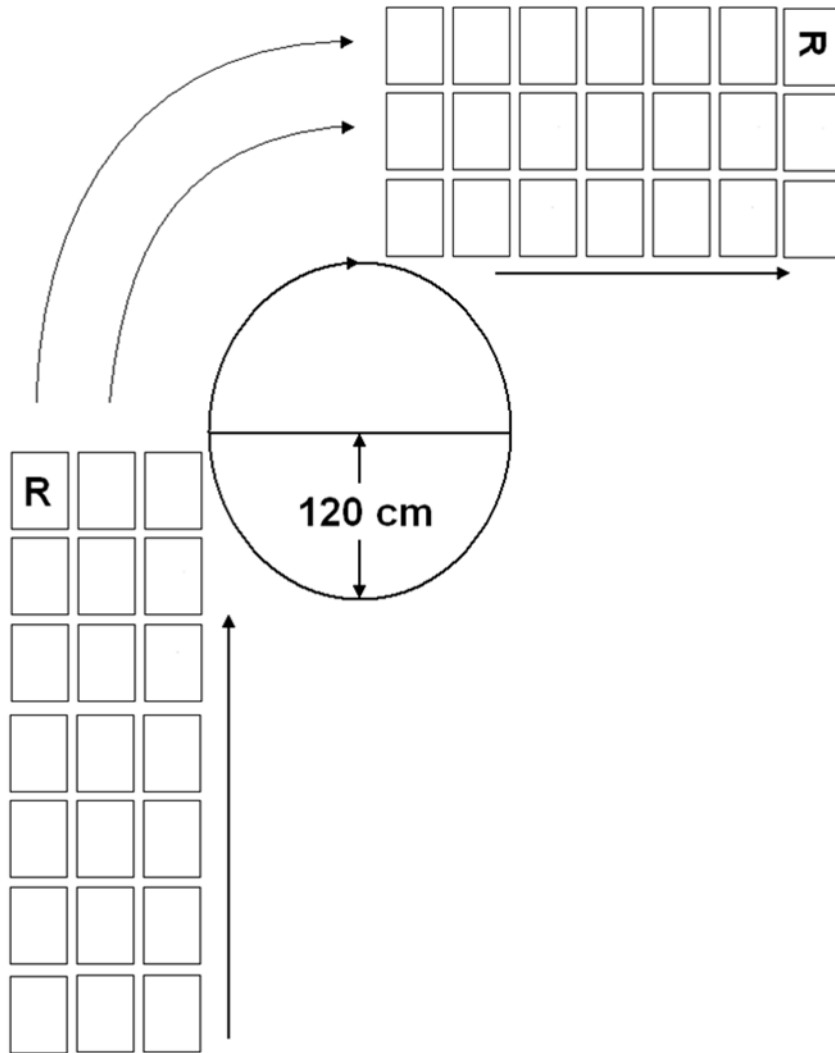
Changing direction by wheeling

4.48 The movement of wheeling is used to change the direction of a flight without changing its formation. During the wheeling movement the directing flank is always the inner flank. Therefore when a flight is marching by the left and right wheel becomes necessary, the directing flank is to be changed for the duration of the wheel. During the wheel the swing of the arms is governed by the length of the pace. When the inside rank steps short, the arm swing will be reduced accordingly. Dressing is to be maintained by judgment; heads are turned in on reaching the wheeling point and are turned to the front on completion of the wheel. Dressing reverts to the original directing flank on completion of the wheel.

4.49 **Right wheel.** The command is 'BY THE RIGHT, RIGHT - WHEEL'. On this command the leading member in the right hand file turns to the right in a 90° arc with a radius of 120 cm. The leading members of the centre and left hand files, covering off the member immediately to their right, also arc to the right. The outside file is to 'step out' (85 cm pace), the centre and inside files are to step short as appropriate

during the wheel. On completion of the wheel the leading section of threes is to step short for a number of paces equal to the frontage of the flight. Files to the rear march directly to their front and follow the same arc covered by the leading file. This movement is shown in Figure 4-6.

Figure 4-6 A flight in threes changing direction by wheeling



4.50 If a wheel of less than 90° is to be executed, the command 'FOR - WARD' is given when the leading section is facing the required direction. The wheeling movement then ceases.

4.51 If a wheel is to be executed immediately upon stepping off, the command is: 'RIGHT WHEEL, BY THE RIGHT, QUICK - MARCH'. On this command the leading section commence the wheel immediately they step off. The movements for wheeling left are the same as for wheeling right, except that the word 'LEFT' is substituted for 'RIGHT'.

Movements in line

- 4.52 The following movements may be carried out by a flight in line on the march:
- marching in line
 - marching diagonally
 - changing direction by forming
 - moving to a flank in sections of threes.

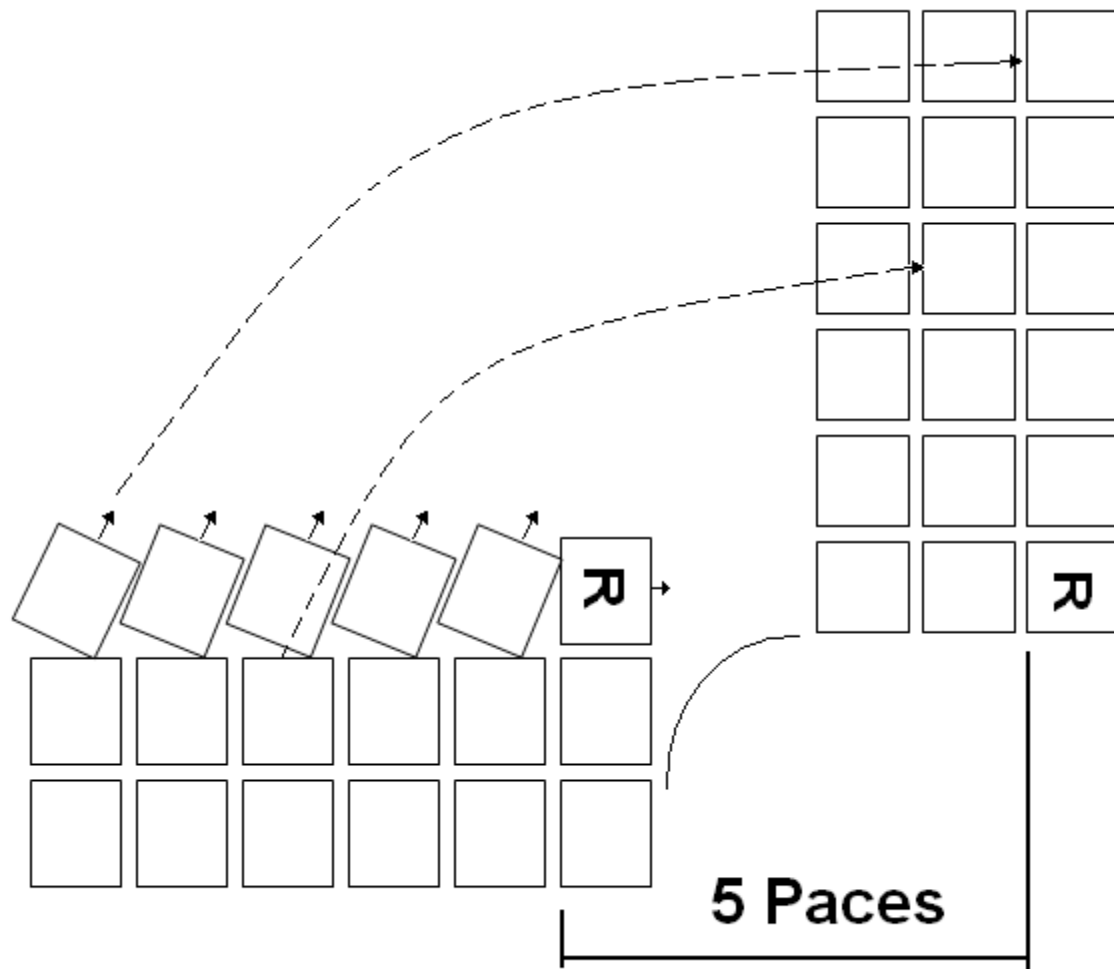
Changing direction by forming

4.53 While executing the form, each section of threes is to work together with the centre and rear men taking their covering from the front man. Each section of threes is to halt together. The last section of threes will naturally arrive at its position later than the first section, therefore, the last sections are not to hurry the movement. As a general guide, each section of threes should arrive at the new alignment two paces after the previous section of threes.

Changing direction by forming - from the halt to the halt

- 4.54 The commands are:
- 'AT THE HALT, CHANGE DIRECTION RIGHT, RIGHT - FORM'.
 - 'QUICK - MARCH'.
- 4.55 On these commands:
- 'AT THE HALT, CHANGE DIRECTION RIGHT, RIGHT - FORM'**. The right hand marker executes a right turn. The remainder of the front rank execute a right incline. The centre and rear ranks stand fast.
 - 'QUICK - MARCH'**. The right hand marker marches forward five paces and halts. At the same time all other members of the flight march around to the new alignment on the left of the marker, and halt by sections of threes when they arrive at their respective positions. This movement is shown in Figure 4-7.

Figure 4–7 A flight in line changing direction to the right



4.56 The same movement can be executed forming to the left except the word 'LEFT' is substituted for the word 'RIGHT'.

Changing direction by forming - from the halt to the move

4.57 The commands are:

- a. 'CHANGE DIRECTION RIGHT, RIGHT - FORM'
- b. 'QUICK - MARCH'
- c. 'FOR - WARD'.

4.58 The movements are the same as for 'at the halt', with the exception that on reaching the new alignment the flight is to mark-time until the command 'FOR - WARD' is given.

Changing direction by forming on the move

4.59 The commands are:

- a. 'CHANGE DIRECTION RIGHT, RIGHT - FORM'
- b. 'FOR-WARD'.

4.60 The executive word of command is given as the left foot is coming to the ground. On the command 'RIGHT - FORM', the right hand marker executes a right turn, marches forward five paces and marks time. At the same time all other members of the front rank execute a right incline and the centre and rear ranks step short to avoid closing up. The members of the flight then march around to the new alignment on the left of the marker, and mark time until the command, 'FOR - WARD'.

4.61 The same movement can be executed forming to the left except the word 'LEFT' is substituted for the word 'RIGHT'.

Changing direction by forming from the move to the halt

4.62 If it is desired to have the flight halted at the completion of the movement, the command is prefixed with the words 'AT THE HALT '. When this command is given the members of the flight halt on arriving at their new position.

Moving to a flank in column of threes

4.63 A flight marching in line may be changed into the formation of a column of threes. The command is 'LEFT/RIGHT IN THREES, LEFT/RIGHT - TURN'.

MOVEMENTS OF A FLIGHT IN COLUMN OF THREES

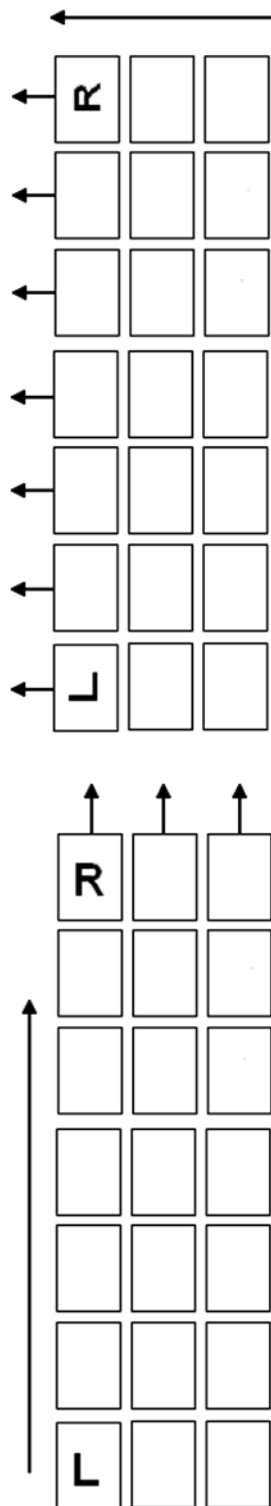
4.64 The following movements may be carried out by a flight in column of threes on the march:

- a. changing direction by wheeling
- b. turning into line from column of threes
- c. forming flight on the right or left facing the same direction
- d. forming single file from threes and vice versa
- e. diagonal marching.

Turning into line from column of threes

4.65 The command is: 'INTO LINE, RIGHT - TURN'. On this command the flight will execute a normal right turn on the march, dressing from the directing flank. The movements for turning left are the same as for turning right except that the word 'LEFT' is substituted for 'RIGHT'. This movement is shown in Figure 4-8.

Figure 4-8 A flight turning into line



Forming flight facing the same direction

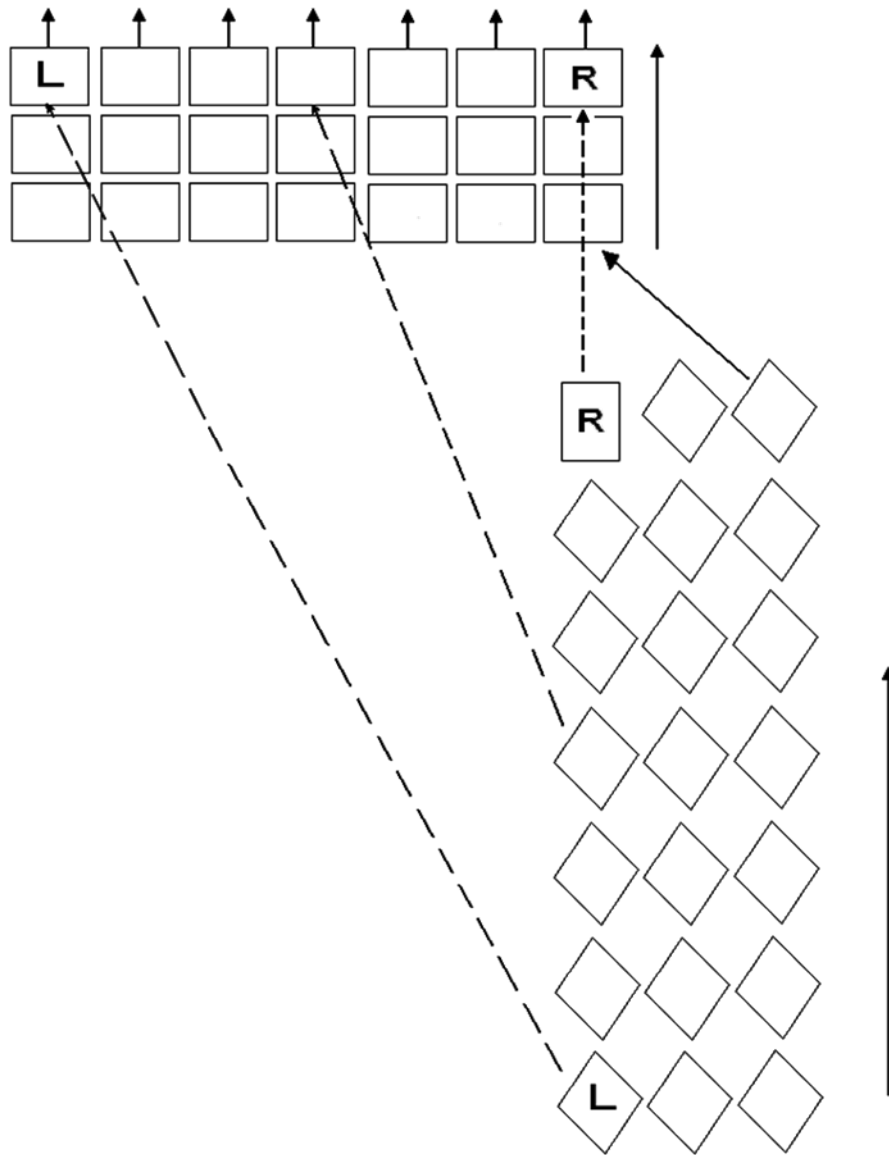
4.66 **General.** A flight moving in threes may be formed into a flight with either the front or rear rank leading.

Forming flight, from the halt to the halt

4.67 The command is 'AT THE HALT, ON THE LEFT, FORM - FLIGHT'. On this command, the leading member in the left file stands fast. All remaining members of the flight execute a left incline. The next command is 'QUICK - MARCH'. On this command the leading member in the left hand file marches forward five paces and halts, at the same time all remaining members of the flight march around and halt on the new alignment.

4.68 While executing the movement (shown in Figure 4-9) each section of threes is to work together with the centre and rear personnel taking correct covering on the new front rank. Each section of threes is to halt together. The last section will naturally arrive in its position later than the first section, therefore, sections are not to hurry the movements.

Figure 4-9 A flight changing from column of threes to in line by forming flight on the left



Forming flight from the halt to the move

4.69 The command is 'ON THE LEFT, FORM - FLIGHT'. On that command all members are to carry out the form flight with the exception that on attaining the new alignment all members mark time until the command 'FOR-WARD' is given.

Forming flight on the move

4.70 The command is 'ON THE LEFT, FORM - FLIGHT'. The executive word of command is given as the right foot is coming to the ground. On this command, the leading member of the left hand file marches five paces and marks time. All

remaining members of the flight execute a left incline, march around to the new alignment of a flight in line and mark time. The dressing is taken from the leading member of the left hand file who becomes the marker of the flight in line. On the command 'FOR - WARD' the flight marches off in the same direction.

Forming single file from threes

4.71 Sometimes there may be a necessity to form a flight in threes into single file. This movement may be executed from the halt, or while on the move.

4.72 **From the halt to the move.** The command is 'FORM SINGLE FILE, QUICK - MARCH'. On this command the left hand file steps off while the remainder mark time. The centre and right hand files follow on in turn behind the file in front of them.

4.73 **Forming single file on the move.** The command is 'FORM SINGLE - FILE'. The executive word of command is given as the left foot is coming to the ground. On this command, the left hand file continues marching while the remainder take a check pace and mark time. The centre and right files follow on in time behind the file in front of them.

Forming column of threes from single file

4.74 The command is 'FORM - THREES'. On this command the leading file is to mark time. The remainder are to lead off in quick time. The centre file is to lead off slightly to the right and mark time when reaching its position. The right hand file is to do the same. The command 'FOR - WARD' may then be given.

4.75 If the prefix 'AT THE HALT', is used for this movement, the files halt when they arrive at their position. This movement may also be executed while the flight is halted in single file.

4.76 The command is 'FORM THREES, QUICK - MARCH'. On this command the leading file marks time while the remainder step off in quick time. The centre file is to lead off slightly to the right and mark time when it reaches its position. The right hand file is to do the same.

Diagonal marching

4.77 To march a flight diagonally the command is 'DIAGONAL MARCHING, RIGHT IN - CLINE'. To resume marching to the front the command is 'LEFT IN - CLINE'. To march diagonally to the left the word 'LEFT' is substituted for 'RIGHT'.

Foot drill in slow time

4.78 The following movements may be executed in slow time. With the exception of the timing of the movements, movements in slow time are identical to those described in quick time.

- a. right turn, left turn, about turn and incline
- b. wheeling
- c. forming flight on the right and left
- d. right and left forms

- e. saluting
- f. eyes right and left.

4.79 The timing of the words of command for movements in slow time is identical to that in quick time.

CHAPTER 5

ARMS DRILL - THE RIFLE

General

5.1 This chapter details drill with the F88 Family of Weapons. The versions of the F88 fitted with the x1.5 optic sight and bayonet lug are to be normally used for drill purposes. Other F88 variations and weapons fitted with grenade launchers or ancillary sighting devices should only be used in exceptional circumstances (eg in a deployed location). Under no circumstances is the bayonet to be fitted to the rifle when carrying out rifle drill. Drill with other small arms (Short Magazine Lee Enfield .303, L1A1 Self Loading Rifle, etc) are not used for normal Air Force drill purposes, so are not covered in this manual.

5.2 Rifle drill is taught for the carrying and handling of a rifle for ceremonial occasions. Rifle drill is used to handle and move the rifle from one position to another to achieve the required purpose. The rifle will remain slung during rifle drill or whilst carrying the rifle. Rifle drill carried out by flights of airmen instils self-discipline, precision and team work. All personnel are to know the parts of the rifle as shown in Figure 5-1, safety precautions, care and cleaning procedures before starting rifle drill.

Figure 5–1 Parts of the rifle



5.3 The rifle is slung across the left shoulder and carried on the right side of the body with the muzzle forward and the front handgrip extended. The rear swivel is to be on the right side of the butt to lesson sling twist. The rifle sling (NSN 661386720) is to be adjusted for each individual, ensuring the right arm is fully extended with the right hand grasping the front handgrip (if the sling is fitted correctly an individual should be able to release the weapon then grasp it again without adjusting their position). When marching the right hand remains on the front handgrip at all times. The left arm is swung when marching in quick time and remains steady by the side when marching in slow time.

5.4 The sling is to be fitted so that the permanently attached metal link on the rifle sling is to be attached to the front sling swivel of the rifle, in a way that ensures the brass bar of the link is across the top of the sling (visibly across the sling and away from the weapon) when fitted. The buckle is then fitted to the rifle sling, with the fixed open jaws of the buckle on first. The sling is then threaded through the rear sling swivel (entering from the butt end) and back to the buckle. The running end of the sling is feed through the buckle between the sling and flat of the buckle, until the end of the sling is level with the top of the buckle. Close the locking clasp of the buckle so the end of the sling is hidden inside the buckle. The flat part of the buckle is to be against the back, as shown in Figure 5-2. The position of the buckle will vary depending on the height and build of the individual, slings are not to be cut or trimmed in an attempt to create a uniform position.

Figure 5-2 Fitting the rifle sling



Instruction

5.5 Rifle drill is best taught at the open order or with the flight in Hollow Square. When rifles are carried on parade or for drill lessons they are to be clean. Instructors are to carry rifles when teaching rifle drill

Timing

5.6 Unless stated otherwise for a particular movement, the time between all rifle drill movements is to be equal to two beats in quick time.

FLIGHT DRILL WITH THE RIFLE

The position of attention

- 5.7 The position of attention with the rifle is as follows:
- a. The body is maintained in the position of attention.
 - b. The rifle is held at the fullest extent of the right arm, muzzle pointing toward the ground.
 - c. The right hand grasps the front handgrip, back of the hand to the right and thumb across the top, in line with the seam of the trousers, as shown in Figures 5-3 and 5-4.

Figure 5-3 Attention, front view



Figure 5-4 Attention, side view**Position of stand at ease**

5.8 The command is 'STAND AT - EASE'. On this command the left leg is raised through the mark time position to the position of at ease, maintaining the rifle and the left arm in the position of attention, as shown in Figure 5-5.

Figure 5-5 Position of stand at ease

Stand easy

5.9 The command is 'STAND - EASY'. On this command the flight is to observe a two beat pause then relax the body and stand easy.

Standing at ease from standing easy

5.10 On the first word of the next command, normally 'FLIGHT', 'SQUADRON' etc, smartly resume the position of 'At Ease' with the rifle.

Attention from standing at ease

5.11 The command is 'ATTEN - TION'. On this command the left leg is raised through the mark time position to the position of attention.

Present from the attention

5.12 The 'Present Arms' position, shown in Figure 5-6, is the traditional ceremonial salute when carrying a rifle. The command is 'PRESENT - ARMS'. For instructional purposes the movement is divided into two parts:

- a. 'PRESENT ARMS BY NUMBERS - ONE'
- b. 'BY NUMBERS - TWO'.

Figure 5-6 Present arms



5.13 On these commands:

- a. '**PRESENT ARMS BY NUMBERS - ONE**'. Move the right forearm smartly upward, bringing the rifle to a vertical position, the front handgrip in line with the right shoulder.

- b. **'BY NUMBERS - TWO'**. Raise the right foot through the position of mark time and place it on the ground with the instep against the left heel, the foot at the same angle as for the position of attention. At the same time bring the left arm smartly across the body, forearm parallel to the ground, elbow against the body, hand against the base of the pistol grip with the fingers extended and together, and the thumb on top of the forefinger.

Attention from the present

5.14 The command is 'ATTEN - TION'. For instructional purposes the movement is divided into two parts:

- a. 'ATTENTION BY NUMBERS - ONE'
- b. 'BY NUMBERS - TWO'.

5.15 On these commands:

- a. **'ATTENTION BY NUMBERS - ONE'**. Force the rifle down the body to the fullest extent of the right arm (the position of attention) at the same time smartly returning the left hand to the position of attention.
- b. **'BY NUMBERS - TWO'**. Raise the right foot through the mark time position, to the position of attention.

Port arms from attention

5.16 The position of port arms is used to permit inspection of weapons on training parades and as part of the movements for firing volleys with blank cartridges. The command is 'PORT - ARMS'. For instructional purposes the movement is divided into two parts:

- a. 'PORT ARMS BY NUMBERS - ONE'
- b. 'BY NUMBERS - TWO'.

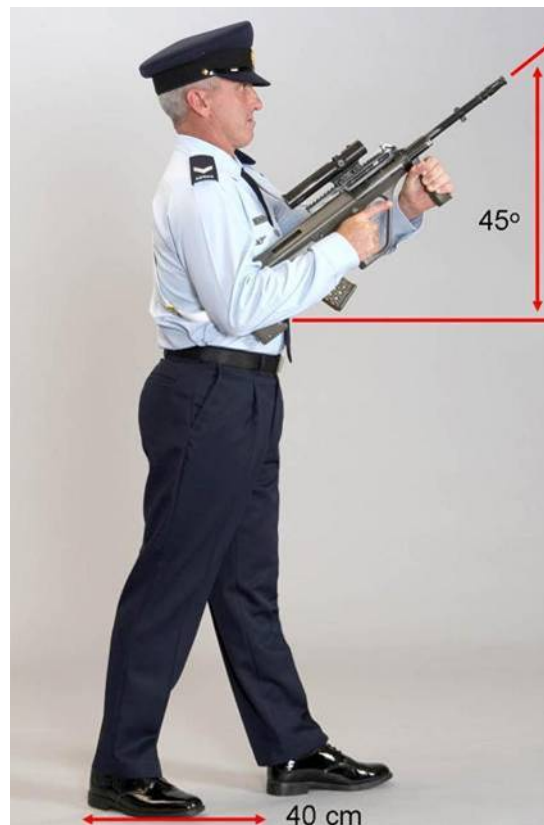
5.17 On these commands:

- a. **'PORT ARMS BY NUMBERS - ONE'**. Remove the right hand from the front handgrip and grasp the pistol grip, thumb and fingers curled around the grip, with the forefinger extended outside the trigger guard, as shown in Figure 5-7.

Figure 5-7 Port arms by numbers one

- b. **'BY NUMBERS - TWO'.** Move the left foot smartly forward 40 cm with the weight of the body balanced evenly on both feet. At the same time lift the rifle muzzle upward with the right hand until the rifle is in front of the right shoulder at an angle of 45°, the butt pressed firmly against the body by the right forearm. As the rifle is forced upward grasp the front hand grip with the left hand, back of the hand to the left and elbow close to the body, as shown in Figure 5-8.

Figure 5-8 Port Arms by numbers - two



Attention from the port

5.18 The command is 'ATTEN - TION'. For instructional purposes the movement is divided into two parts:

- a. 'ATTENTION BY NUMBERS - ONE'
- b. 'BY NUMBERS - TWO'.

5.19 On these commands:

- a. '**ATTENTION BY NUMBERS - ONE**'. Force the rifle back down the right side of the body (as for port-arms by numbers-one) at the same time smartly returning the left hand to the position of attention.
- b. '**BY NUMBERS - TWO**'. Move the left foot smartly to the position of attention at the same time moving the right hand down to grip the front handgrip in the attention position.

Saluting with the rifle at the halt

5.20 At the halt, the salute with the rifle is carried out at attention. The action of the hand is the same whether the salute is to the front or to a flank. The head and eyes are turned as for the normal saluting to the left or right. The commands are 'TO THE FRONT/RIGHT/LEFT - SALUTE'.

5.21 The salute depicted in Figure 5-9 and Figure 5-10 is the salute to the front. For the purpose of instruction, the movement is divided in to two parts:

- a. 'TO THE FRONT SALUTE BY NUMBERS-ONE'
- b. 'BY NUMBERS-TWO'.

5.22 On these commands:

- a. **'TO THE FRONT SALUTE BY NUMBERS - ONE'**. Smartly bring the left hand across the body, elbow close to the body, forearm parallel to the ground, fingers and thumb are together and extended, back of the hand to the front.

Figure 5-9 Front salute by numbers - one, front view



Figure 5-10 Front salute by numbers - one, side view



- b. **'BY NUMBERS - TWO'**. Return the left hand smartly to the position of attention.

Saluting on the march

5.23 Saluting on the march with the rifle is in accordance with the principles of saluting at the march without arms, with the executive words of command for the salute and the 'eyes front' given on the left foot.

Rest on arms from attention

5.24 The command is 'REST ON - ARMS'. For instructional purposes the movement is divided into five parts:

- a. 'REST ON ARMS BY NUMBERS - ONE'
- b. 'BY NUMBERS - TWO'
- c. 'BY NUMBERS - THREE'
- d. 'BY NUMBERS - FOUR'
- e. 'BY NUMBERS - FIVE'.

5.25 On these commands:

- a. **'REST ON ARMS BY NUMBER - ONE'**. Move the right forearm smartly upward, bringing the rifle to a vertical position at the right front of the body, front handgrip in line and level with right shoulder, as in the first movement of the present arms, shown in Figure 5-11.

Figure 5-11 Rest on arms by numbers - one



- b. **'BY NUMBERS - TWO'**. To a count of eight beats in slow time, lower the rifle across the front of the body with the right hand until the sling is tight, front handgrip in front/centre of the groin area, as shown in Figure 5-12.

Figure 5-12 Rest on arms by numbers - two



- c. **'BY NUMBERS - THREE'**. Place the left hand on the rifle over the front section of the optic sight, fingers and thumb together and extended, back of the hand to the front, elbow close to body, as shown in Figure 5-13.

Figure 5-13 Rest on arms by numbers - three



- d. **'BY NUMBERS - FOUR'**. Place the palm of the right hand on top of the left hand, fingers together and extend, thumb placed in the palm of the left hand and locked by the left thumb, elbow close to body, as shown in Figure 5-14.

Figure 5-14 Rest on arms by numbers - four



- e. **'BY NUMBERS - FIVE'**. To a count of four beats in slow time lower the head so that the eyes are looking at the ground two metres to the front, as shown in Figure 5-15.

Figure 5-15 Rest on arms by numbers - five



Attention from rest on arms

5.26 The command is 'ATTEN - TION'. For instructional purposes the movement is divided into two parts:

- a. **'ATTENTION BY NUMBERS - ONE'**. Raise the head smartly, at the same time smartly grasping the front handgrip with the right hand.
- b. **'BY NUMBERS - TWO'**. Force the rifle smartly to the right side of the body (position of attention) at the same time smartly returning the left hand to the position of attention.

Firing volleys

5.27 The procedure for firing three volleys is commenced from the position of Attention. Prior to firing volleys with blank cartridges ensure the single shot lockout button is engaged. The commands are:

- a. 'VOLLEYS WITH BLANK CARTRIDGES - LOAD'
- b. 'PRESENT'
- c. 'FIRE'
- d. 'RELOAD'
- e. 'STOP'
- f. 'ATTEN - TION'.

5.28 On these commands:

- a. **'VOLLEYS WITH BLANK CARTRIDGES - LOAD'**. Due to its complexity, this segment has been divided in to six parts for instructional purposes. These are explained in depth in Paragraphs 5.27 and 5.28.
- b. **'PRESENT'**. Raise the rifle and place the butt on the right shoulder with the rifle at an angle of approximately 45°, at the same time placing the safety catch in the firing position. The forefinger is to be kept outside the trigger guard. The head is to be kept looking straight to the front; no attempt is made to aim. The position is shown in Figure 5-16.

Figure 5-16 Volleys with blank cartridges - present

- c. **'FIRE'**. Press the trigger.
- d. **'RELOAD'**. Bring the rifle down to the load position, leaving the safety catch in the firing position, and load the weapon as detailed in 'VOLLEYS WITH BLANK CARTRIDGES - LOAD' (Paragraph 5.30, sub paragraphs c to f). On completion of 'RELOAD' the commands 'PRESENT' and 'FIRE' are given. The remaining volleys are fired repeating this procedure.
- e. **'STOP'**. Remove the forefinger from the trigger and bring the rifle to the load position, at the same time apply the safety catch to the safe position with the right thumb.
- f. **'ATTEN - TION'**. Carry out the movements of Attention from the Port as detailed in Paragraph 5.17.

Volleys with blank cartridges - load

5.29 For instructional purposes 'VOLLEYS WITH BLANK CARTRIDGES - LOAD' is divided into six parts:

- a. 'VOLLEYS WITH BLANK CARTRIDGES LOAD, BY NUMBERS ONE'
- b. 'BY NUMBERS - TWO'
- c. 'BY NUMBERS - THREE'
- d. 'BY NUMBERS - FOUR'
- e. 'BY NUMBERS - FIVE'
- f. 'BY NUMBERS - SIX'.

5.30 On these commands:

- a. **'VOLLEYS WITH BLANK CARTRIDGES LOAD, BY NUMBERS - ONE'**. Carry out the first movement of Port Arms as detailed in Paragraph 5.17a.
- b. **'BY NUMBERS - TWO'**. Carry out the second movement of Port Arms as detailed in Para 17b.

- c. **'BY NUMBERS - THREE'**. Remove the left hand from the front handgrip and grasp the cocking handle with the thumb and forefinger as shown in Figures 5-17 and 5-18 below.

Figure 5-17 Volleys with blank cartridges load, by numbers - three



Figure 5-18 Volleys with blank cartridges load, by numbers - three, side view



- d. **'BY NUMBERS - FOUR'**. Smartly pull the cocking handle to the rear and lock the cocking handle in the hold open recess. The left hand is to remain in this position with the thumb poised to release the cocking handle.
- e. **'BY NUMBERS - FIVE'**. Using the thumb, release the cocking handle from hold open recess allowing the action to go forward under its own springs. The left hand remains clenched beside the hold open recess.
- f. **'BY NUMBERS - SIX'**. Return the left hand to the front hand grip.

Stoppages

5.31 Stoppages which occur with loading and ejection should be ignored. No attempt is to be made to clear any stoppages during the firing of volleys. Even if the rifle will not fire, members are to go through the drill movements. During the firing, if the weapon is not firing, unfired blanks should be ejected, therefore care should be taken when collecting cartridges to separate and secure unfired cartridges.

Dismissing with the rifle

5.32 Dismissing with rifles follows the same principles as those set out for dismissing without arms.

CHAPTER 6

ARMS DRILL - THE SWORD

General

6.1 Sword movements are executed in unison with rifle movements in both quick time and slow time. Before commencing sword drill students are to be familiar with the parts of the sword assembly.

6.2 The sword assembly (NSN 661012190) consists of:

- a. **The sword.** The sword has two main components:
 - (1) **Blade.** Straight, 82 to 83 cm (72 cm for the short version NSN 660990925) long, both edges tapered gradually and fullered both sides.
 - (2) **Hilt.** Consists of guard, grip, back-plate and pommel, ferrule, under nut and invisible top nut. The guard is of gold plated rolled brass pierced with an ornamental device, including the Royal Cypher. The pommel is in the form of an eagle's head. The guard has a badge showing the RAF eagle and crown made of gold plated thin sheet brass, raised from underneath and fixed and brazed to the dome of the guard. The grip is 11cm long and made of wood covered with white fish skin, bound with gilt wire.
- b. **Sword knot.** The sword knot is of blue and gold and comprises a gold lace strap with a blue silk line down the centre, gold acorn, gold and blue slider.
- c. **Scabbard.** Made of tanned leather, blocked and polished and fitted with three gold plated brass mounts. On the officer pattern, the rings on the top and middle mounts are held by a ball attached to a laurel wreath. On the air rank pattern, both mounts are ornamentally chased and the centre mount is slightly longer than on the officer pattern. The bottom mount, known as the shoe or chape, is surrounded at the mouth by a laurel wreath on the officer pattern and the air rank pattern is ornamentally chased and the shoe is asymmetric.
- d. **Slings.** Of blue silk web 25 mm wide with a bar of gold embroidery 5 mm wide running length-wise along each edge. It is lined with blue morocco leather. Slings are worn in pairs, each connecting with the Service Dress (SD) belt at one end and attached to a billet at the other. The shorter sling is worn at the left-hand side of the belt and the longer sling at the rear of the belt.
- e. **Billets.** Fittings of gold plated brass (the air officer pattern, NSN 661012189, is embossed with an eagle and a crown motif) attached to a short leather strap. Billets are used to join the slings to the rings on the scabbard.

6.3 The names of the various parts of the sword are shown in Figures 6-1 and 6-2.

Figure 6-1 Parts of the sword

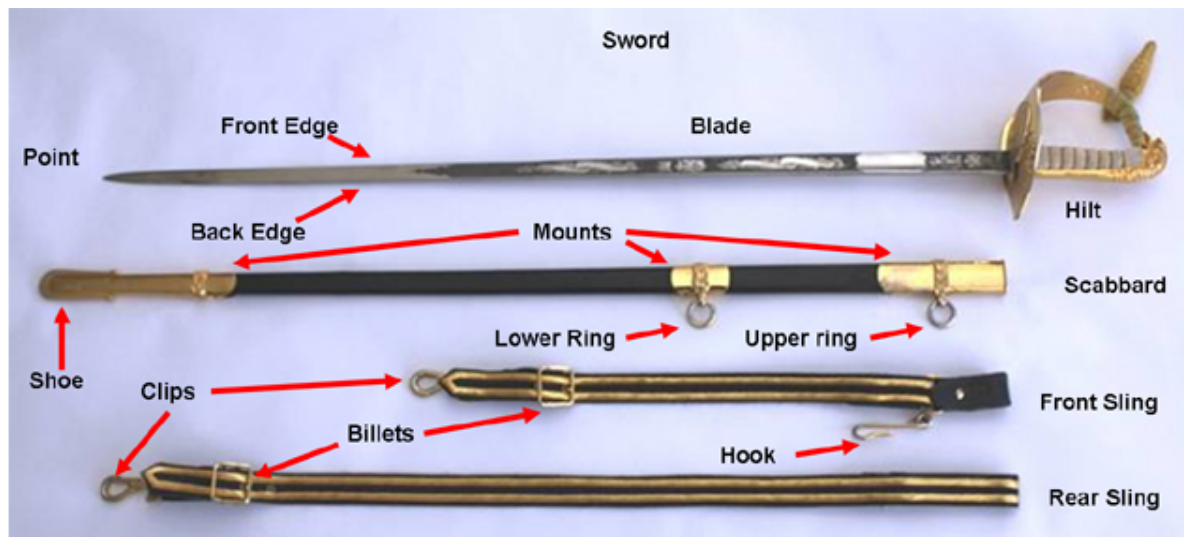
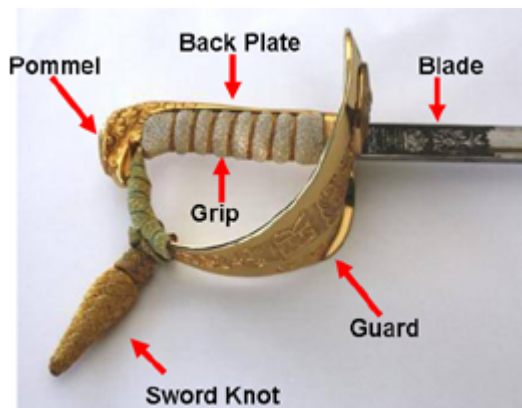


Figure 6-2 Parts of the hilt



Note: Swords are to be cleaned using a soft cloth to remove smudges etc. Alcohol based fluids (eg methylated spirits) may be used to remove tarnishing. Excessive polishing or the use of abrasive cleaners (eg steel wool, Brasso, Jif, etc) will damage the gold plated parts and are NOT TO BE USED when cleaning the sword assembly. When being placed in storage the blade of the sword may be lightly oiled to prevent rust.

6.4 **Timing.** Exercises are to be practiced first by numbers, then by judging the time. Unless otherwise stated, the timing between sword drill movements is equal to two beats in quick time or slow time as appropriate. Sword drill is to be executed smoothly and without unnecessary movement of the sword, arms or body.

6.5 **Marching.** When marching in quick time with the sword in the scabbard, the right arm is to be swung, the left hand steadies the sword in the attention position. Personnel are to salute with the hand when carrying the sword in the scabbard.

6.6 When marching in quick time with the sword drawn, it may be carried at either the carry or the slope position, although it is normal for the carry position to be used. When marching in slow time with the sword drawn, the sword is never carried at the slope position.

METHOD OF WEARING THE SWORD

General

6.7 The assembled sword set is shown in Figure 6-3.

6.8 As shown in Figure 6-4, the short sling with sword hook, is to be attached to the trouser belt to the rear of the left trouser leg seam. If the SD Tunic is to be worn, the hook is to be positioned so as to enable it to be passed through the slit under the left pocket flap (illustrated in the [Manual of Dress](#)).

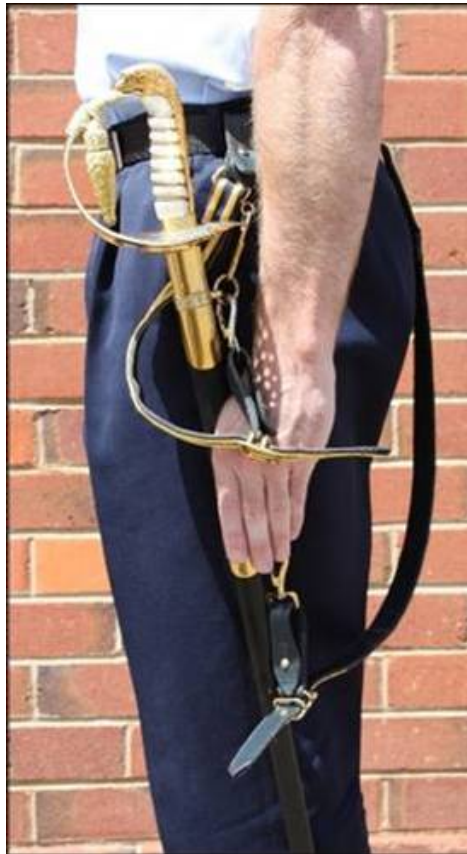
6.9 The upper ring of the scabbard is then hooked on to the hook strap. The sling is then threaded around the front of the scabbard (right to left) attaching to the upper ring of the scabbard, billet facing away from the body.

6.10 The long sling is attached to the trousers/slacks belt on the right side of the centre rear belt loop and clipped to the lower ring of the scabbard with the billet facing away from the body.

6.11 The sling ends are to hang freely from the billets and are not to be taped or attached to the clip end of the sling.

Figure 6-3 Assembled sword set



Figure 6-4 Wearing the sword set, hooked**Hooked**

6.12 Except when attending levees and investitures or when specifically ordered, the sword is to be worn hooked. The rings on the scabbard face the rear, while the guard of the sword faces forward. The upper ring of the scabbard is placed on the sword hook while both sword slings are allowed to hang freely, as depicted in Figure 6-4.

Unhooked

6.13 At levees, investitures and other formal occasions when ordered, the sword is worn unhooked in the following manner.

- a. The sword, in the scabbard, is held by the grip, in a perpendicular position on the left side, with the guard to the front and the shoe of the scabbard resting on the ground against the left foot, as shown in Figure 6-5.
- b. When marching, Air Officers carry the sword by the grip in a perpendicular position, other officers are to lower their hand to grasp the scabbard between the upper and lower rings. The scabbard is then raised to be 15 cm clear of the ground, on the left side of the body with the guard to the front, as shown in Figure 6-6.

Figure 6-5 Sword unhooked, standing



Figure 6-6 Sword unhooked, marching



SWORD DRILL AT THE HALT

The position of attention

6.14 The normal position of attention is to be adopted. The sword is carried in the scabbard, the scabbard hooked. The scabbard is held perpendicular between the thumb and fingers of the left hand, the back of the hand outward with the fingers on the outside of the scabbard, extended and inclined downward and the thumb on the inside, as shown in Figures 6-7 and 6-8.

Figure 6-7 Position of attention, sword in scabbard, side view



Figure 6-8 Position of attention, sword in scabbard, front view**Draw swords**

6.15 The command is 'DRAW – SWORDS'. For instructional purposes this movement is divided into four parts for which the commands are:

- a. 'DRAW SWORDS BY NUMBER - ONE'
- b. 'BY NUMBERS - TWO'
- c. 'BY NUMBERS - THREE'
- d. 'BY NUMBERS - FOUR'.

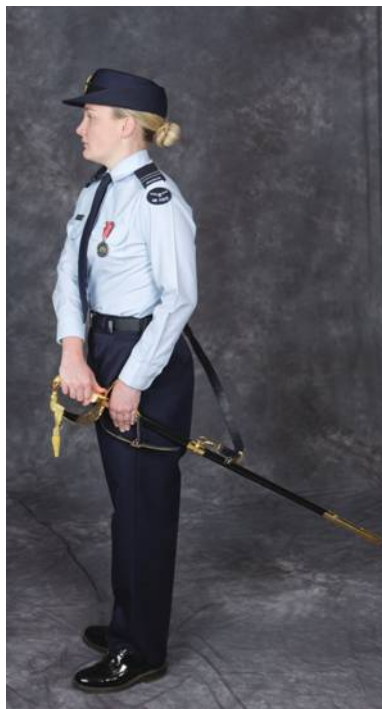
6.16 On these commands:

- a. **'DRAW SWORDS BY NUMBERS - ONE'**. Retaining the position of the left hand on the scabbard, tilt the scabbard forward. At the same time bring the right hand smartly across the body and grasp the grip, back of the hand to the rear thumb against the back piece, right arm close to the body Figures 6-9 and 6-10.

Figure 6-9 Draw swords by numbers one, front view



Figure 6-10 Draw swords by numbers one, side view



- b. **'BY NUMBERS - TWO'.** With the right hand draw the sword upward at the same time turning it to the left. The sword is drawn until the right forearm is horizontal and the guard is in the hollow of the left shoulder, guard facing the left Figures 6-11 and 6-12.

Figure 6-11 Draw swords by numbers two, front view**Figure 6-12 Draw swords by numbers two, side view**

- c. **'BY NUMBER - THREE'**. Draw the sword fully from the scabbard, to a count of four beats in slow time, keeping the edge to the left. Turn the point upward as soon as it is clear of the scabbard. At the same time rotate the scabbard back to the position of attention. Then hold the blade perpendicular, guard to left with the flat section of the guard in line with and approximately 10 cm in front of the mouth, right thumb flat on the side of the grip and the right elbow close to the body. See Figures 6-13, 6-14 and 6-15. This is called the 'recover' position.

Figure 6-13 Draw swords by numbers three, front view



Figure 6-14 Draw swords by numbers three, side view



Figure 6-15 Position of the hand at the recover

- d. **'BY NUMBERS - FOUR'.** Bring the sword smartly down to a perpendicular position in front of the right shoulder, guard to the front, wrist straight, forearm horizontal and square to the body, elbow against the body. See Figures 6-16 and 6-17. The guard sits on the thumb and forefinger, the fingers together and curled loosely around the grip; no attempt is to be made to grasp the grip tightly, see Figure 6-18. This position is called the 'carry' and is adopted when standing to attention with the sword drawn.

Figure 6-16 The carry, front view

Figure 6-17 The carry, side view



Figure 6-18 The carry, position of the hand



Return swords from the carry

6.17 The command is: 'RETURN - SWORDS'. For instructional purposes this movement is divided into four parts for which are:

- a. RETURN SWORDS BY NUMBERS - ONE'
- b. BY NUMBERS - TWO'
- c. BY NUMBERS - THREE'
- d. BY NUMBERS - FOUR'.

6.18 On these commands:

- a. **'RETURN SWORDS BY NUMBERS - ONE'**. Smartly carry the guard of the sword to the hollow of the left shoulder maintaining the blade perpendicular during the movement, the guard facing to the left, forearm horizontal. At the same time grasp the scabbard at the mouth with the left hand, back of the hand to the left, thumb against the thigh, and tilt the scabbard forward, keeping it close to the body Figures 6-19 and 6-20.

Figure 6-19 Return swords by numbers one, front view



Figure 6-20 Return swords by numbers one, side view

- b. **'BY NUMBERS - TWO'.** Turn the point of the sword downward past the left shoulder, edge to the left; at the same time turn the head and eyes to the left and look down at the mouth of the scabbard and turn the scabbard to the left to receive the sword blade. When the sword contacts the back of the left hand draw the sword up and guide the point of the sword into the scabbard with the thumb and forefinger. Insert the blade sufficiently to bring the guard to the hollow of the left shoulder, guard facing to the left, forearm horizontal (the same position as in draw swords) at the same time turning the head and eyes to the front. This movement is executed to a count of eight beats in slow time, the guard being placed in the hollow on the eighth. See Figures 6-21, 6-22, 6-23 and 6-24.

Figure 6-21 Return swords by numbers two, side view



Figure 6-22 Return swords by numbers two, front view



Figure 6-23 Return swords by numbers two, locating the point of the sword in the mouth of the scabbard



Figure 6-24 Return swords by numbers two, completed movement



- c. **'BY NUMBERS - THREE'**. Return the sword completely to scabbard retaining the grip with the right hand, turning the guard to the front, right arm against the body, shoulders square to the front. See Figures 6-25 and 6-26.

Figure 6-25 Return swords by numbers three, front view

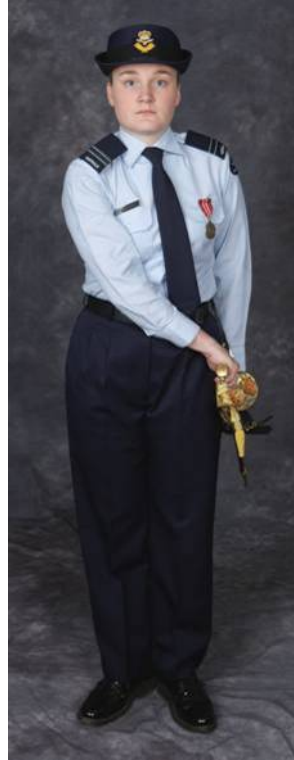


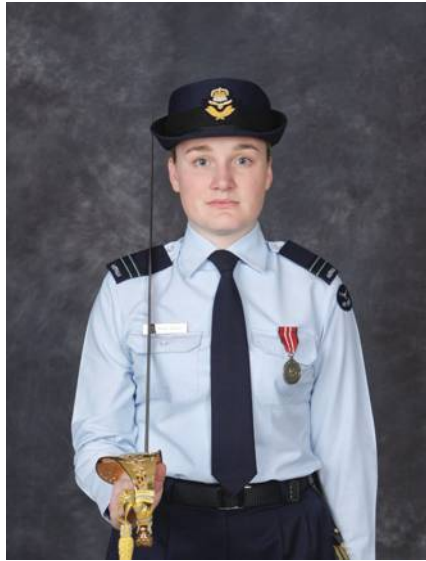
Figure 6-26 Return swords by numbers three, side view



- d. **'BY NUMBERS - FOUR'**. Resume the position of attention. See Figure 6-27.

Figure 6-27 Return swords by numbers four, side view**Slope swords from the carry**

6.19 The command is 'SLOPE - SWORDS'. On this command release the grasp on the grip, tilt the wrist slightly to the rear maintaining the forearm horizontal and allow the sword to fall lightly on the right shoulder, midway between the neck and the point of the shoulder. See Figures 6-28 and 6-29.

Figure 6-28 Slope swords, front view**Figure 6-29 Slope swords, side view****Carry swords from the slope**

6.20 The command is 'CARRY - SWORDS'. On this command tighten the hand on the grip and straighten the wrist bringing the sword to the carry position.

Stand at ease

6.21 The command is 'STAND - AT - EASE'. On this command move the left foot to the position of at ease, at the same time adopting the slope position with the sword. The left hand is maintained on the scabbard, in the attention position. See Figure 6-30.

Figure 6-30 Stand at ease with a drawn sword**Attention from the stand at ease**

6.22 The command is: 'ATTEN - TION'. On this command the left foot is brought to the attention position, at the same time the sword is brought to the carry position.

Stand easy

6.23 The command is: 'STAND - EASY'. On this command bring the sword from the slope, turning the wrist to allow the point to fall forward and downward. Place the tip midway between the feet, the guard facing the right and place the left hand on the back of the right hand. If the ground is soft the tip may be placed in the welt of the left shoe.

Saluting to the front at the halt

6.24 When on parade, personnel with swords salute when the order 'PRESENT - ARMS' is given, acting in time with the rifle drill movements. For instructional purposes the movement is divided into four parts for which the commands are:

- a. TO THE FRONT SALUTE, BY NUMBERS - ONE'
- b. BY NUMBERS - TWO'
- c. BY NUMBERS - THREE'
- d. BY NUMBERS - FOUR'

6.25 On these commands:

- a. **'TO THE FRONT SALUTE, BY NUMBERS - ONE'**. Bring the sword smartly to the recover position.
- b. **'BY NUMBERS - TWO'**. Lower the sword in a sweeping movement to the front until the point is 30 cm from the ground, guard to the left with the bottom of the guard in line with the seam of the trousers/slacks, right arm straight, thumb to the front and flat along the grip. See Figures 6-31 and 6-32.

Figure 6-31 Front salute by numbers two, side view



Figure 6-32 Front salute by numbers two, front view



- c. **'BY NUMBERS - THREE'**. Bring the sword back to the recover position with a sweeping movement to the front.
- d. **'BY NUMBER - FOUR'**. Bring the sword to the carry position.

For instructional purposes this movement may be taught with a pause of four beats in slow time between movements two and three, to simulate the musical salute or delivery of a short report.

Making a report when carrying a drawn sword

6.26 The officer making the report is to approach the senior officer, halt three paces from him, salute with the sword, deliver the report, salute with the sword, about turn and march off. The senior officer is to acknowledge both salutes. If the officer making the report is to accompany the senior officer, he/she is to salute and deliver the report and turn to accompany the senior officer (the second salute is not given). If the report is brief (eg request permission to march off) it may be delivered whilst at the salute, after which the officer is to complete the salute, about turn and march off.

Acknowledging a salute when carrying a drawn sword

6.27 When carrying a drawn sword, an officer is to acknowledge a salute by bringing the sword to the recover and returning it to the carry. An acknowledgement salute is executed in unison with the return to the recover by the junior member or with the salute by the hand (if junior member unarmed).

SWORD DRILL ON THE MARCH

Salute when marching in quick time

6.28 Officers are to salute when the command `EYES - RIGHT/LEFT' is given. The executive word of command is given as the left foot is coming to the ground. Complete a check pace with the right foot and as the left foot again comes to the ground bring the sword to the recover position. Take a further check pace with the right foot and as the left foot again comes to the ground bring the sword to the salute, at the same time turning the head and eyes 90 degrees to the left/right.

6.29 On the command `EYES - FRONT', given as the left foot is coming to the ground, complete a check pace with the right foot and as the left foot comes to the ground bring the sword to the recover, at the same time turning the head and eyes to the front. As the left foot again comes to the ground, bring the sword to the carry.

Salute when marching in slow time

6.30 Officers are to salute when the command `EYES - RIGHT/ LEFT' is given. The executive word of command is given as the left foot touches the ground. Complete a check pace with the right foot and as the left foot touches the ground carry the sword smartly to the right to the full extent of the arm, the arm horizontal, back of the hand to the rear, blade perpendicular and guard to the right. As the right foot is coming to the ground bring the sword to the recover in a circular motion (the arm kept straight until approx 45° at which time the elbow is bent), keeping the elbow as high as the shoulder. This movement is executed over four paces (the sword

being at the recover as the left foot touches the ground). As the right foot touches the ground bring the sword to the salute, at the same time turning the head and eyes in the indicated direction. There is no pause between the movements and all are to be continued in one graceful flowing motion. See Figures 6-33, 6-34, 6-35 and 6-36.

Figure 6-33 Eyes right in slow time, first movement



Figure 6-34 Bringing the sword to the recover



Figure 6-35 At the recover



Figure 6-36 Movement completed



CEREMONIAL SWORD MOVEMENTS

Reverse from the salute

6.31 This movement is executed for funerals and mounting a catafalque guard. The command is: 'REVERSE - SWORDS'. For instructional purposes this movement is divided into three movements for which the commands are:

- a. 'REVERSE ARMS BY NUMBERS - ONE'

- b. 'BY NUMBERS - TWO'
 - c. 'BY NUMBERS - THREE'.
- 6.32 On these commands:
- a. **'REVERSE SWORDS BY NUMBERS - ONE'**. Bring the sword to the recover.
 - b. **'BY NUMBERS - TWO'**. Bring the sword to the carry.
 - c. **'BY NUMBERS - THREE'**. Bring the sword under the right armpit, guard uppermost, by twisting the wrist in an anti-clockwise motion whilst moving the arm upward to bring the guard in line with the top front of the right shoulder, guard upwards, back of the hand outwards with the fingers together and straight on the grip, the thumb to the left of the grip, the elbow against the side, the blade on an angle of approximately 45°. The left hand retains its grip on the scabbard. See Figures 6-37 and 6-38.

Figure 6-37 Reverse swords, right view



Figure 6-38 Reverse swords, left view**Attention from the reverse**

6.33 The command is: 'ATTEN - TION'. For instructional purposes this movement is divided into two parts:

- a. ATTENTION BY NUMBERS - ONE'
- b. BY NUMBERS - TWO'.

6.34 On these commands:

- a. '**ATTENTION BY NUMBERS - ONE**'. Return the sword to the recover position.
- b. '**BY NUMBERS - TWO**'. Assume the position of the carry.

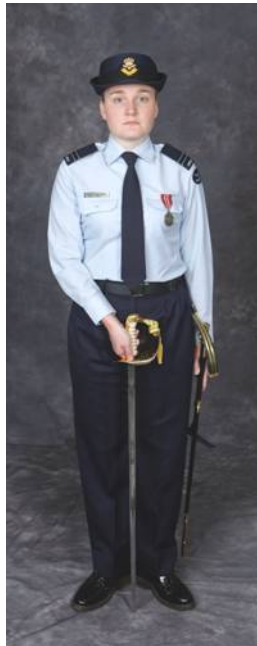
Rest on arms from the attention

6.35 The command is: 'REST ON - ARMS'. For instruction purposes this movement is divided into five parts:

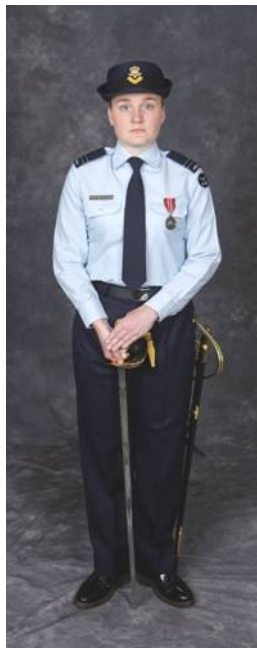
- a. 'REST ON ARMS BY NUMBERS - ONE'
- b. 'BY NUMBERS - TWO'
- c. 'BY NUMBERS - THREE'
- d. 'BY NUMBERS - FOUR'
- e. 'BY NUMBERS - FIVE'

6.36 On these commands:

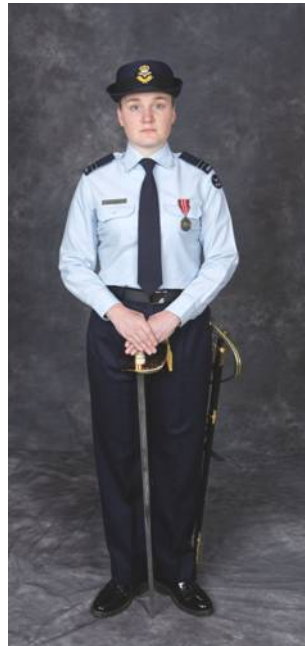
- a. '**REST ON ARMS BY NUMBERS - ONE**'. Bring the sword to the recover.
- b. '**BY NUMBERS TWO**'. Allow the point of the sword to fall slowly downward and forward to a point equal to eight beats in slow time and place it on the ground centrally between the feet, guard to the left. See Figure 6-39.

Figure 6-39 Rest on arms by numbers - two

- c. **'BY NUMBERS - THREE'**. Place the left hand on top of the pommel, as shown in Figure 6-40.

Figure 6-40 Rest on arms by numbers - three

- d. **'BY NUMBERS - FOUR'**. Remove the right hand from the grip and place it on top of the left hand, as shown in Figure 6-41.

Figure 6-41 Rest on arms by numbers - four

- e. **'BY NUMBERS - FIVE'.** To a count of four beats in slow time, lower the head so that the eyes are looking at the ground two metres to the front, as shown in Figure 6-42.

Figure 6-42 Rest on arms by numbers - five**Attention from the rest on arms**

6.37 The command is 'ATTEN - TION'. For instructional purposes this movement is divided into two parts:

- a. ATTENTION BY NUMBERS - ONE'
- b. BY NUMBERS - TWO'.

6.38 On these commands:

- a. **'ATTENTION BY NUMBERS - ONE'**. Raise the head smartly, at the same time grasping the grip of the sword with the right hand.
- b. **'BY NUMBERS - TWO'**. Bring the sword to the carry position at the same time return the left hand to the scabbard in the position of attention.

Rest on arms from the reverse

6.39 Carry out the same movements as for Rest on Arms from Attention, except that the sword is taken to the 'recover' from the reverse position on the first movement.

Dismissing with the sword

6.40 The command from the Squadron Commander is 'FALL OUT THE OFFICERS'. Without saluting, the flight commanders are to march directly forward and halt in line with each other, two paces to the rear of the Squadron Warrant Officer, and about turn. At the same time, the supernumerary officers are to left turn and march out in single file, and when level with their Flight Commanders, right wheel to fall in to the right of their Flight Commanders, and turn to face the front independently.

6.41 The Squadron Commander will hand over the squadron to the Squadron Warrant Officer. The Squadron Commander is to about turn to face the assembled officers, and on completion of any briefing the commander may wish to give, order 'OFFICERS, DIS-MISS'. On this command all the assembled officers are to salute.

6.42 The parade commander is to acknowledge the salute by coming to the recover position in unison with the officers as they complete their salute. On completion of the salute, all officers (including squadron commander and adjutant) are to pause for two beats in quick time, and without further word of command return swords, taking their time from the squadron commander. All are to wait with the sword at the shoulder as depicted in Figure 6-24 and complete the return swords in time with the squadron commander.

6.43 After returning swords all officers, with the exception of the Adjutant, are to pause for two beats in quick time, turn to the right, observe another pause of two beats and march away to disperse.

CHAPTER 7

DRILL WITH A PACE STICK

Introduction

7.1 The origin of the pace stick is attributed to the Royal Artillery in the British Army who used a 'Gunner's Stick' to measure the distance between guns. This was later developed by Infantry Regiments as an aid to drill. The pace stick was introduced into the Air Force in 1984 as a badge of office for members of the Warrant Officer Disciplinary (WOD) mustering as an aid to drill. Today the pace stick is carried by personnel holding the position of WOFF Ceremonial AFHQ, Base Warrant Officer (BWOFF), Air Force personnel posted to the Australian Defence Force Academy as the Academy Sergeant Major (ASM) or as drill instructors (when conducting drill lessons), or posted as the Guard Sergeant Major (GSM) at Australia's Federation Guard.

7.2 The standard Air Force pace stick is Rosewood with gold plated fittings 99 cm long x 2.8 cm in diameter (NSN 661534085). A version 95 cm x 3.8 cm is also available (NSN 661429728). The position of WOFF Ceremonial AFHQ is to carry a black pace stick with chrome fittings (NSN 661534086).

7.3 On ceremonial parades the Parade Warrant Officer, if he/she is a WOD and/or BWOFF, is to use the following guidelines for carrying the pace stick:

- a. If the parade is unarmed the WOD/BWOFF is to carry the pace stick.
- b. If the parade is armed the WOD/BWOFF may either wear a sword or carry a pace stick.

7.4 When the pace stick is used as an aid to drill it is used to correct the length of pace. Rhythm and uniformity in marching can also be achieved by using the pace stick. This is necessary not only for ceremonial purposes, but to reduce fatigue during long periods of drill and marching.

7.5 The pace stick is manipulated by the warrant officer, and, constant practice is required to master the skill required to rotate the open pace stick when marching in slow or quick time.

7.6 The warrant officer should march alongside the marker of the flight, using the open pace stick to control the length and rhythm of the marching pace.

THE PACE STICK

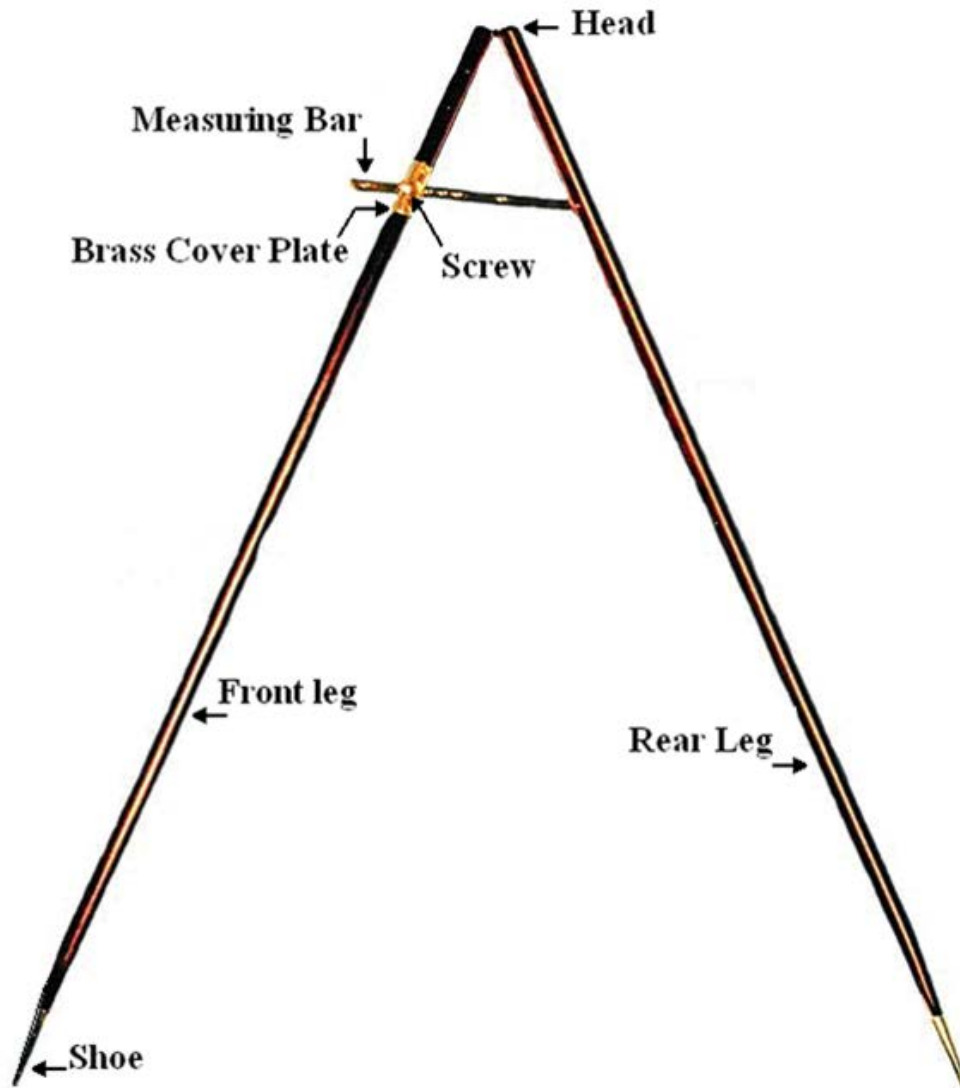
General

7.7 The measuring bar of the pace stick has six or seven holes that allow the distance of the shoes of the pace stick to be altered. The positioning of the holes on the measuring bar is to be used for the following purposes:

- a. 12 inch (30 cm) – measure side paces and distance between heels when standing at ease
- b. 21 inch (50 cm) – measure the pace for short step
- c. 24 inch (60.9 cm) – no longer used

- d. 27 inch (67.5 cm) – measuring the frontages
 - e. 30 inch (75 cm) – measure the normal marching pace
 - f. 33 inch (85 cm) – measure the pace for step out
 - g. 40 inch (100 cm) – measure the pace for double time (not on the six hole bar).
- 7.8 The parts of the pace stick are shown in Figure 7.1.

Figure 7-1 Parts of the Pace Stick



Carrying the Pace Stick

7.9 There are two basic positions for carrying the closed pace stick, they are the 'shoulder' and the 'trail'. The following paragraphs detail the correct procedure for carrying the pace stick, both at the halt and on the move.

The Shoulder Position

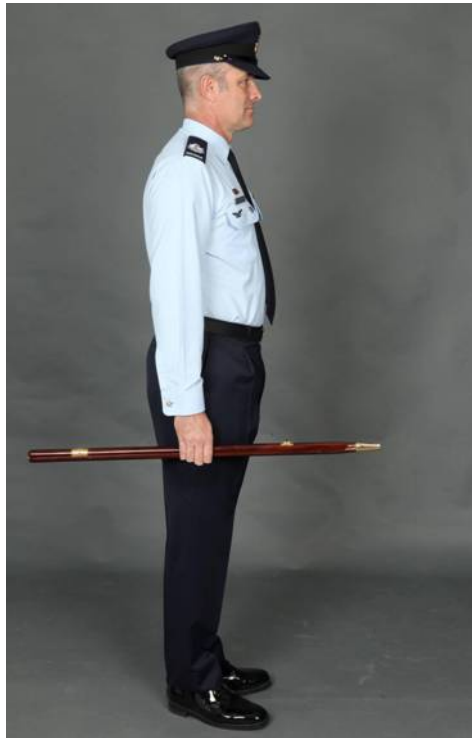
7.10 The 'shoulder' position is the method of carrying the pace stick when at attention, at ease, saluting, or when marching on parades. The stick is placed beneath the left armpit, with the head protruding approximately 45 cm to the front. The stick is trapped under the armpit by the pressure of the inside of the upper arm and the rib cage. The stick is held parallel to the ground. The left hand holds the stick with the fingers extended along the outside of the stick, the thumb along the inside, the index finger parallel to the top, and, the second fingertip inline with the end of the stick. The position is shown in Figure 7-2.

Figure 7-2 The Shoulder Position



The Trail Position

7.11 The method of carrying the pace stick when not on parade, or when marching over long distances is the position of the 'Trail'. The pace stick is held at the point of balance by the right hand and allowed to swing with the movement of the right arm, being manipulated between the fingers and thumb of the right hand so that the stick remains parallel to the ground at all times. The position is shown in Figure 7-3.

Figure 7-3 The Trail Position**MOVEMENTS WITH A PACE STICK CLOSED****The Attention Position**

7.12 Maintaining the body in the normal position of attention, adopt the shoulder position with the pace stick. See Figure 7-2.

At Ease

7.13 Execute normal foot drill and maintain the shoulder position with the pace stick, the right arm is to remain at the side.

Stand Easy

7.14 On the command 'STAND-EASY', observe a pause equal to two beats in quick time, then with the left hand lower the pace stick to a position with the feet of the stick, centrally between and, in line with the toes of the shoes, pause, then place the right hand over the left.

At Ease from Stand Easy

7.15 On command 'PARADE', with the left hand bring the pace stick smartly to the shoulder position and the right hand to the side.

Marching in Quick or Slow Time

7.16 **At The Shoulder.** Marching in quick time or slow time with the pace stick at the shoulder is the same as for normal drill except that the left hand retains its grip on the stick.

7.17 **At The Trail.** Rules for marching are to be maintained except that the pace stick is to be swung in the right hand and remains parallel to the ground at all times.

Saluting at the Halt

7.18 Maintaining the pace stick parallel to the ground, the left hand is brought to the side as the right hand is brought to the salute. Pause, then as the right hand is returned to the side the left hand is returned to the pace stick. See Figure 7-4.

Figure 7-4 Salute at the Shoulder



Saluting on the March at the Shoulder

7.19 Saluting on the march at the shoulder follows the rules for saluting on the march without arms. The left arm is brought to the side as the right hand is brought to the salute, and returned to the pace stick at the completion of the salute.

Saluting on the March at the Trail

7.20 When required to salute from the trail position the stick is placed under the left armpit. Working on successive left feet, the movements are:

- a. the stick is placed under the left arm, left arm remains at the side
- b. right hand returns to the side

- c. salute
- d. return right hand to the side
- e. with the right hand grasp the pace stick at the point of balance
- f. return the pace stick to the trail position, and continue marching.

Changing from the Shoulder to the Trail at the Halt

- 7.21 To change the pace stick from the shoulder to the trail the movements are:
- a. move the right hand across the body and grasp the pace stick at the point of balance
 - b. pause, then return the pace stick to the right side, to the position of the trail, and, at the same time bring the left hand to the side.

Changing from the Shoulder to the Trail on the Move

7.22 To bring the pace stick from the shoulder position to the trail position on the move, the movements are the same as for changing at the halt except that the movements are carried out on successive left feet.

Changing from the Trail to the Shoulder at the Halt

- 7.23 To return the pace stick to the shoulder position the movements are:
- a. move the pace stick across the body placing it under the left armpit, feet ferrules to the rear, as in the position of the carry
 - b. pause, then return the right hand to the side, at the same time place the left hand on the pace stick.

Changing from the Trail to the Shoulder on the Move

7.24 To return the pace stick to the shoulder position on the move the movements are the same as for changing at the halt except that the movements are carried out on successive left feet.

MOVEMENTS WITH A PACE STICK OPEN

General

7.25 To rotate the pace stick it must be controlled by a good wrist action, the fingers used for control, the pace stick turned by the thumbs, and, pressure on the leading leg. It is essential that the leading leg is always perpendicular as the stick is turned with the thumb. This makes the stick swing through 180° or with ease. It is easier to master the art of swinging a pace stick by first practicing on grass.

The Position of Attention

7.26 With the pace stick open at 75 cm, stand at attention as normal. Hold the pace stick in the right hand, with the 'leading leg' perpendicular, the foot ferrule on the ground in line with and 4 cm to the right of the right toe and, the 'rear leg' covering off the leading leg of the pace stick. The right hand holds the stick with the thumb on the inside, the fingers on the outside curling around the front of the stick with the head of the pace stick showing above the hands. This position is shown in Figure 7-5.

Figure 7-5 Attention with the Pace Stick open



The Position of At Ease

7.27 Execute normal foot drill and maintain the pace stick in the attention position, the left hand remains at the side.

The Position of the Carry

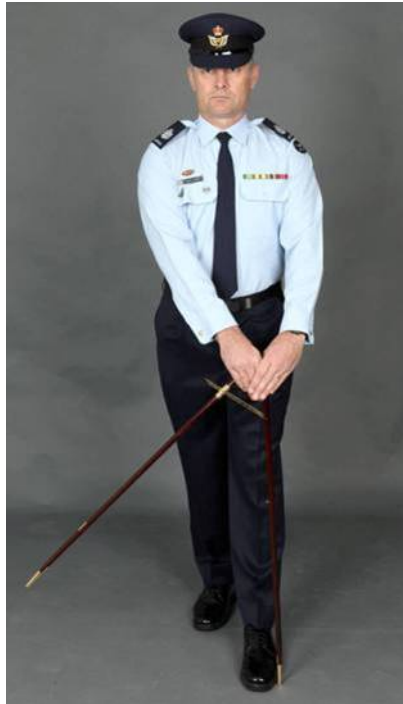
7.28 From the position of attention pick up the pace stick by bending the right arm so that the forearm is parallel to the ground. The first finger remains in front of the leading leg, remaining fingers curled around the rear leg. The right elbow is to the side and, the leading leg of the pace stick is perpendicular. This position is shown in Figure 7-6.

Figure 7-6 The Carry with the Pace Stick open**Changing Pace Stick Right to Left**

7.29 The pace stick may be swung with either the right or left hand. With the stick swinging with the right hand and the command 'CHANGE STICKS' is given the following actions are carried out:

- a. The leading foot of the pace stick is moved across the body, with the left foot passing inside the stick.
- b. At the same time the left hand moves to the stick and takes control from the right hand at this time both hands are on the stick. This position is shown in Figure 7-7.
- c. The leading ferrule hits the ground on the outside of the left foot and, as the right foot comes forward, the left hand controls the stick and the right hand returns to the side.
- d. The rear leg of the pace stick follows across the body swinging outwards and continues to turn on the left side of the body.

Figure 7-7 Changing Pace Stick right to left



Change Pace Stick Left to Right

7.30 The Changing of the pace sticks from left to right, is the same as for right to left.

Saluting with the Pace Stick Open

7.31 Adopt the carry position, with the pace stick in the left hand and, salute in the normal manner. This position is shown in Figure 7-8.

Figure 7-8 Saluting with the Pace Stick open



CHAPTER 8

COLOUR DRILL

General

8.1 Unless otherwise stated throughout this chapter, the generic word 'Colour' is used to include Queen's Colours, Squadron Standards and Governor-General's Banners.

8.2 This chapter will firstly detail drill procedures for the Colour Bearer (CB) then general drill procedures for the Colour Party.

8.3 If the Colour becomes disarrayed it is to be dressed only at the order.

8.4 Whenever possible, Colour drill is to be performed in time with rifle drill. If there are more drill movements with the Colour than with the rifle, then the extra Colour drill movements are to be carried out with precision and dignity, observing the normal pauses throughout successive movements. Before commencing Colour drill students are to be taught the names of the various basic parts of the Colour. See Figure 8-1.

8.5 There are no formal commands for Colour Drill. The CB acts independently and performs the appropriate drill on commands to the parade, by the Parade Commander. Colour drill is to be executed smoothly and without unnecessary movement of the sword, arms or body.

Figure 8–1 Parts of a Colour



Method of wearing the Colour Belt and Accoutrements

8.6 **Weapons.** The Colour Bearer is to wear a sword as detailed in [Chapter 6](#) and is to be worn hooked at all times.

8.7 **The Colour belt.** The Colour belt is to be worn over the left shoulder (passing underneath the rank slide when worn with shirt as outer garment) the colour socket is to be positioned central to the body below the wearer's belt buckle. The belt is to be adjusted so that it hangs naturally. The wearer's medals are placed on the colour belt aligned with the position when worn on the shirt/jacket as detailed in the Manual of Dress.

8.8 **Ceremonial white gloves.** Ceremonial white gloves are to be worn at all times by the Colour Bearer whilst carrying the cased or uncased Colour. Colours are not to be touched with bare hands.

COLOUR BEARER - COLOUR DRILL

The Order

8.9 The staff is to be held with the right hand in a perpendicular position with the bottom of the staff resting on the ground, in line with and touching the little toe of the right foot. The Colour is to be held by the right hand on the staff, at that part that will allow the Colour to hang naturally from the top of the staff without being stretched. The right elbow is to be close to the body, with the left hand holding the scabbard of the sword in the position of attention. This position is depicted in Figure 8-2.

Figure 8-2 The Order



Stand at Ease and Stand Easy

8.10 The CB is to maintain the Colour as for the position of the order when standing at ease or when standing easy. The left arm is to remain at the side holding the scabbard of the sword.

Carry from the Order

8.11 This movement is carried out in three parts as follows:

- a. **Position One.** Raise the staff approximately 30 cm above the ground with the right hand and at the same time bring the left hand across the body, forearm parallel to the ground, and grasp the staff immediately below the right hand. See Figure 8-3.

Figure 8-3 The Carry from the Order, position one



- b. **Position number Two.** Raise the staff' to a perpendicular position in front of the body, guiding the base of the staff into the socket of the Colour belt with the left hand, maintaining the right forearm against the staff. See Figure 8-4.

Figure 8-4 Carry from the Order, position two



- c. **Position Number Three.** Bring the left hand smartly down to the side and grasp the scabbard of the sword. At the same time raise the right forearm to the horizontal position. See Figure 8-5.

Figure 8-5 Carry from the Order, position three



The Order from the Carry

8.12 This movement is carried out in three parts as follows:

- a. **Position Number One.** Bring the left hand across and grasp the socket of the Colour belt, to assist the removal of the staff. At the same time lift the staff upwards with the right hand until the staff clears the socket, laying the right forearm against the staff. See Figure 8-6.

Figure 8-6 Order from the Carry, position one

- b. **Position Number Two.** Raising the staff clear of the socket on the Colour belt, move the staff across to the right side of the body to the position of the order with both hands. At this stage the left hand is to move from the socket to a position above the right hand, with the left forearm parallel to the ground. See Figure 8-7.

Figure 8-7 Order from the Carry, position two

- c. **Position Number Three.** Bring the left hand smartly across the body and grasp the scabbard of the sword. At the same time lowering the staff so that the bottom of the staff is resting on the ground, in line with and touching the little toe of the right foot. This position is as depicted in Figure 8-2.

Slope from the Carry

8.13 The movement is carried out in three parts as follows:

- a. **Position Number One.** Bring the left hand smartly across the body and grasp the socket of the Colour belt and the base of the staff. At the same time, lift the staff upwards with the right hand until the staff is clear of the socket, lowering the right forearm against the staff. See Figure 8-8

Figure 8-8 Slope from the Carry, position one

- b. **Position Number Two.** Raising the staff clear of the socket on the Colour belt, move the staff across to the right side of the body, lowering the Colour sharply onto the right shoulder with both hands. The left hand is positioned below the right hand to control the movement of the Colour. The Colour should hang over and cover the right shoulder and arm. The staff should not show between the hand and shoulder but should be covered with the end of the Colour. See Figure 8-9.

Figure 8-9 Slope from the Carry, position two



- c. **Position Number Three.** Cut the left hand smartly across the body and grasp the scabbard of the sword. See Figure 8-10.

Figure 8-10 Slope from the Carry, position three



Carry from the Slope

8.14 This movement is carried out in three parts as follows:

- a. **Position Number One.** Bring the left hand smartly across the body and grasp the staff just below the right hand.
- b. **Position Number Two.** Raise the staff smartly off the right shoulder and guide the base of the staff into the socket of the Colour belt with the left hand, keeping the right forearm against the staff. See Figure 8-11.

Figure 8-11 Carry from the Slope, position two

- c. **Position Number Three.** Cut the left hand down across the body and grasp the scabbard of the sword. At the same time raise the right forearm parallel to the ground adopting the Carry position. See Figure 8-5.

Saluting with a Colour

8.15 Salutes with a Colour are carried out by either “Letting fly the Colour” or “Lowering the Colour”, which are the methods used by the CB to acknowledge a dignitary who is deserved of a salute. Both “letting fly” and “lowering” may be carried out at the halt or on the march, though “lowering” is only done when marching in slow time. When marching in quick time the colour is “let fly” only.

8.16 Lowering a Colour is reserved for Regal, Vice-Regal, foreign sovereigns, and presidents of republics. Lowering a Colour is also afforded to the Marshal of the RAAF during a General Salute and when marching past in slow time.

Letting Fly

8.17 **Letting Fly at the Halt.** With the Colour in the “carry” position, the CB is to release the Colour with the right hand by moving the hand in a quick down and up movement along the staff, allowing the Colour to fly free. This movement is carried out to coincide with the last rifle drill movement of the ‘Present Arms’ when a General Salute is given.

8.18 **Catching the Colour at the Halt.** This movement is conducted at the completion of the salute and is used to gather the Colour back on to the staff as the CB returns to the “carry” position. The movement is carried out in three parts as follows:

- a. **Position Number One.** Grasp the staff with the left hand just below the right hand, with both forearms lowered against the staff. This movement is to coincide with the first movement of the ‘attention’ from the ‘present arms’.

- b. **Position Number Two.** Catch the Colour with the right or left hand depending upon which side of the staff the Colour may be flying. Only one attempt is to be made to catch the Colour. If the Colour is not caught on the first attempt, the Colour is to be caught and dressed when it is next brought to the order.
- c. **Position Number Three.** Bring the left hand smartly down to the side of the body and grasp the scabbard of the sword and at the same time raise the right forearm to the horizontal position.

8.19 **Letting Fly on the March – Quick and Slow Time.** Letting Fly the Colour on the march is conducted in both quick time and slow time. The Colour is to be Let Fly as the left foot comes to the ground after the command 'Eyes - Right' or 'Eyes - Left', in unison with the movement of the head turning to the right or left. The directing flank escort and CB are not to turn their heads but are to continue looking to the front. The left escort is to execute the 'Eyes Right' or 'Left'. The Colour Warrant Officer (CWOFF) is to salute.

8.20 **Catching the Colour When Marching Past – Quick and Slow Time.** This movement is carried out on the command 'Eyes - Front'. The movements are the same as for 'Catch the Colour at the Halt', except that each movement is carried out on successive left feet, after the executive word of command.

Lowering the Colour

8.21 **Lowering the Colour at the Halt.** On the cautionary words of command 'ROYAL SALUTE', the Colour is to be 'Let Fly'. The lowering of a Colour is carried out from the carry in three parts as follows:

- a. **Position Number One.** Raise the Colour Staff clear of the socket as described in paragraph 8.13a – Slope From the Carry. See Figure 8-8.
- b. **Position Number Two.** Raising the staff clear of the socket of the Colour belt, move the staff across the body to the hollow of the right shoulder, steadying it with the left hand placed under the right hand. See Figure 8-14

Figure 8-12 Lowering the Colour, position two

- c. **Position Number Three.** Bring the left hand smartly to the side of the body and grasp the scabbard of the sword. At the same time begin to lower the Colour well to the right of the body with a sweeping motion to a position in front of the body in line with the right foot. The finial is to be just clear of the ground with the Colour being spread on the ground to the right of the staff, as shown in Figure 8-13. The staff is to be held under the right armpit to assist in the lowering process. The weight of the Colour is taken on the right arm; therefore considerable strength in the arms is required by the CB. When lowering, the back of the right hand is to be towards the ground. The lowering of the Colour is to coincide with the duration of the playing of the National Anthem.

8.22 **Direction of Lowering.** The lowering of a Colour to the right (as described above) depends upon the wind blowing from the left. If the wind is blowing from the right, the Colour is to be lowered well to the left in a sweeping motion as described above. In wet and/or muddy conditions or during high wind situations, the Colour is not to be lowered to the ground but is to be lowered to a horizontal position, keeping the Colour clear of the ground.

Figure 8-13 Lowering the Colour, position three



8.23 **Returning the Colour to the Carry from the Lower.** This movement is carried out in four parts as follows:

- a. **Position Number One.** Raise the Colour with the right hand, bearing the pivotal weight of the Colour under the right armpit. At the same time bring the left hand across the body and guide the base of the staff into the socket of the Colour belt. This movement is to coincide with the first movement of the 'shoulder arms' or 'attention' from the 'present arms'.
- b. **Position Number Two.** Grasp the staff with the left hand just below the right hand, with both forearms lowered against the staff.

- c. **Position Number Three.** Catch the Colour with the right or left hand depending upon which side of the staff the Colour may be flying. Only one attempt is to be made to catch the Colour.
- d. **Position Number Four.** Bring the left hand smartly down to the side of the body and grasp the scabbard of the sword and at the same time raise the right forearm to the horizontal position.

8.24 **Lowering the Colour When Marching Past In Slow-Time.** The Colour is 'Let Fly' on the cautionary word of command 'Eyes'. After the executive word of command 'Right' and as the next left foot comes to the ground, carry out those movements detailed for 'lower the Colour at the halt' on successive left feet. The Colour is lowered in front of the body (not to the side), in time with sword drill movements (in slow time), to a horizontal position, keeping the Colour clear of the ground. The escort on the outer flank is to turn the head in the direction indicated. Colours are 'Let Fly' in quick time during a ceremonial review. The CWOFF is to salute.

8.25 **Returning the Colour to the Carry in Slow Time.** This movement is carried out after the word of command 'Eyes - Front'. The movements are the same as for 'Carry from the Lower at the Halt', except that each movement is carried out on successive left feet. The Colour escort and CWOFF are to act as in flight drill for 'Eyes Front'.

Carriage of Colours

8.26 Colours are to be carried as follows:

- a. **On the March.** Normally, if Colours are to be carried on the march they are to be cased as shown in Figure 8 14 and 8-15 below. However, uncased Colours may also to be carried at the slope when it is desired to march over extended distances.

Figure 8-14 Cased Colour at the Slope, right view**Figure 8-15 Cased Colour at the Slope, left view**

- b. **On Parade.** When on parade, the uncased Colour is to be at the carry or order position except during a Royal salute in which case the Colour is lowered.

- c. **Showing the Colour.** The uncased Colour is to be at the slope when being “shown”. In this instance, the Colour is not secured to the staff by the right hand, but is allowed to hang free as depicted in Figure 8-22.

Changing the Colour from shoulder to shoulder

8.27 Although not often executed, this movement is carried out when the Colour is at the slope and is in three parts.

8.28 Changing From Right to Left Shoulder:

- a. **Position Number One.** Grasp the staff and Colour with the left hand close above the right hand.
- b. **Position Number Two.** Keeping the head steady, move the staff smartly across the body and place it on the left shoulder.
- c. **Position Number Three.** Bring the right hand smartly to the side.

8.29 Changing the Colour from the Left to the Right Shoulder. This movement is the reverse of changing the Colour from the right to the left shoulder.

COLOUR DRILL - THE COLOUR PARTY

General

8.30 When Colours are paraded for any reason, they are to be escorted by an armed Colour Party drawn from personnel from that unit. The SQNWOLF is responsible for organising and equipping the Colour Party, training for the Colour Party should be conducted by the BWOLF. An illustration of a Colour Party shown in Figure 8-16. A Colour Party comprises:

- a. **Colour Bearer.** A junior officer known as the Colour Bearer (CB), as the name implies, the CB is responsible for carriage of the Colour. The CB is to wear a sword. However, the sword is not drawn.
- b. **Colour Warrant Officer.** The Colour Warrant Officer (CWOLF) is the senior escort to the Colour, and when necessity dictates, will take carriage of the Colour when the CB becomes incapacitated for any reason. If this becomes the case, the CWOLF is to take charge of both the Colour and the Colour Belt. Even if the Colour is uncased, the CWOLF is to carry the Colour at the slope only. The CWOLF is to wear a sword and blue sash (NSN 661081393 Sml, 661081394 Med and 661081395 Lge), the sword is not drawn.
- c. **Colour Escorts.** Two SNCOs as Left and Right Colour Escorts armed with rifles fitted with white slings (NSN 661386720) and wear white belts (NSN 661068300) and blues sashes (NSN as above). The use of bayonets on the weapons is optional, but is to be restricted to the Colour Escorts only. When the use of bayonets is desired, the tips of the bayonets are to be suitably covered to protect both Colour and individuals.
- d. **Colour Orderly.** This appointment is filled by a junior rank (LAC or CPL). The Colour Orderly is only present at the uncasing and casing of a Colour, and does not march with the Colour Party on parade.

- e. As all members may be required to handle the colour, all members of a Colour Party are to wear clean white gloves (NSN 660958460, Gloves, Men's, Stretch White Dress Knitted Nylon).

8.31 When an occasion arises that a unit does not have a Warrant Officer, the role of CWOFF may be taken by a SNCO of FSGT rank. Where SNCOs are not available to act as left and right escorts, the roles may be devolved to CPLs. In both instances, prior approval must be obtained from Air Force Headquarters (DACS-AFHQ).

Figure 8-16 The Colour Party



Words of Command

8.32 A Colour Party is under the direct control of the CB. As such, the Colour Party is to act only on those words of command given by the CB, unless otherwise stated in this chapter.

The Colour Escort Squadron

8.33 When unit/squadron Colours are to be paraded for a ceremonial review parade, they are to be escorted by a squadron of armed personnel drawn from the unit/squadron. The squadron is referred to as a Colour Escort Squadron.

8.34 Notwithstanding the normal squadron executive positions, a Colour Escort Squadron for a unit Queen's Colour, Squadron Standard or Governor-General's Banner is to comprise of two flights of 24 airmen each plus two SNCOs as left and right Guides.

8.35 The Colour Escort Squadron for the Queen's Colour for the RAAF is to comprise of 48 airmen per flight plus two SNCO Guides. Where exigencies exist, the

Colour Escort Squadron can be reduced to 24 airmen per flight, however prior approval from AFHQ must be obtained.

8.36 If a unit/squadron Colour is to be paraded in a Royal Guard of Honour, then the Colour Escort Squadron will comprise of 48 airmen per flight plus the SNCO Guides.

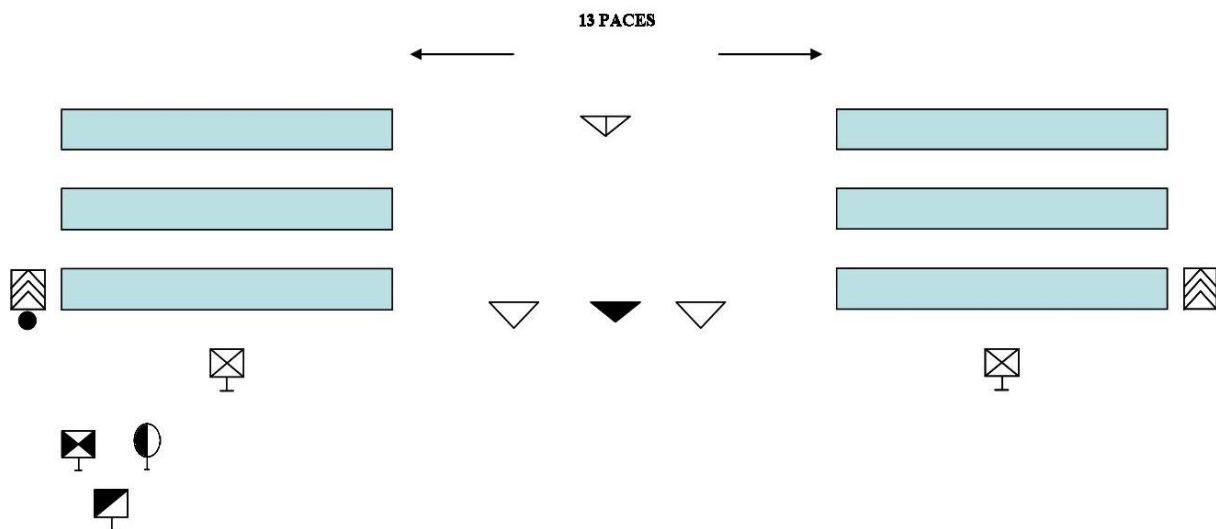
8.37 Further information about the Colour Escort Squadron will be found in the chapters applicable to the ceremonial event.

Position of Colours on Parade

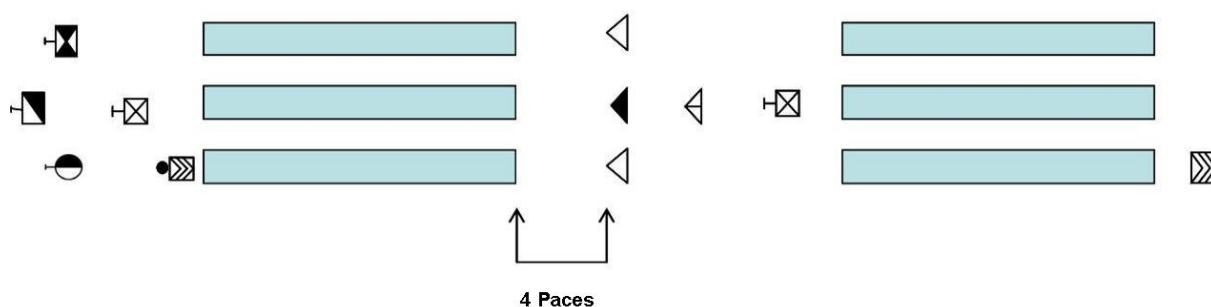
8.38 When Colours are on parade, whether it be for a Ceremonial Review, Guard of Honour or Service Funeral, the Colour Party is positioned between the two flights of the Colour Escort Squadron, Guard of Honour or Funeral Guard of Honour.

- a. **In Line.** Centrally between Nos 1 and 2 flights of the Escort Squadron. The right and left SNCO escorts and CB in line with the front ranks of the squadron, with the CWOFF centrally behind the CB and in line with the rear ranks. The right and left SNCO escorts are four paces distance from the left and right flanks of the two flights. See Figure 8-17.

Figure 8-17 An Escort Squadron in Line with one Colour



- b. **Column of Route.** Left Escort, CB and Right Escort four paces behind the last section of threes of the leading flight, as shown in Figure 8-18.

Figure 8-18 An Escort Squadron in Column of Route with one Colour

c. **Column of Threes.** As for Column of Route.

8.39 **Multiple Colours on Parade.** For ceremonial review parades, a Colour Escort Squadron may contain multiple Colour Parties, as shown in Figure 8-19. As described in Part 2 [Chapter 4](#) – Queen’s Colours, Squadron Standards and Governor General’s Banners, there is a strict order of precedence with respect to the seniority of Colours, which is to be observed when multiple Colours are paraded together. When in line, the senior Colour is on the right, ranging to the most junior Colour on the left. The positions of up to four Colours, both in line and in column, are shown in [Annex 8A](#). The position of five Colours or more when in line is the same as for two or more Colours. [Annex 8B](#) shows an Escort Squadron in Column with five or more Colours. With additional Colour Parties the formation remains the same depending on an odd or even number of Colour Parties.

Figure 8-19 Multiple Colours on Parade

8.40 However, if it is desired, separate escort squadrons may be used for each Colour. The available space on a parade ground will dictate whether the squadrons are formed up in Line of Squadrons or in Squadron Mass.

Point of War

8.41 The normal position of the CB during the parade is centrally between the two SNCO escorts. The exception is after the Colour has been marched on to parade. In this instance, once the Colour is in position, the CB will order the escorts to ‘Present Arms’. The CB will march forward three paces in time with the rifle movements of the

two Colour Escorts, and halt. The Band will then play 'Point of War'. The position for Point of War is shown in [Annex 8C](#). On completion of the music, the Parade Commander will order 'Parade, Attention'. On this command, one of two actions is taken by the CB:

- a. If the Colour is to be 'shown', the CB will remain in position, and await the order from the Parade Commander to 'Show the Colour'.
- b. Where the Colour is not to be shown, the CB is to about turn at the same time as the parade returns to the 'Attention', and march back in between the escorts, halt and about turn.

Centre Dressing

8.42 When Colours are paraded, all dressing is to be on the Colours. The Colour Party is to stand fast on the command 'Inwards Dress', while the flights take their dressing on the Colours. No1 Flight will look inwards to their left, and No2 Flight will look inwards to their right.

Dressing the Colour

8.43 If a Colour becomes disarrayed it is only to be dressed while the Colour is at the order position.

Timing

8.44 Whenever possible, Colour drill is to be performed in time with rifle drill. However, on those occasions where there are more movements in Colour drill to that of rifle drill, no attempt is to be made by the CB to 'catch up'. The CB is to continue with the movement, observing the normal pauses through the movement, and therefore preserving the dignity of the Colour.

Position of the Colour at the Halt

8.45 The Colour is never 'sloped' whilst at the halt. Depending on orders given by the Parade Commander or Escort Squadron Commander, the Colour will either be in the 'carry' position, or at the 'order'. The only exception to this will be when a Royal Salute is given, at which time the Colour will be lowered.

Taking Post

8.46 Taking Post is the movement of the Colour Party changing direction left or right at the halt whilst retaining the same alignment. The movement is conducted over seven paces. As an example, the Colour Party is required to change direction to the left. On the command from the CB to 'Take Post', the Left Escort commences to mark time, and turns slowly to the left to face the new direction. The Right Escort takes a normal 75 cm pace, while the CB takes a slightly shorter pace as they wheel to the new direction, ensuring that they retain their dressing off the Left Escort. The pace of the CWOFF is adjusted so that a central position behind the CB of two paces is maintained. All members of the Colour Party halt on the seventh pace.

8.47 As the Colour Party moves in to the new direction, only the outside SNCO Escort swings their arm.

Turning About

8.48 Whenever a Colour Party is required to about turn, the Colour Escorts always turn inwards towards the Colour. This demands that the Colour Escort on the right of the CB conducts an about turn to the left.

8.49 At the same time as the Colour Escorts turn, the CWOFF turns to the left. After a pause of two beats in quick time, the CWOFF marches around to the rear of the Colour Party and halts two paces behind the CB, a distance of nine paces. The CWOFF is to then turn right to face the Colour.

Changing Direction

8.50 **Forming Column from Line.** Whenever a Colour Escort Squadron is required to turn in to column from line at the halt, the Colour Party acts independently from the Squadron. For this procedure, the Colour Party does not move until after the Squadron has turned and the executives have taken their positions.

8.51 Once the Colour Escort Squadron has turned, the Colour Party is to turn in to the new direction. This is done by the CB first ordering the Colour Party to 'About Turn', as detailed above. The new direction of march is now achieved by the CB ordering the Colour Party to 'Take Post' either left or right, as described in paragraphs 8.20 and 8.21.

8.52 Where there is more than one Colour on parade in the same Colour Escort Squadron, all Colour Parties are to act in unison on command from the CB of the most senior Colour on parade. Up to four Colour Parties form column in a single file of Colours, as shown in [Annex 8B](#).

8.53 For five Colours or more within the same Colour Escort Squadron, the senior Colour will take the lead position, with the remaining Colours forming column two abreast in an order of seniority, as detailed in [Annex 8C](#).

8.54 **Forming Line from Column.** The procedures are the same as for turning in to Column. The Colour Escort Squadron will turn in to line first, followed by the Colours. The CB (or senior CB for multiple Colours), will order the Colour Party to 'about turn', and then 'take post'. The Colour Party (or Colour Parties) are to take post to face the new direction in line.

8.55 **Changing Direction during the March Past in Review.** During a ceremonial review parade, the Colour Escort Squadron and Colours are required to march past in review in both slow and quick time. This will require the Colour Escort Squadron and Colours to initially turn to the right in Column of Threes. After the step off, the initial turn will be a left turn from column of threes in to line. The Colour Party will change direction by forming to the left. On the command from the CB to 'Left Form', the Left Escort is to carry out a left turn and march forward five paces and commence marking time. The CB and Right Escort are to conduct a left incline and march forward seven and nine paces respectively, and mark time. The Colour Party is to march forward on the eleventh pace (ie with the left foot). All subsequent changes of direction for the remainder of the march past in review will be made by forming to the left.

8.56 At any other time however, changes of direction by a Colour Party may be conducted by wheeling.

Saluting during the March Past in Review

8.57 The Colour Party acts independently from the Colour Escort Squadron when conducting the Eyes Right on the Saluting Point, as shown in Figure 5.3. Just before the Colour Party reaches Point A on the Saluting Point, the CB will give the command:

'COLOUR PARTY, EYES – RIGHT'.

8.58 On this command:

- a. the CB is to 'Let Fly' on the next left foot after giving the command
- b. the Left Colour Escort turns their head and eyes to the right
- c. the Right Colour Escort remains looking ahead
- d. the CWOFF is to salute

8.59 After passing Point B, the CB will order:

'COLOUR PARTY, EYES – FRONT'.

8.60 On this command:

- a. the CB is to catch the Colour
- b. the Left Colour Escort is to return their head and eyes to the front, while the CWOFF completes the salute.

Figure 8-20 Colour Party, Eyes Right in Quick Time



Uncasing and Casing of Colours

8.61 The procedures for uncasing and casing Colours are to be in accordance with the following instructions. The inclusion of the Colour Orderly is necessary for both procedures.

8.62 The initial actions of both the uncasing and casing of a Colour are the same and are as follows:

a. The Colour Party is to be at the attention with the Colour at the order. The Colour Orderly is to be positioned to the right of the CWOFF.

b. The CB will then order:

'COLOUR ESCORTS, OUTWARDS – TURN'

c. The left Colour Escort (CE) is to left incline, while the right CE carries out a right incline. The CWOFF turns to the left, with the Orderly turning to the right.

'COLOUR ESCORTS, PRESENT – ARMS'

d. The CEs present arms, and after a pause of two beats in quick time, the CWOFF and Orderly march nine paces to the front of the CB and halt. The CWOFF should be directly in front of the CB with the Orderly one pace in front of the CWOFF, facing each other.

8.63 **Uncasing the Colour.** A Colour is uncased using the following procedure:

a. The CB is to then lower the Colour to a horizontal position, with the staff under the right arm, and at the same time take a 30cm pace forward with the left foot. To aid the CB when lowering the Colour, the CWOFF is to catch the Colour as it is lowered.

b. The CB is to untie the tapes securing the bottom of the Colour case with the left hand.

c. The CWOFF is to then remove the case and drape it over the arm of the Orderly. The CB should place the thumb of the right hand on top of the Colour to prevent the Colour being dragged by the removal of the case.

d. The CWOFF then unwinds the tassels from around the folded Colour and allows them to hang free. The Orderly then hands the gilt crown or eagle to the CWOFF, who moves to the front of the Colour and fixes it securely to the staff.

e. The CWOFF is to carefully unfold the Colour so that it hangs down, and then smooth out the Colour along the staff to ensure that it flies correctly. If necessary during this process, the Orderly can assist the CB to take the weight of the Colour. The CWOFF is to return to the head of the Colour staff, facing the Orderly, and take the weight of the Colour in the palm of the left hand.

f. The CB is to lift the Colour and return it to the order position, at the same time returning the left foot to the attention. The CWOFF assists in this action by gently raising the head of the staff with the left hand at the same time. When the Colour is in position at the order, the CWOFF is to order 'Turn'. Both the CWOFF and Orderly turn to face the Colour.

- g. The CWOFF steps forward to 'dress' the Colour, ensuring the unit/squadron badge is in full view. The CB grasps the tip of the Colour with the right hand so that it is held against the staff. On completion, the CWOFF is to step back, and order 'Salute'. Both the CWOFF and Orderly salute the Colour, and hold the salute. The CB will then order:

COLOUR ESCORTS, ATTENTION

- h. The Escorts, CWOFF and Orderly act in unison for the completion of the salute.
- i. The CB will then order:

'COLOUR ESCORTS, INWARDS – TURN'

- j. The Escorts turn to face the front, while the CWOFF and Orderly turn to their left. After a pause of two beats in quick time, the CWOFF and Orderly step off; the CWOFF marching to the rear of the CB while the Orderly marches away from the area.
- k. The CB then orders:

'COLOUR PARTY, STAND AT – EASE'

- l. The Colour Party is now ready to march on.

8.64 Casing the Colour. The procedure for casing the Colour is as follows:

- a. Once the Escorts are at the present arms, with the CWOFF and Orderly in position in front of the CB, the CB is to lower the Colour, taking a 30cm step forward with the left foot. The CWOFF is to catch the Colour in the palm of the left hand to help steady the Colour, while the CB secures the staff under the right arm. The Orderly should have the Colour case draped over one arm, leaving one hand free to aid the CWOFF if required.
- b. The CWOFF is to move to the front of the Colour and remove the crown/eagle from the head of the staff, handing it to the Orderly on completion. The CWOFF is to return to the left of the Colour so that both bottom corners of the Colour can be reached with both hands.
- c. The CWOFF is to carefully bring the bottom edge or 'Fly' of the Colour up to the staff and place it just over the staff. The CB and Orderly can help secure this portion of the Colour to the staff using their thumbs to press the Colour against the staff.
- d. The CWOFF is to repeat this process twice more so that the Colour is folded in layers over the top of the staff. The tassels are then wound around the Colour and staff three times, and the Colour case taken from the Orderly and carefully replaced over the Colour, ensuring the seam and open end of the case are facing downwards. The CWOFF is to tie off the tapes at the bottom of the case.
- e. The CB is to then return the cased Colour to the order, at the same time resuming the attention position. As in the uncasing, the CWOFF should aid the CB in this movement by raising the head of the Colour with the left hand.
- f. When the Colour is in position, the CWOFF is to order 'Turn', and both CWOFF and Orderly turn to face the Colour. No salute is given to the cased Colour.

g. The CB will then order:

'COLOUR ESCORT, ATTENTION'
'COLOUR ESCORT, INWARDS – TURN'

- h. The Escorts turn to face the front. The Orderly and CWOFF turn to the left, and then step off; the Orderly moving away from the area, while the CWOFF resumes the position two paces behind the CB, halts and then turns to face the Colour.
- i. The Colour is now ready to be marched away and returned to its place of lodgement.

Figure 8-21 Uncasing multiple Colours



Marching Colours on to the Parade - One Colour

8.65 When the parade is formed up prior to marching on, the Colour Party is positioned on the left flank of the Colour Escort Squadron, three paces to the left of the Left Guide. When being marched on to parade, this will put the Colour Party at the rear of the Colour Escort Squadron.

8.66 As the parade approaches the parade ground, the Colour Party is to wheel away to the left and take up a position 25 paces from and 10 paces forward of the left flank of the Colour Escort Squadron, facing across the centre of the parade ground.

8.67 Before the parade is ready to receive the Colours, the Colour Party will be ordered by the Parade Adjutant to uncase the Colours. The CB will come to attention, and order the uncasing of the Colour as detailed in paragraphs 8.29 and 8.30.

8.68 On completion of the uncasing, the Adjutant will bring the parade to attention to await the arrival of the Parade Commander. The Colour Party, under command of the CB will independently come to attention in readiness to march on.

8.69 The Parade Commander will order:

MARCH ON THE QUEEN'S COLOUR/SQUADRON STANDARD/GOVERNOR GENERAL'S BANNER FOR...(Name of Unit/SQN).
'PARADE, GENERAL SALUTE, PRESENT - ARMS'

8.70 The CB will order:

'COLOUR PARTY, BY THE CENTRE, QUICK.....'

8.71 The Band will commence with two three beat drum rolls, and the Colour Party will step off to the first note of the music, marching across the frontage of No2 flight of the Colour Escort Squadron. The Colour Party is to right wheel in to their central position between the two flights of the Colour Escort Squadron and halt.

8.72 When the music has ceased, the CB is to order:

'COLOUR PARTY, ABOUT - TURN'

- a. This movement is conducted in accordance with paragraph 8.48. However, in this instance, the CWOFF is to march around to the rear of the CB and halt in line with the rear ranks of the Colour Escort Squadron before turning to face the CB.

8.73 The CB will order:

'COLOUR ESCORT, PRESENT - ARMS'

- a. The CB will march forward three paces and the Band will play Point of War Shown in [Annex 8D](#). On completion of the music, the parade will be brought to the attention, and the CB will act in accordance with paragraph 8.41.

Marching Colours on to the Parade - Multiple Colours

8.74 It must be remembered that there is a strict seniority with regard to the Order of Precedence between Colours, and a seniority by date of presentation within each Order of Precedence. This is to be observed when multiple Colours are on parade.

8.75 The form up prior to marching on is the same as detailed in paragraph 8.63, but with the seniority of Colours from right to left; the most junior being on the left.

8.76 That order of seniority is maintained as the Colours take up position 25 paces from and 10 paces forward of the left flank of the Colour Escort Squadron, in readiness for uncasing and marching on.

8.77 When uncasing multiple Colours, the CBs to each Colour should act in unison when lowering their Colours for uncasing, as shown in Figure 8-21. It is recommended that they act on a single command from the CB to the senior Colour.

8.78 However, the dignity of each Colour must be retained, therefore the procedures for uncasing should not be rushed, and each Colour should be raised independently as the uncasing is completed. The salute by each Colour Party is to be held, and when all Colours have been uncased, the senior CB is to order:

COLOUR ESCORTS, ATTEN-TION

- a. All Colour Parties act together on this command and all subsequent commands to finalise the uncasing procedures.

8.79 The Parade Commander is to order:

'MARCH ON THE COLOURS. PARADE, GENERAL SALUTE, PRESENT – ARMS'.

8.80 The Colours are now to be marched on under the command of the Senior CB as detailed in paragraphs 8.65 to 8.73.

8.81 A suggested format for marching on multiple Colours is as follows:

- a. The Colours step off on command of the Senior CB. Colours are in line facing across the parade ground in order of seniority from right to left.
- b. As the Line of Colours draw level with the first Colour's position within the Colour Escort Squadron (this will be the most junior Colour), the Junior Colour Party wheels to the right behind the line of Colours, and marches in to their position within the Colour Escort Squadron and halts.
- c. This procedure is repeated with each Colour Party in succession, until the most Senior Colour is in position and halted between the Colour Escort Squadron.

8.82 When the music has stopped, the Senior CB orders:

'COLOUR PARTIES, ABOUT - TURN'
'COLOUR ESCORTS, PRESENT - ARMS'

- a. All Colour Parties march forward in time to the rifle drill of the Colour Escorts.
- b. Point of War is played. When the music has ceased, the parade is brought to attention, and the Colours act in accordance with paragraph 41.

Showing the Colour

8.83 The custom of 'Showing the Colour' is described in Part 2 [Chapter 4](#). The following paragraphs detail the actions of the CB when a Colour is shown.

8.84 Showing the Colour takes place immediately after the playing of the Point of War. The CB will have marched out three paces from between the Colour Escorts, and on completion of the Point of War, will remain in that position. The Colour will be brought to the order in time with the command 'Parade, Atten - tion'.

8.85 The Parade Commander will then order the parade to 'Stand at ease' followed by 'Stand easy' then order 'Show the Colour'. The CB will bring the Colour to the carry, and then in quick time, march forward three paces before wheeling to the right. The CB is to continue across the front of the parade, halting five paces past the right flank of No1 Flight of the Colour Escort Squadron.

8.86 The CB will then about turn and bring the Colour to the slope. In this instance, the Colour is not gathered on the staff, but let to hang free so that the Colour is in full view of the parade as it marches past.

8.87 When ready, the Band will give four beats in slow time on the bass drum, and the CB will step off in slow time across the frontage of the Colour Escort Squadron, as shown in Figure 8-22. The CB will halt five paces past the left flank of No 2 Flight of the Colour Escort Squadron. When the Band has stopped playing, the CB is to about turn and return the Colour to the carry position.

Figure 8-22 Showing the 37 Squadron Standard

8.88 When ready, the Band will commence with a three beat drum roll and the CB is to march in quick time back to the Colour's position between the Colour Escorts. When the music has stopped, the CB is to about turn, bring the Colour to the order and stand at ease.

8.89 If it is deemed appropriate, multiple Colours may be shown.

8.90 **Queen's Colour for the Royal Australian Air Force.** When the Queen's Colour for the RAAF is paraded along with other Colours, only the Queen's Colour for the RAAF is shown.

Marching Colours off the Parade - One Colour

8.91 The marching off of the Colours is conducted after the parade has left the parade ground, and has formed up at the dispersal area. If space permits, the Representative Squadron(s) should be formed up behind the Colour Escort Squadron. If this is not possible, then the Representative Squadron(s) are to be dismissed in a separate area away from the Colour Escort Squadron. The Colour Escort Squadron Commander will march off the Colours and dismiss the Squadron in lieu of the Parade Commander.

8.92 For a full parade dismissal, the Parade Commander will halt the parade and turn the parade left in to line. The Colour Party will then take post, and once in position, the Colours can be marched off parade. The Parade Commander will order:

'MARCH OFF THE QUEEN'S COLOUR/SQUADRON STANDARD/GOVERNOR GENERAL'S BANNER. PARADE GENERAL SALUTE, PRESENT – ARMS'.

- a. Only the Colour Escort Squadron and Representative Squadron are to present arms. The Colour Party is to stand fast.
- b. The Band will play Point of War.

8.93 As soon as Point of War has been played, the Band will commence a 2 x 3 beat drum roll. On the first note of the music, the Colour Party is to step off, march forward 10 paces and wheel to the left, and march off via the left flank to an area

clear of the parade where the Colour is cased. The parade is to remain at the present arms as the Colours are marched off. Once the Colours are clear of the parade, the parade can be brought to the attention and then dismissed in the normal manner.

8.94 Once cased, the Colours can be marched back to their place of lodgement.

Marching Colours off the Parade - Multiple Colours

8.95 Marching off multiple Colours is similar to marching off a single Colour. However, in this instance, the senior Colour is to step off first. After a suitable break, the next senior Colour Party is to step off, followed in succession by the remaining Colours in their order of seniority, the most junior Colour marching off last. The Band will continue playing until all Colours are clear of the parade.

Marching on and off - the Queens Colour for the Royal Australian Air Force

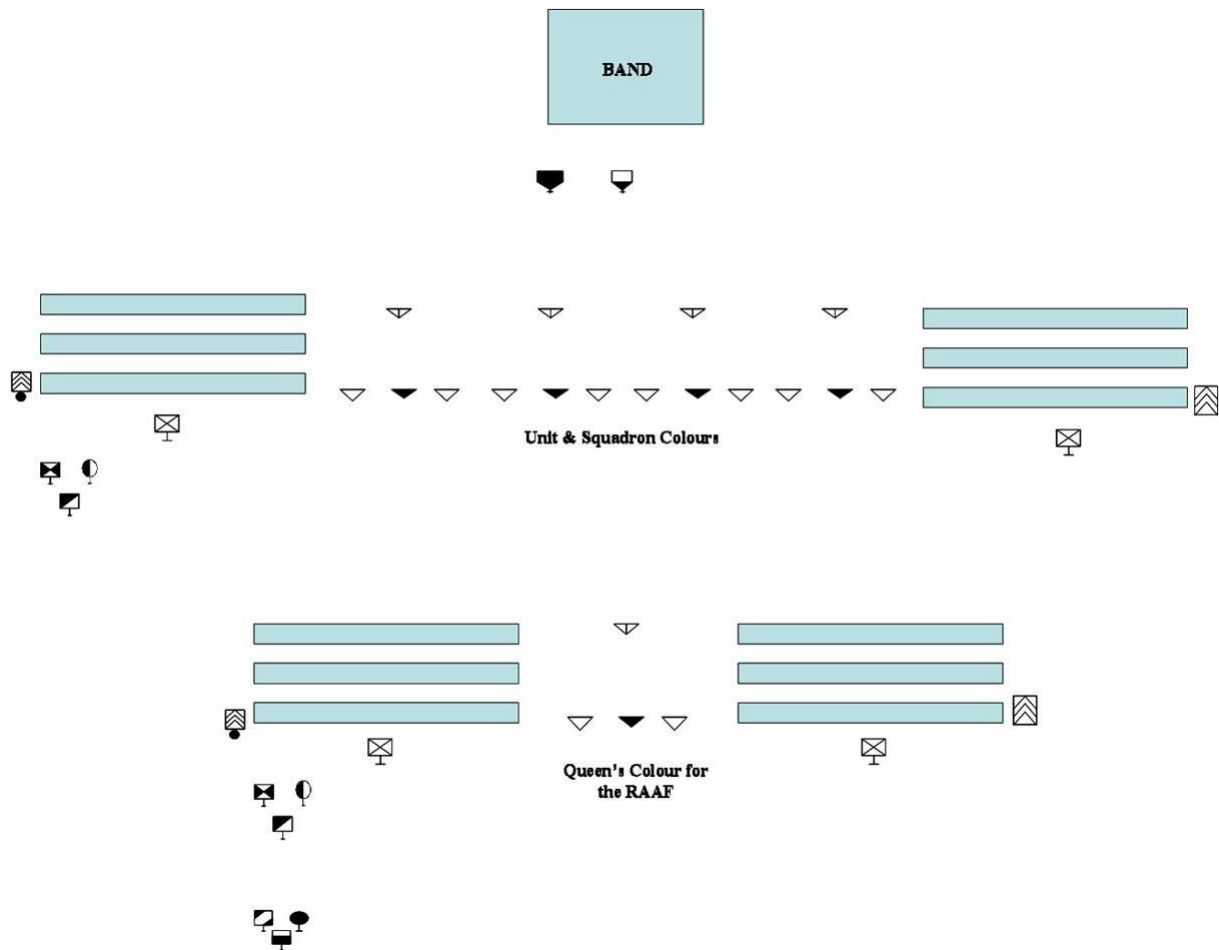
8.96 As described in [Chapter 4](#), the Queen's Colour for the RAAF can be paraded for those occasions deemed to be of significance to the Service.

8.97 Ceremonial Review Parades. Where the Queen's Colour for the RAAF is paraded on its own, the procedures for marching on are as detailed in paragraphs 8.65 to 8.73. Similarly, the marching off is to be conducted as per paragraphs 8.91 to 8.94. The only difference to the procedures will be that the parade will give a 'Royal Salute' as the Colour is marched on and off the parade.

8.98 **Suggested Format When On Parade With Other Unit or Squadron Colours.** The following paragraphs contain a suggested format for parading the Queen's Colour for the RAAF together with other unit or squadron Colours for a ceremonial review parade.

8.99 The Queen's Colour for the RAAF is to take pride of place on parade within its own Colour Escort Squadron. A Representative Squadron will form the Escort Squadron for unit/SQN Colours. For this style of parade, it is suggested that there should only be one Representative Squadron for all unit/SQN Colours. However, this may be left to the discretion of parade organisers, and would be dependant on the number of unit Colours present. Figure 8-23 shows the parade formation with the Queen's Colour for the RAAF and other Colours.

Figure 8-23 Parade formation when parading the Queens Colour for the Royal Australian Air Force with unit Colours



- 8.100 **Marching On.** The Queens Colour is marched on in the following procedure:
- The Queen's Colour Escort Squadron will be formed up away from the parade area. The Colour Escort Squadron Commander will be responsible for the uncasing and marching in of the Colour. Once this has been done, the Squadron will march to an appropriate area off the parade ground to wait for the command to march on by the Parade Commander. At this stage the Band is not required to march in the Colour, as the parade will provide the appropriate compliments when the Colour is marched on.
 - At the appropriate time, the Representative Squadron(s) will be marched on first by the Squadron Commander(s) and turned in to line.
 - The Parade Adjutant will take over the parade from the Parade WOFF, and as per normal practice, have the unit/SQN Colours uncased. The Parade Commander will take over and have the Colours marched on.
 - The Colour Escorts will be brought to the Present Arms, and the Point of War will be played. However, on this occasion, the CBs will not march forward. The Parade is then brought back to the attention.
 - The Parade Commander will now order the Queen's Colour to be marched on to a Royal Salute. All Colours are to be lowered.
 - The Queen's Colour will now be marched on, complete with the Colour Escort Squadron, to their position at the front of the parade.

- g. The Colour Escort Squadron Commander will order the Squadron and the Colour Party to present arms. The CB marches forward three paces and Point of War is played. On completion, the parade is returned to the 'Attention'. If so desired, The Queen's Colour may now be shown. The parade is to be stood at ease.
 - h. The CB is to march to a position five paces from the right flank of the whole parade (not just the Colour Escort Squadron), and march in slow time across the front of the parade to a position five paces to the left flank of the parade. On completion, the CB will return to the Colour Escort Squadron.
 - i. As normal, the parade will receive the Host Officer, VIP guests and the Reviewing Officer.
 - j. Only the Queen's Colour for the RAAF and the Colour Escort Squadron are to march past in review. The Representative Squadrons will salute as normal when the Colours pass by, and the unit/SQN Colours are to 'Let Fly'.
 - k. The remainder of the parade is the same as for a normal ceremonial review.
- 8.101 **Marching Off.** The Queens Colour is marched off in the following procedure
- a. After the Reviewing Officer and other VIP guests have departed, the Parade Commander is to seek permission from the Host Officer to have the Queen's Colour marched off. Once permission has been granted, the Parade Commander will order the Queens' Colour for the RAAF to be marched off.
 - b. The parade will be ordered to "Present Arms". With the exception of the Colour Escorts to the Queen's Colour, who will stand fast, the remainder of the parade will present arms, the SQN/unit Colours lowered and a Royal Salute will be played.
 - c. On completion of the salute, the Squadron Commander of the Colour Escort Squadron is to take over and order the Squadron and the Queens Colour to march past in column of route.
 - d. When the Escort Squadron steps off, the parade executives will about turn to face the front once the Queen's Colour has passed them.
 - e. When the Queen's Colour has departed the parade ground, the parade will now march past the Host Officer and off parade.

OTHER OCCAISIONS FOR PARADING COLOURS

8.102 Whilst there may be numerous occasions where Colours may be paraded, care should be taken that those occasions have some significance to the Air Force, the unit or squadron.

8.103 The parading of Colours in the Officers and Sergeants Messes and for church services, are the most common occasions other than ceremonial review parades, and the procedures are detailed below.

Parading Colours at the Officers and Sergeants Messes

8.104 Colours are to be paraded in both the Officers Mess and Sergeants Mess at least once a year at an official mess dining in, they are to be accorded no less respect than for any other Colours parade and handled with the utmost dignity, as shown in Figure 8-24. The Colours are removed from their display cases, marched in

to the dining area to be lodged behind the PMC's or CMC's chair, and displayed throughout the formal part of the dinner. Sufficient space is to be made for the Colours so that they do not interfere with the movement of the Mess stewards. After the Loyal Toast, the Colours are marched out and returned to their display cabinet.

Figure 8-24 Marching in the Colours at an Air Force birthday function



Collection of Colours from place of lodgement

8.105 Colours were traditionally stored on display in the Officers Mess. However, it is now more common for squadrons and units to lodge their Colours in their headquarters building.

8.106 For a dining-in at the Officers Mess where the Colours are kept in the Mess, collection of the Colours simply requires the Colour Bearer (CB) to remove the Colours from the display cabinet a few minutes prior to the dinner, and wait for the appropriate moment to march them in.

8.107 For a dining-in at the Sergeants Mess, or at the Officers Mess where the Colours are lodged at a unit headquarters, collection of the Colours traditionally requires they be afforded a full Colour Party, comprising a CB, Colour Warrant Officer (CWOFF) and two SNCO escorts. This tradition is easily adhered to for a dining-in at the Sergeants Mess, where it would be appropriate for the CB to be invited to dine with the Mess members. However, the issue becomes difficult for a dinner at the Officers Mess, where it would not be appropriate for the CWOFF and escorts to dine with the officers. If tradition were to be maintained, the CWOFF and escorts would also be required to return to the Mess at the conclusion of the dinner, to march the Colours back to their place of lodgement.

8.108 In this instance, the commanding officer of the unit to whom the Colours belong, may use discretion and direct that the CB and at least two other junior officers collect the Colours, and at the end of proceedings return them to their place of lodgement.

8.109 At the completion of the proceedings, Colours are to be returned to their display cases. No Colours brought in to the Sergeants Mess, or Colours brought in to the Officers Mess from unit headquarters, are to be left in the Messes overnight.

Procedure for Marching in the Colours

8.110 **The Officers Mess.** The CB is to wear the Colour Belt, and both the CB and escorting junior officers are to uncase the Colour. The escorting junior officers then enter the dining room and takes position behind their allocated seats. The CB then places the Colour in to the slope and awaits the cue to march in.

8.111 **The Sergeants Mess.** For Colours paraded in the Sergeants Mess, the CWOFF is responsible for marching in the Colours. When Colours are brought to the Sergeants Mess, they are first uncased outside the Mess. The CB is to hand the Colour and Colour Belt over to the CWOFF. The Colour Belt is to be worn. The Colour is then brought in to the foyer of the Mess. The CB and the two SNCO escorts are to enter the dining room and take their positions behind their allocated seats. The CWOFF places the Colour in to the slope.

8.112 After the members of the Mess have assembled in the dining room, and before grace is said, the following actions are to be carried out:

- a. The PMC/CMC is to direct that the Colours be marched in. The Mess stewards are to open the doors to the dining room.
- b. The Colours are to be slow marched at the slope into the dining room. Where there is more than one Colour, the CB of the senior Colour will control the movements of all Colours. Musical accompaniment is not required but some messes do arrange for a Piper or Drummer to play in the Colours. This is an acceptable practice and the following paragraphs include instructions for the Piper or Drummer.
- c. As the Colours near the first tables, the Piper/Drummer is to move to one side to allow the Colours free passage. The Colours are to continue along the right leg of the tables in an anti-clockwise direction until they reach the area behind the Top Table. Mess members are to continually face the Colours as they progress through the dining room, until they have been placed in the stands provided for them behind the Top Table.
- d. On command from the senior CB/CWOFF each CB/CWOFF is to halt in front of the stand provided for that Colour and then turn to face the Colour stands.
- e. The Colours are to be placed in the stands and dressed. When completed, the Senior CB/CWOFF will order a left turn, and all CBs/CWOFFs are to march off in quick time. Once at the rear of or outside the dining room, the Colour Belts and white gloves are handed to the stewards, after which the CBs/CWOFFs take their positions behind their allocated seats. Where possible, the CB/CWOFFs should be seated to allow easy access to the Colours for the marching out.
- f. Where there is a Piper or Drummer, they should now leave the dining room, or if a Mess member, move to their seat.
- g. Grace may now be said, and the dinner can proceed.

Procedure for Marching out the Colours

8.113 Colours should remain in the Mess until after the Loyal Toast, after which the PMC/CMC will direct they be marched out. The following procedures are to be used:

- a. Immediately after the Loyal Toast the CB's/CWOFFs move out of the dining room where the stewards will return their white gloves and the Colour Belts. The Piper/Drummer, if present, takes position ready to lead the Colours out.
- b. When the PMC/CMC orders the Colours be marched out, under the command of the senior CB/CWOFF, the CBs/CWOFFs quick march to their Colours.
- c. Under the command of the senior CB/CWOFF, the Colours are removed from the stands. The CBs/CWOFFs are to turn to the left and place the Colours in to the slope.
- d. The Colours are then to be slow marched out of the Mess, continuing in an anti-clockwise direction. Once again, Mess members are to continually face the Colours as they are marched out.
- e. For an Officers Mess dining-in, Colours that reside in the Mess are returned immediately to their display cabinet. Colours that reside at unit headquarters are returned to the headquarters building.
- f. For a Sergeants Mess dining-in, the Colour Party is to reform and Colours returned either to the Officers Mess or unit headquarters.

8.114 Under no circumstances are Colours to be left on display in the dining room after the Loyal Toast.

Parading of Colours in churches

8.115 The carrying of Colours at a church parade or service is not to be confused with the laying up of Colours.

8.116 **Queen's Colour for the Royal Australian Air Force.** The Queen's Colour for the RAAF is only to be paraded with the concurrence of Chief of Staff - Air Force Headquarters (COS-AFHQ).

8.117 **Unit Queen's Colours, Squadron Standards and Governor-General's Banners.** Unit Colours may be paraded at church parades or special church services at the discretion of the Officer Commanding or Commanding Officer.

8.118 **General Considerations.** Colours are always to be escorted in to the church. Normally the escort is to be armed and headdress worn. However, the beliefs and customs of the church are to be respected at all times, so it is imperative that the Church Minister or Priest be consulted beforehand.

8.119 If the church is desirous that weapons are not to be carried inside the church, they are to remain outside the confines of the church under the safe keeping of the Colour Orderly. Any salutes given inside the church by the unarmed Colour Escorts, are to be with the hand. Drill movements conducted inside the church are to be carried out with dignity and with the minimum of noise, respecting the sanctity of the church. The congregation will be asked to stand as the Colours are marched in to the church, and again at the end of the service as the Colours are marched out.

8.120 The normal procedure for uncasing of Colours is to apply at all times. Where the weather is inclement, the Colours are to be uncased in the narthex or entrance hall of the church.

8.121 The procedure for parading Colours in a church is in [Annex 8D](#).

Annexes:

- 8A [Formations With Four Colour Parties](#)
- 8B [Configuration for five or more Colour parties in Column](#)
- 8C [Position for Point of War](#)
- 8D [Procedure For Parading Colours In A Church](#)

ANNEX 8A

FORMATIONS WITH FOUR COLOUR PARTIES

1. Shown below is the usual layout of an Escort Squadron in Line and In Column with four Colour Parties.

Figure 8A-1 Escort Squadron in Line with four Colours

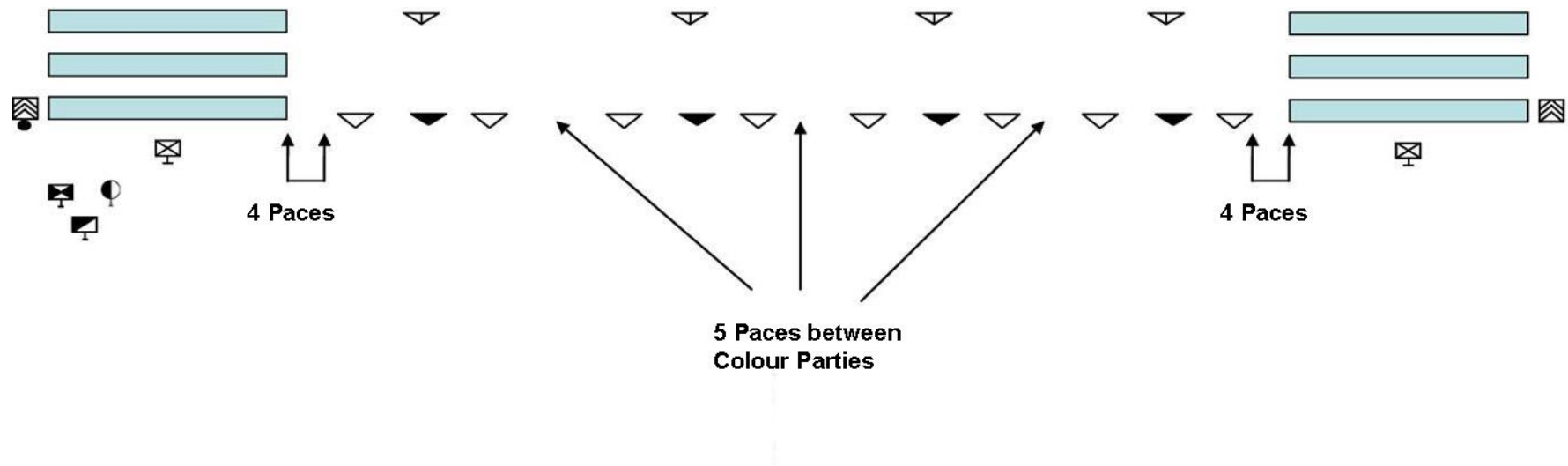
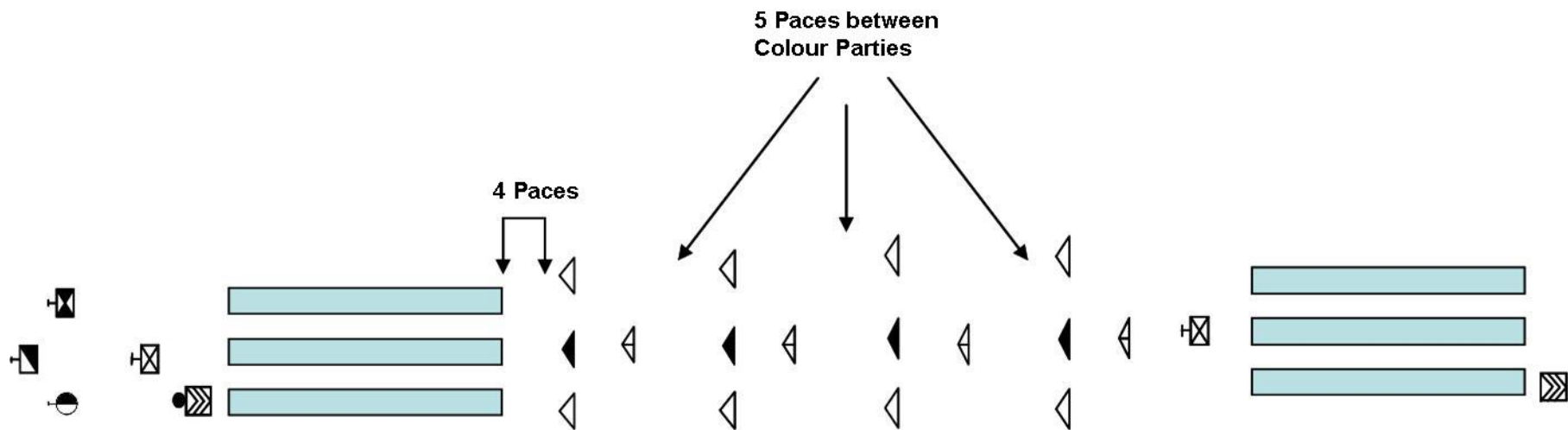


Figure 8A-2 Escort Squadron in Column of Route with four Colours



ANNEX 8B

CONFIGARATION FOR FIVE OR MORE COLOUR PARTIES IN COLUMN

- Below are examples of an Escort Squadron in Column with five or more Colour Parties. As shown in [Annex 8A](#), the interval from front to rear is four paces from the flight to the nearest Colour and five paces between Colour parties.

Figure 8B-1 Escort Squadron in Column of route with an odd number of Colour Parties

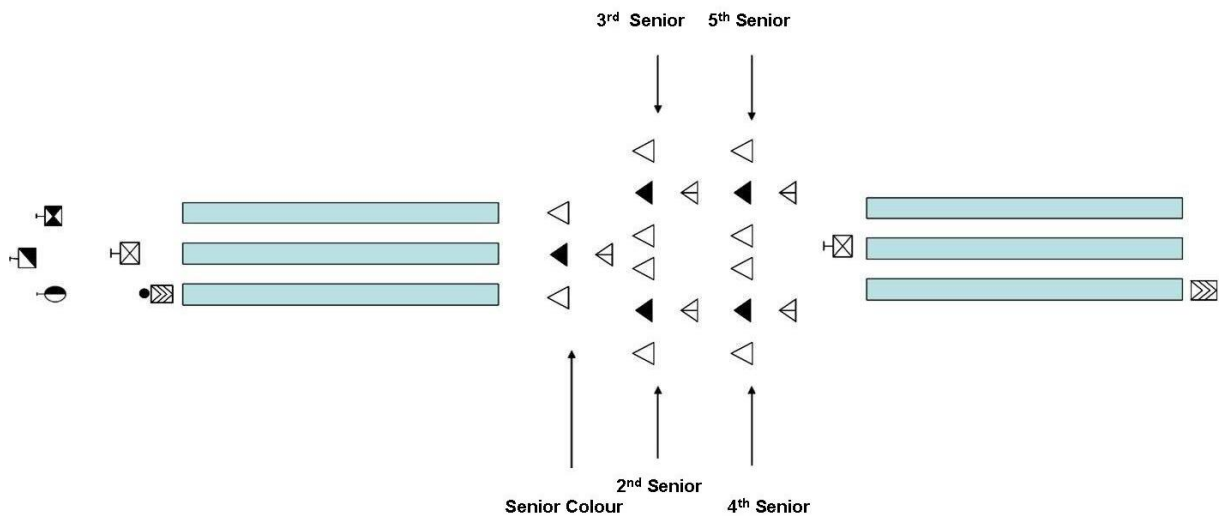
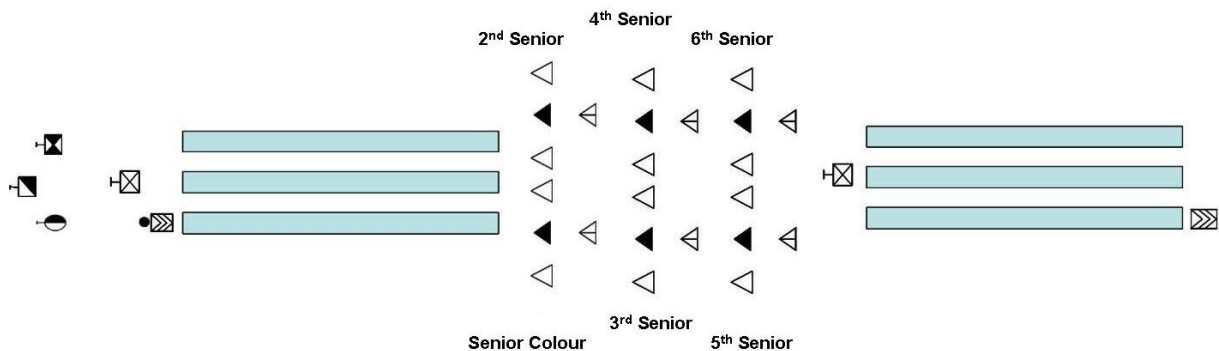


Figure 8B-2 Escort Squadron in Column of Route with an even number of Colour Parties



ANNEX 8C

POSITION FOR POINT OF WAR

- Below is the position taken by the Colour Bearer for playing of Point of War.

Figure 8C–1 Position of the Colour Bearer for Point of War

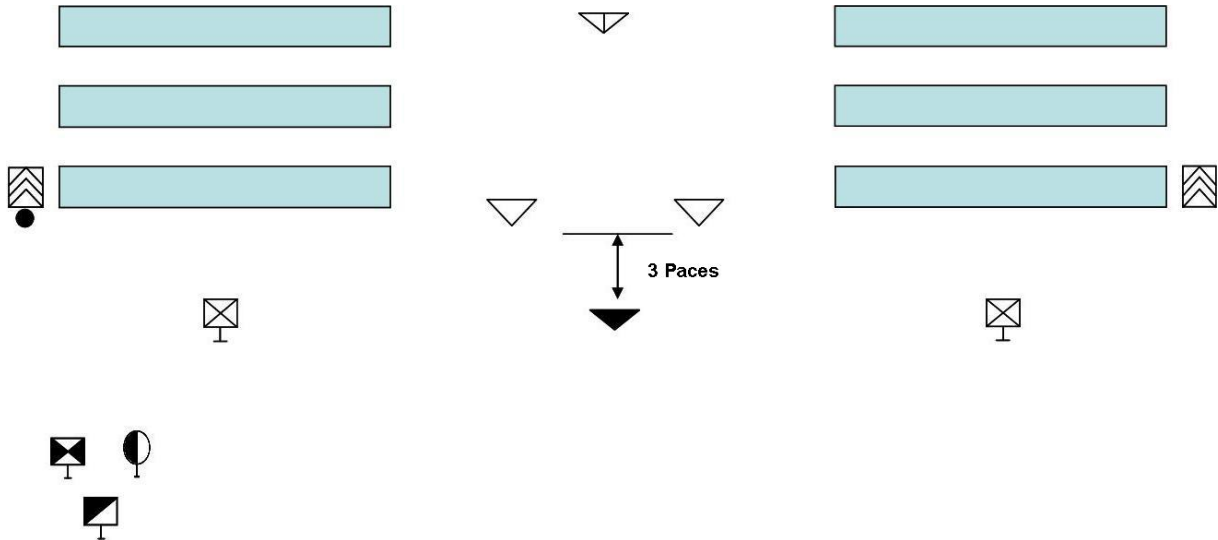


Figure 8C–2 Multiple Colours in position for Point of War



ANNEX 8D

PROCEDURE FOR PARADING COLOURS IN A CHURCH

Inside the church

1. Once the Colours have been uncased outside the church, the Colour Party is to move inside to the rear of the church. Care is to be taken that the Colour Party does not obstruct the passage of the clergy and procession as they move down the aisle towards the altar.

Figure 8D–1 Colour Party ready to march into the church



2. When the procession is in place, the Minister will turn toward the Colour Bearer (CB), and indicate that the Colour should be brought forward.
3. Under command of the CB, the Colour Party is to step off in slow time down the aisle towards the chancel (the area surrounding an altar). The Colour is to be at the carry. Where there may be overhead obstructions, the Colour should be carried at the slope.
4. On reaching the chancel steps, the Colour Party is to halt. If armed, the CB will order:

'COLOUR PARTY, PRESENT – ARMS'

Or if unarmed

'COLOUR PARTY, SALUTE'.

5. The CB is to step forward, remove the Colour from the Belt and hand the Colour to the minister/priest. The CB is to salute. Before the minister turns away to place the Colour next to the altar, the CB is to have the Colour Party complete the salute with the order:

'COLOUR PARTY, ATTEN – TION'.

Figure 8D-2 The Colour Bearer approaches the chaplain

6. The minister will take the Colour and place it in a stand to the right of the altar. The Colour is not placed upon the altar for a normal church service. The placement of Colours on the altar is reserved for laying up ceremonies.
7. The CB is then to step back between the escorts, turn them left or right (NOT TAKE POST) and quietly march them to their reserved seating. Headdress is then to be removed.

Conclusion of the Service

8. At the conclusion of the service, the Colour Party is to stand and replace their headdress. They are to form up and march back to the steps of the chancel in front of the altar, halt and turn to face the altar. Enough space should be left between the chancel steps and the Colour Party, to allow the CWOFF to take position when the Colour Party is eventually ordered to about turn in readiness to march out.
9. The CB is to order:

<p>'COLOUR PARTY, PRESENT – ARMS'. Or if unarmed 'COLOUR PARTY, SALUTE'</p>

10. The CB is to then step forward to receive the Colour from the minister. Removing the Colour from the stand, the minister will move toward the CB and hand the Colour back to the CB. The CB is to replace the Colour in to the Colour Belt (if brought in at the carry, or slope if brought in at the slope), and step back between the escorts. The CB will then order:

'COLOUR PARTY, ATTEN – TION'.

'COLOUR PARTY, ABOUT – TURN'

The CWOFF is to march around to the rear of the CB.

11. The CB will then order the Colour Party to slow march from the church.

Outside the church

12. **Where the Colours were part of a parade.** The parade is to be formed up prior to the completion of the service. Once outside the church, the Colour Party is to be halted and then quick marched in between the flights of the Colour Escort Squadron. The Colour Escort Squadron Commander is then to march the Squadron to a suitable area where the Colours can be marched off and the Squadron dismissed.

13. Where the Colours were not part of a formed parade, the Colours are to be cased immediately after leaving the church.

14. Where the weather is inclement, the Colours are to be cased in the narthex of the church.

CHAPTER 9

MOVEMENTS IN FORMATION - FLIGHT DRILL

General

9.1 The purpose of Flight drill is to assemble and move a group of airmen/airwomen with efficiency and precision. Flight drill enables precise movement in differing directions and formations.

9.2 A pause equal to two beats in-quick-time is to be observed between succeeding movements in flight drill.

Formations of a Flight

9.3 A Flight is to be formed up as follows:

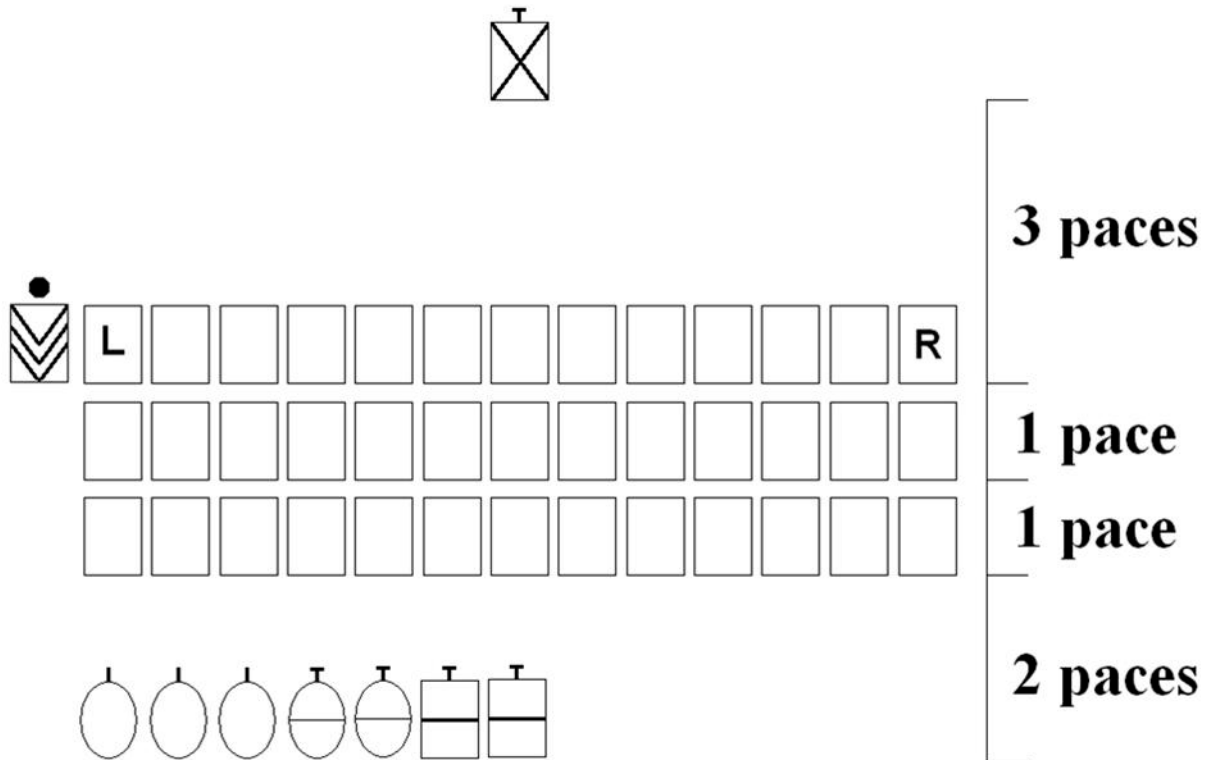
- a. line,
- b. column of route, or
- c. column of threes.

9.4 When a Flight is formed up, the positions of officers, warrant officers, non-commissioned officers and markers are as follows:

- a. **Form as Line:** As shown in Figure 9-1:
 - (1) Flight commander: three paces in front of the centre of the Flight.
 - (2) Flight sergeant: one pace to the left of and in line with the Left Marker of the Flight.
 - (3) Markers: one pace, at arms length interval, on each flank of the front rank, covered by the centre and rear rank members.

Supernumerary officers, warrant officers and senior non-commissioned officers: evenly distributed along one rank from the left flank, two paces to the rear of the Flight.

Figure 9-1 Flight in Line

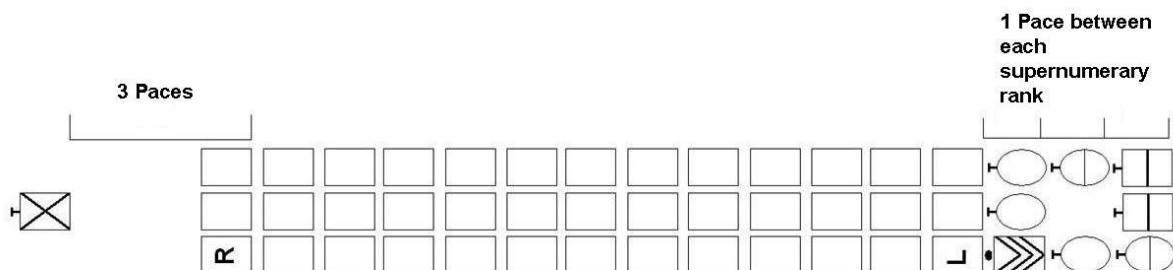


b. **Form as Column of Route.** As shown in Figure 9-2:

- (1) Flight commander: three paces in front of the centre file.
- (2) Flight sergeant: one pace to the rear, of the rear marker.
- (3) Markers: as for a Flight in line but turned to the indicated direction.
- (4) Supernumerary officers, warrant officers and senior non-commissioned officers: are to form sections of threes one pace in rear of the rear marker with the Flight sergeant on the left flank of the first section. Where the number renders it necessary a blank file will be formed.

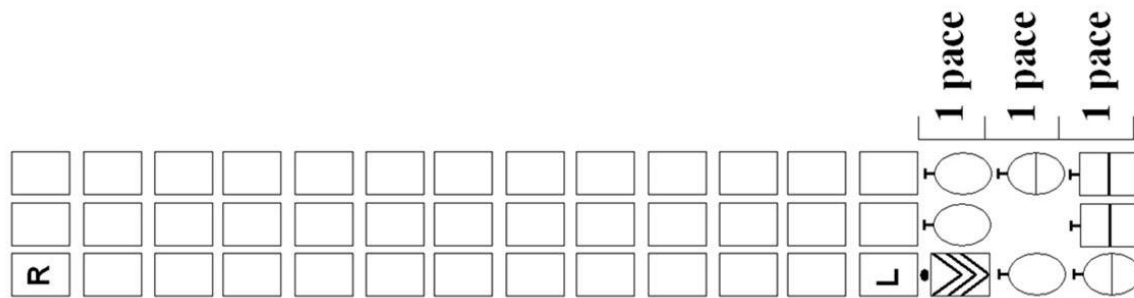
Whenever possible, the rear section of supernumeraries is to be a complete section of threes.

Figure 9-2 Flight in Column of Route



c. **Form as Column of Threes.** As shown in Figure 9-3, form as for column of route, except that Flight commander is to retain his/her relative positions as for line.

Figure 9-3 Flight in Column of Threes



Note that the position of Flight sergeant is used to describe the SNCO in charge of the Flight and does not specify the rank of the position.

9.5 A Flight is to initially fall in, in line, and dress by the right flank unless otherwise ordered. A Flight may be ordered to form column of route from line or to form line from column of route.

Column of Route

9.6 **Without Supernumeraries.** On the following commands from the Flight Commander 'FLIGHT, MOVE TO THE RIGHT/LEFT IN COLUMN OF ROUTE, RIGHT/LEFT - TURN', the Flight is to turn to the nominated direction. The Flight Sergeant is to:

- a. For a Turn to the Right – turn to the right with the Flight, and remain in position at the rear of the Flight, in line with the left flank.
- b. For a Turn to the Left – turn to the left with the Flight, then march forward and left wheel around the rear rank (now the left flank) to the new position at the left rear of the Flight and face the direction of march.

9.7 **With Supernumeraries.** The command from the Flight Commander will be 'FLIGHT, MOVE TO THE RIGHT/LEFT IN COLUMN OF ROUTE. SUPERNUMERARIES - TAKE POST'. On this command, the Flight will stand fast while the supernumeraries are to:

- a. For a turn to the right – turn to the left and form up with the Flight sergeant on the left flank of the Flight, facing the front. Where necessary a blank file is to be formed.
- b. For a turn to the left – turn to the right and form up on the right flank of the Flight facing the front, ensuring a space is left for the Flight sergeant immediately to the right of the rear rank marker. The Flight sergeant is to follow the last supernumerary member and take up the new position.

9.8 Once the Flight sergeant and all supernumeraries are in position, the Flight commander will order "FLIGHT, RIGHT/LEFT IN COLUMN OF ROUTE, RIGHT/LEFT – TURN'. The Flight and supernumeraries are to turn to the designated direction.

9.9 When the Flight is acting alone, the Flight commander is to place themselves where they can best exercise supervision. However, he/she is to be in his/her normal position as much as possible in order to become accustomed to the correct pace and timing of movements.

Dressing a Flight

9.10 The Flight commander (if in the normal position facing the front) is to turn about and face the Flight before giving the command 'RIGHT (LEFT) - DRESS', and is to turn about again after giving the command 'EYES - FRONT'.

9.11 A Flight in line is normally dressed by the right. Supernumeraries are to conform to the movements of the members in the rear rank.

Turning About

9.12 A Flight in line may be ordered to turn about. On the command: 'FLIGHT, ABOUT - TURN'. The supernumeraries will execute the following movements:

- a. On this command all are to about turn together. The Flight commander is to turn to the right, the supernumeraries to the left, and march in an anti-clockwise direction around the flanks of the Flight to their new positions and turn to the front together. The Flight sergeant will step off with the Flight commander and Supernumeraries and take up his/her new position on the opposing flank.
- b. At the halt, the Flight commander and supernumeraries are to march to their new positions in quick time. On the move, they are to change position in double time.
- c. A Flight in column of route is to about turn in a similar manner.

Retiring and Advancing as a Flight

9.13 The command 'FLIGHT WILL RETIRE, ABOUT - TURN' is to be given if it is desired that the Flight retire a short distance only with a view to resuming its original front. All are to turn about together, and are to retain their positions. After a Flight has retired the required distance, the command, 'FLIGHT WILL ADVANCE, ABOUT - TURN' is to be given.

Dismissing a Flight

9.14 A Flight may be under the control of either a Flight sergeant or a Flight commander. Where an officer is present, but not in command, the Flight sergeant is to first seek permission to dismiss the Flight. The normal protocol of 'Officer On Parade' as described in [Chapter 3](#) is to be observed.

9.15 Similarly, when a Flight commander is in control, and the other officer is senior in rank, the Flight commander is to request permission from the senior officer to dismiss the Flight. The normal protocol of 'Officer On Parade' as described in [Chapter 3](#) is to be observed.

9.16 **Dismissing With No Supernumerary Officers or Warrant Officers.** To dismiss a Flight where there are no supernumerary officers or warrant officers, the command is: 'FLIGHT, DIS-MISS'. The flight turns to the right and dismisses.

9.17 **Dismissing With Supernumerary Officers and Warrant Officers.** Where there are supernumeraries, the officers are to be fallen out first, followed by the WOFF(s). The remaining SNCO supernumeraries will remain and be dismissed with the Flight.

9.18 The command from the Flight commander will be: 'FALL OUT THE OFFICERS'. On this command, the supernumerary officers are to turn to face the non-directing flank (normally the left), then step off together, marching out to form a straight line, evenly spaced five paces behind the Flight commander. As they halt each officer will turn to face the front individually.

9.19 If there are supernumerary WOFFs, the command 'FALL OUT THE WARRANT OFFICERS' will be given. The WOFFs will repeat the above procedure and fall in to the right of the supernumerary officers.

9.20 The Flight commander now has a choice to either dismiss the Flight or hand over to the Flight sergeant.

9.21 If the flight commander chooses to dismiss the Flight, the command is 'FLIGHT, OPEN ORDER – MARCH'. Once the Flight is at the open order - 'OFFICER ON PARADE, DIS – MISS'. The Flight turns to the right, all members salute, then march away.

9.22 The Flight commander will now dismiss the officers and WOFFs. The Flight commander is to about turn to face them, and if required, address them on any pertinent points. The Flight commander will then order: 'OFFICERS AND WARRANT OFFICERS, DIS – MISS'. The officers and WOFFs are to salute with the Flight commander returning the salute, then turn to the right and march away to dismiss.

9.23 The second option is for the Flight commander to allow the Flight sergeant to dismiss the Flight. Where this occurs, the Flight commander will fall out the officers and WOFFs as described above, then order: 'FLIGHT SERGEANT!' The Flight sergeant will answer with 'SIR/MA'AM', then march forward to the Flight commander and salute. The Flight commander will hand over to the Flight sergeant, then about turn and dismiss the officers and WOFFs as described in paragraph 9.22.

9.24 Once all the officers have been dismissed and are clear of the parade area, the Flight sergeant will about turn and dismiss the Flight.

Breaking Off

9.25 If it is desired to dismiss a Flight for a short period only and then have the members reform on the same ground and in the same formation, the command is: 'BREAK – OFF'. The supernumeraries are not fallen out independently. The Flight, complete with supernumeraries, is to turn to the right, march off the parade area, and remain in the vicinity until the command to 'FALL - IN' is given.

THE PARADE OF A FLIGHT

General

9.26 The procedures outlined in the following paragraphs are to be used for Flight parades. The inclusion or exclusion of the inspection, raising of the Ensign and march past are optional. However the basic format of the parade should be followed, thus ensuring uniformity throughout the RAAF.

Assembly

9.27 Approximately five minutes before the time ordered for the Flight parade, personnel are to assemble at the rear of the parade ground, and stand easy.

9.28 At the time ordered for parade the Flight sergeant is to be in an appropriate position on the parade ground, and is to give the commands:

'MARKER'

- a. The member detailed as marker is to come to attention, pause, march onto the parade ground, halt three paces in front of and facing the Flight sergeant and stand at ease.

'FLIGHT, ATTEN - TION'

- b. The flight, including the Marker, is to come to attention.

'ON - PARADE'

- c. The marker stands fast, the remainder step off together, march out and halt in line with, and to the left of, the marker. All are to correct the dressing by judgment by the right, turning the head and eyes to the front when completed.

9.29 When all movement has ceased and head and eyes are turned to the front.

'FLIGHT, STAND AT - EASE'

9.30 The Flight sergeant is to turn to the right and march to a position three paces front centre of the Flight, left turn to face the Flight and call the roll. When an individual is called they are to come to attention, reply to the Flight sergeant by rank (eg: 'SERGEANT'), and stand at ease when the next name is called. The Flight sergeant is then to make a physical check of the Flight and compare this with the Flight roll.

9.31 Whilst the Flight sergeant is calling the roll, the Flight commander, supernumerary officers and WOFFs are to form up in a single rank at the front of the parade ground. The Flight commander is to be in line with the right marker, with the supernumerary officers to left of the Flight commander, and the WOFFs to the left of the officers.

9.32 The Flight sergeant is then to give the commands:

'STAND - EASY' PAY ATTENTION TO ORDERS'

NOTE: Unit Routine Instructions are not normally read on parade; however, the Flight sergeant at this stage may read any special orders or instructions as required. (These commands may be deleted if not necessary.)

9.33 If the Flight is not to be inspected, continue in paragraph 9.34. If an inspection is to be carried out, the Flight sergeant is to give the commands:

'FLIGHT, ATTEN - TION'. 'OPEN ORDER - MARCH'
'RIGHT - DRESS'
'EYES - FRONT'

9.34 The Flight commander is to come to attention and march on from the front of the parade ground and halt three paces in front of the right marker, and facing towards the Flight sergeant.

9.35 As the Flight commander is marching on, the flight sergeant is to right turn and march to a position three paces in front of the third member in the front rank, facing towards the right flank, to await the arrival of the Flight commander.

9.36 When the Flight commander is in position, the Flight sergeant is to salute, hand over the Flight, salute again and about turn and march to his/her position on the left flank. The Flight commander is to step off at the same time as the Flight sergeant and take up position three paces front/centre of the flight. The Flight commander and Flight sergeant are to turn to face the front together.

9.37 The Flight commander is to give the commands:

FALL IN, THE WARRANT OFFICERS'

- a. On this command, Warrant officers are to come to attention, salute and march to their positions in the supernumerary rank.

`FALL IN, THE OFFICERS'

- b. On this command the Officers are to come to attention, salute and march to their positions in the supernumerary rank.

9.38 If the Flight commander is inspecting the Flight, continue in paragraph 9.40. If not inspecting the Flight, the Flight commander is to give the command:

`FLIGHT, STAND AT - EASE'

9.39 The Flight commander is to about turn and stand at ease. Continue the procedure in paragraph 9.44 –Hoisting the Ensign.

Inspection

9.40 Where there is to be an inspection, once the supernumeraries have fallen in, the flight commander is to march to the right marker and await the Flight sergeant. The Flight sergeant is to march to and halt two paces behind the Flight commander and accompany him/her on the inspection. The supernumerary ranks are not normally inspected.

9.41 On completion of the inspection, the Flight sergeant is to halt in line with the rear rank marker, and wait for the Flight commander to about turn and discuss or make comments about the inspection. The Flight sergeant is to salute, allow the Flight commander to turn to the right and move off, then return to their position on the left flank of the Flight.

Completion of the Inspection

9.42 The Flight commander is to march to a position three paces in the front centre of the flight and turn to face the Flight and to give the commands:

'FLIGHT, CLOSE ORDER - MARCH'
'RIGHT - DRESS'. 'EYES - FRONT'
'STAND AT EASE'

9.43 The Flight commander is then to about-turn to face the front.

Hoisting the Ensign

9.44 If the RAAF Ensign is to be raised the Flight commander is to give the command:

'FLIGHT, GENERAL SALUTE, ATTEN - TION'.

9.45 The flight commander is to salute, holding the salute until the music (Schedule H, RAAF Salute) has ceased or warning sounded.

9.46 The flight is now ready for the march past, and/or the dismissal.

March Past and Dismissal

9.47 The march past (if required) is normally carried out in column of route. On completion of the march past, or if no march past is required, the Flight is to be dismissed in accordance with the procedures detailed in paragraphs 9.16 to 9.24.

CHAPTER 10

MOVEMENT IN FORMATION - WING DRILL

General

10.1 The object of Wing drill is to combine the movements of two or more squadrons acting as one body under the command of the Wing Commander (WGCDR). Wing drill is taught to move personnel in any direction in certain formations, and to assemble them for the purpose of inspection, review, and address. This chapter deals with the basic drill, positioning of personnel and parade movements. Ceremonial procedures, positioning and drill are covered in later chapters.

10.2 **Squadron Drill.** The same format is to be used for squadron drill, and therefore it has been deemed unnecessary to detail squadron drill in a separate chapter. A Commanding Officer (CO) may detail a Squadron Leader (SQNLDR) or Flight Lieutenant (FLTLT) to act as Squadron commander (SQNCDR), while the CO may wish to act as a reviewing officer. The Squadron Warrant Officer (SQNWOF) will act as the Parade Warrant Officer (PWOF).

Formation of a Wing

10.3 Unless otherwise ordered, a Wing is to form up in line of squadrons in close column by the right. A Wing may be formed up as follows:

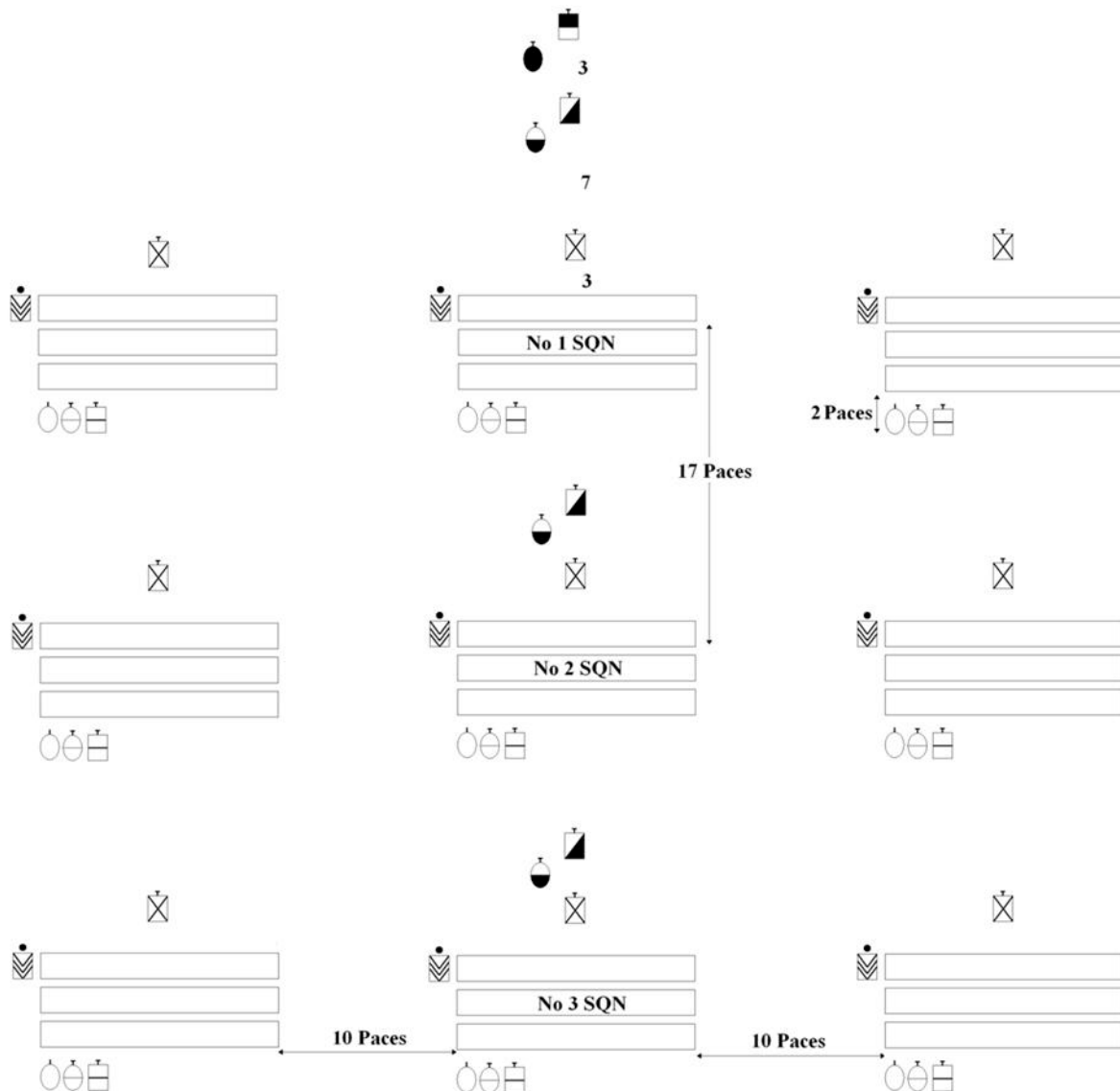
- a. **Squadron Mass.** Squadrons in line on parallel and successive alignments, at 17 paces distance. See Figure 10-1.
- b. **Line of Squadrons in Close Column.** Squadrons in close column on the same alignment, at 15 paces interval between markers of adjoining squadrons. See Figure 10-2.
- c. **Column of Route.** Squadrons in column of route, at a distance of 15 paces from each other. See Figure 10-3.

Position of Personnel

10.4 The following are the positions of officers, warrant officers, and non-commissioned officers when the Wing is in:

- a. **Squadron Mass.** See Figure 10-1:
 - (1) **Wing Commander.** Thirteen paces in front of the centre of the leading squadron, ie three paces in front of the commander of the leading squadron.
 - (2) **Wing Warrant Officer.** Two paces to the left rear of the WGCDR.
 - (3) **Remaining Officers, Warrant Officers, and Non-Commissioned Officers.** In their respective positions, as for a squadron in line.

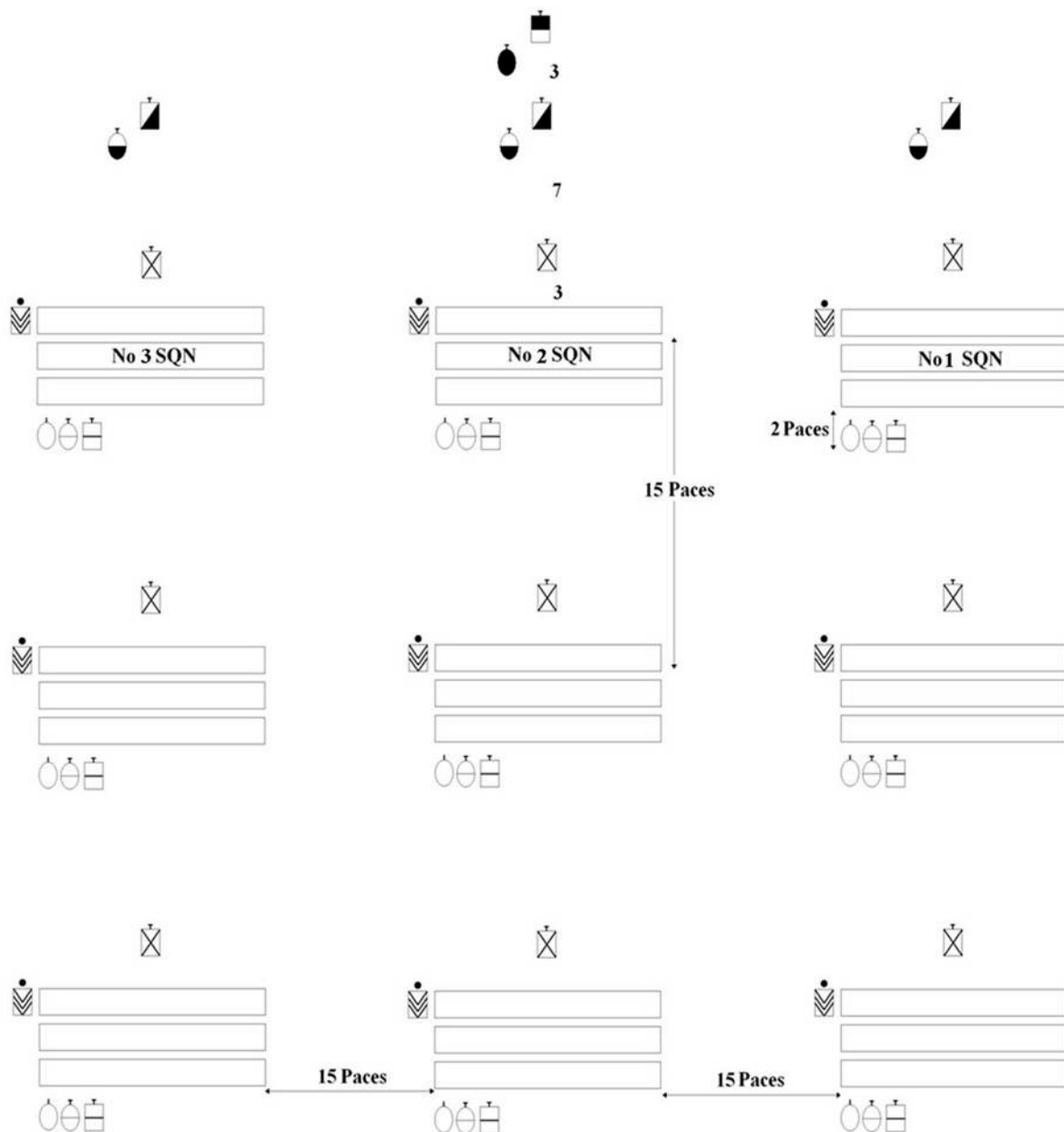
Figure 10-1 Wing in Squadron Mass



b. **Line of Squadrons in Close Column.** See Figure 10-2:

- (1) **Wing Commander.** Thirteen paces in front of the centre of the front flight of the centre squadron.
- (2) **Wing Warrant Officer.** Two paces to the left rear of the WGCDR.
- (3) **Remaining Officers, Warrant Officers, and Non-Commissioned Officers.** In their respective positions, as for a squadron in close column.

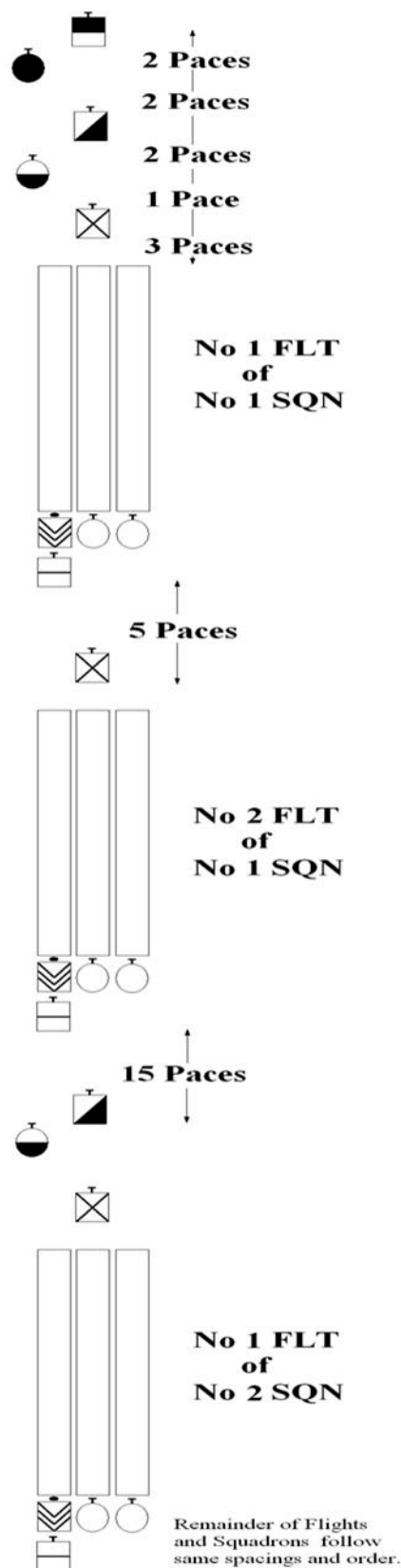
Figure 10-2 Wing in Close Column



c. **Column of Route.** See Figure 10-3:

- (1) **Wing Commander.** Eleven paces in front of the leading section of threes of the front flight of the front squadron, in line with the centre file.
- (2) **Wing Warrant Officer.** Two paces to the left rear of the WGCDR.
- (3) **Remaining Officers, Warrant Officers, and Non-Commissioned Officers.** In their respective positions as for a squadron in column of route.

Figure 10-3 Number 1 Squadron in Column of Route



10.5 In the line of squadrons in close column, when flights are of unequal strength, the inner flank of each squadron is to be at an interval of 15 paces from the outer flank of the longest flight of the adjacent squadron.

10.6 A Wing may be ordered to form column of route from mass, etc, and to form mass etc, from column of route. Movement of the supernumeraries is initiated by the WGCDR ordering them to 'TAKE POST'. The full procedure is detailed in 'The Parade of a Wing', later in this Chapter.

10.7 When the Wing is acting alone, the WGCDR is to be in a position to best exercise supervision; the WG-WOFF is to assist in such supervision. However, the WGCDR is to be in the normal position as much as possible in order to become accustomed to the correct pace and timing of movements.

10.8 When the Wing is on the move, the squadron and flight commanders are responsible for maintaining the correct distances, and direction.

10.9 On the command to open and close order march, the Squadron Commanders, Squadron Warrant Officers (SQNWOFF) and Flight commanders, are to step forward/ back two paces. At the same time, the supernumeraries are to step back/forward two paces.

Dressing a Wing

10.10 A Wing, whether in squadron mass or line of squadrons in close column, is to be dressed by the flank. The command is:

'WING (or PARADE), RIGHT/LEFT - DRESS'

10.11 The WGCDR is to about turn and face the Wing before giving the command to right or left dress.

10.12 On the command to 'RIGHT/LEFT DRESS', the PWOFF, Squadron Commanders and Flight Commanders are to about turn and face the squadrons and flights.

10.13 When the dressing is complete, the WGCDR will order:

'WING (or PARADE), EYES – FRONT'

- a. The WGCDR and all parade executives are to about turn together to face the front.

About Turns

10.14 A Wing may be ordered to about turn. The command is:

'WING, ABOUT - TURN'

- a. All are to about turn together. The WGCDR and WG-WOFF (and ADJ if one is present) are to turn to the right and march in an anti-clockwise direction round the right flank of the Wing to their positions in front of the Wing. The Squadron Commanders, SQNWOFFs and Flight Commanders, are to also turn to the right and march to their positions, while the supernumeraries turn to the left and march around to resume their positions to the rear of their flights.
- b. At the halt, the action by executives is conducted in quick time. The action is conducted in double time when the Wing is on the march.

Retiring a Wing

10.15 This command is to be given if it is desired that the Wing retire a short distance only with a view to resuming its original front; all are to about turn together and after having turned about, are to retain their positions. The command is:

'WING WILL RETIRE, ABOUT - TURN'

10.16 After the Wing has retired the required distance the following command is given:

'WING WILL ADVANCE, ABOUT - TURN'

Responsibility - Words of Command

10.17 The WG-WOFF or Parade Warrant Officer (PWOFF) has parade authority over all other airmen on parade with respect to readying the parade prior to march on and during the formation of the parade in readiness for the Wing (Parade) Commander.

10.18 The Wing (Parade) Commander has full authority over the entire parade.

Wing Size

10.19 A Wing is to consist of a minimum of two squadrons. The instructions contained herein are applicable to a Wing consisting of any number of squadrons.

WING PARADE FORMAT

10.20 The procedures outlined in the following paragraphs are to be used for Wing parades. Whilst options exist in relation to inspections and stepping off, the basic format must be followed at all times to ensure uniformity throughout the Air Force. As a large parade may involve multiple units and force elements the terms Parade Commander (PC) and Parade Warrant Officer (PWOFF) have been used.

Assembly

10.21 Five minutes prior to the time ordered for the parade, the squadrons under the direction of their SQNWOFs, are to form up at the rear of the parade ground, preferably in line of squadrons with flights in close column. Flight sergeants are to ensure that their respective flights are correctly sized and stood easy. Right markers are to assemble and stand at ease in a single file (No 1 Flight Marker leading) in line with their respective points on the parade ground, with No 1 Flight Marker three paces behind the rear flight marker point. SNCOs are to form up in supernumerary ranks, with the first rank being two paces to the rear of their flights. The first supernumerary SNCO is to cover off the member in the rear rank of the non directing flank of the flight.

10.22 Squadron Commanders, Flight Commanders, supernumerary officers and supernumerary warrant officers, are to form up on the saluting base, facing the parade. Squadron Commanders are to position themselves directly opposite the No 1 Flight Markers. No 1 Flight Commanders are to fall in to the left of their Squadron Commanders with the remaining flight commanders taking up their positions in numerical order to the left of the No 1 Flight Commanders. Supernumerary officers

are to fall in, in single file, behind their respective Flight Commanders. Supernumerary Warrant Officers are to fall in to the left of the last file of officers, in single file. All are to stand at ease.

10.23 Once the SQNWOFs have organised their squadrons, they are to take up their positions on the parade ground, six paces forward of, and central to where the frontage of their squadrons will be when on parade (and stand at ease). This will act as an indication to the PWOFF that the parade is ready to be marched on.

Parade Format

10.24 At the time ordered for the parade, the PWOFF is to give the commands:

'MARKERS, ATTENTION'
'TAKE - POST'

- a. Markers are to come to attention, then march to their positions on the parade ground and halt.
- b. SQNWOFs are to come to attention at the same time as the markers.

10.25 Once the markers are in position, SQNWOFs, in succession from No 1 Squadron are to order:

'NUMBER ... SQUADRON MARKERS - STEADY'
'STAND AT - EASE'

10.26 SQNWOFs are also to stand at ease. When all markers are at ease the PWOFF is to order:

'WING, ATTENTION'. (SQNWOFs and markers are also to come to attention.)
'ON PARADE, QUICK - MARCH'

10.27 If music is available, then after the Wing has been brought to attention, the command 'ON PARADE-QUICK...' will be given. The band is to immediately commence playing the normal two 3 beat drum rolls signalling the commencement of the march on. Markers stand fast, whilst the remainder of the Wing step off and march to their respective markers. Flight Sergeants are to halt their flights in line with their respective markers. When halted, the Flight Sergeants are to about turn, correct their dressing and order 'NUMBER.... FLIGHT, STAND AT - EASE', about turn and stand at ease.

10.28 SQNWOFs are to correct their dressing to align with the Flight sergeant of No 1 Flight. When all the flights in their squadrons are standing at ease, each SQNWOF is to about turn and stand at ease.

10.29 When all squadrons are at ease, the PWOFF is to give the commands:

'PARADE, ATTENTION'
'RIGHT - DRESS'

- a. SQNWOFs and Flight sergeants are to about turn, observe the dressing and correct their own dressing if necessary.

'EYES - FRONT'

- b. SQNWOFs and Flight sergeants are to about turn to face the front.

10.30 The PWOFF is to about turn and order:

'FALL IN THE WARRANT OFFICERS'

- a. On this command, the supernumerary Warrant Officers are to come to attention, observe a pause of two beats and march forward to their positions

in the supernumerary ranks of their respective flights. Supernumerary Warrant Officers are to fall in to their positions, one per flight, to the right of the last supernumerary SNCO. See Figure 10-2. Any extra supernumerary Warrant Officers are to fall in, one per flight, to the right of the first supernumerary warrant officer, commencing at No 1 Flight.

10.31 The PWOFF is to about turn as the Warrant Officers march past. If the PWOFF wishes to address the parade, the PWOFF is to wait until the Warrant Officers are in position before ordering:

'PARADE, STAND AT - EASE'

10.32 Once the PWOFF has finished addressing the parade, the PWOFF is to order:

'PARADE, ATTEN-TION'

a. The PWOFF is to about turn to await the arrival of the Parade Commander (PC).

10.33 The PC is to march forward and halt two paces from the PWOFF. The PWOFF is to salute, hand over the parade, salute again, execute a left turn and march forward two paces (with arms held by the side), halt and right turn to face the front. The positions for all executives and Flight Sergeants are shown in Figure 10-2.

10.34 When the PWOFF is in position, the PC is to about turn and order:

'FALL IN THE OFFICERS'

- a. On this command, all the officers are to come to attention. The squadron commanders (SQNCDRs) are to salute on behalf of all there officers. The PC is to return the salute. After a further pause of two beats, all the officers are to march forward to their positions on the parade. See Figure 10-2. As the officers pass the PC, the PC is to about turn to face the parade.
- b. The SQNCDRs are to march to and halt two paces from their SQNWOFF. SQNWOFFs are to salute, hand over the squadrons, salute again, execute a left turn and march forward two paces (with arms held by the side), halt and right turn. SQNCDRs are to remain facing their squadrons.
- c. Flight Commanders, when reaching an alignment level with their Flight sergeants, are to wheel right and halt level with and in front of the right marker. On the command 'FALL IN THE OFFICERS', each Flight sergeant is to right turn and march to a position two paces from where their Flight Commander will halt. The Flight sergeant is to salute, hand over the flight, salute, and about turn. Both are to step off together - the Flight Commander halting three paces front/centre of the flight - the Flight sergeant halting on the left flank of the front rank. Both are to turn to face the front together. The Flight sergeant is to be one arm's distance from the last member in the front rank. See Figure 10-2.
- d. The supernumerary officers continue around to the rear of the flights and fall in to the right of the supernumerary Warrant Officer (or SNCO if there is no Warrant Officer in the flight), forming a second supernumerary rank if required. Supernumerary officers are to turn to face the front independently upon reaching their positions.
- e. When their Flight Commanders, supernumerary officers and SQNWOFFs are in position, the SQNCDRs are to about turn.

Hoisting the RAAF Ensign

10.35 The RAAF Ensign may now be raised. When all the Officers and Flight Sergeants are in position, the PC will order:

'PARADE, STAND AT - EASE'

The PC is to about turn and then order:

PARADE, GENERAL SALUTE, ATTENTION'

10.36 On this command, the whistle is sounded for the Alert. If music is available the RAAF Salute (see Schedule H) is to be played. Parade executives are to salute on the first note of the music. The Ensign Orderly is to commence hoisting the Ensign on the first note of the music, with timing of the hoisting to coincide with the last note of the music. Executives are to complete the salute on the last note of the music, after which the ensign orderly is to sound the 'Carry On' with two blasts on the whistle. The whistle is designed as a clear indication to those not on parade that the Ensign is being raised and that the necessary protocols are to be observed.

10.37 If no music is available, the Ensign Orderly is to sound the 'Alert' with one whistle blast, and all executives are to salute. When the Ensign has reached the gaff peak, the Ensign Orderly is to sound the 'Carry On' (two whistle blasts), and the salute is to be completed.

10.38 If the parade is not to be inspected, the PC is to give the following command:

'PARADE, STAND AT - EASE'

Note: This procedure is only adopted if the reviewing officer or PC is not going to inspect the parade. In this situation the parade is to remain at ease until the arrival of the reviewing officer. This procedure is only adopted if the reviewing officer or PC is not going to inspect the parade. In this situation the parade is to remain at ease until the arrival of the reviewing officer.

10.39 If an inspection is to be carried out by the Reviewing Officer, the PC is to about turn and give the following commands:

'PARADE, OPEN ORDER - MARCH'

Note: As the parade moves into the open order, the SQNCDRs, SQNWOFs and Flight Commanders are also to march forward two paces.

'RIGHT - DRESS'

- a. The PWOF, SQNCDRs, SQNWOFs and Flight Commanders are to about turn.
- b. The markers on the left flank of the front rank of each flight are not to raise their left arm during the right dress. However the Flight sergeants are to turn their head and eyes to the right and judge the distance to the left marker.

10.40 When all movement has ceased, the PC is to give the commands:

'PARADE, EYES - FRONT'

- a. The PWOF, SQNCDRs, SQNWOFs and Flight Commanders are to about turn to face the front.

'STAND AT - EASE'

- b. The PC is then to about turn and stand at ease to await the arrival of the Reviewing Officer.

Arrival of the Reviewing Officer

10.41 As the Reviewing Officer is moving on to the dais, the PC is to come to attention. When the Reviewing Officer is ready to receive the salute, the PC is to order:

'PARADE, GENERAL SALUTE, ATTEN - TION'

- a. Personnel in executive positions are to salute on the first note of the music.
- b. Where there is no music, a pause of two beats in quick time is to be observed between the executive command and the salute.
- c. On the last note of the musical salute, the parade executives are to complete the salute. Where there is no music available, the PC is to order 'EXECUTIVES, ATTEN - TION', to which the salute is completed.

10.42 On completion of the General Salute, the PC and PWOFF are to march forward to the dais and halt. The PC is to salute the Reviewing Officer. The PC is to ascertain the inspection requirements. If the Reviewing Officer does not wish to inspect the parade, the PC is to salute. The PC and PWOFF are to about turn and return to their positions on the parade ground. When the PWOFF has resumed position, the PC will prepare the parade for the address (if any) followed by the march past.

Reviewing Officer Inspection

10.43 If the complete parade is to be inspected (this should rarely occur), the PC is to salute, about turn and order:

'NUMBER 1 SQUADRON STAND FAST, REMAINDER, STAND AT EASE'

10.44 On this command, No 1 SQNCDR is to right turn and march to the right flank and halt to await the arrival of the Reviewing Officer. The remaining SQNCDRs are to about turn to face their squadrons and then stand at ease (this is to enable them to view the progress of the inspecting party so that they may bring their squadrons to attention at the appropriate time).

10.45 In the meantime, the PC and the PWOFF are to move to the right of the dais steps. As the Reviewing Officer steps from the dais, the PC is to fall in to the left of the Reviewing Officer. The PWOFF is to fall in behind the Reviewing Officer.

10.46 As the inspecting party approaches No 1 Squadron, the PC is to move to the right side of the Reviewing Officer so that the Reviewing Officer is nearest the rank to be inspected. The SQNCDR is to salute and take over the position at the right side of the Reviewing Officer, while the PC falls back to a position behind the SQNCDR.

10.47 The relative positions of members of the inspection party are:

- a. Reviewing Officer is nearest the rank being inspected
- b. SQNCDR is at the side of the Reviewing Officer

- c. PC is two paces in rear of the Squadron Commander
- d. PWOFF is two paces in rear of the Reviewing Officer.

NOTE. On those occasions where the Reviewing Officer has an ADC in attendance, the ADC is to form part of the inspecting party and be in a position two paces to the rear of the Reviewing Officer. The PWOFF is to take up a position two paces to the rear of the ADC.

10.48 As the Reviewing Officer completes the inspection of each squadron, the next SQNCDR is to bring the squadron to attention, left turn and march to the right flank to await the arrival of the inspecting party.

10.49 The inspection of a squadron will end at the right rear flank. The SQNCDR is to step forward, about turn to face the Reviewing Officer and request permission to stand the squadron at ease. The SQNCDR is to salute and march to the original position at the front of the squadron, and stand the squadron at ease, about turn and also stand at ease.

Partial or Squadron Commanders Inspection

10.50 Should the reviewing officer wish to inspect selected squadrons, or have the SQNCDRs inspect, the PC is to about turn and give the command:

'NUMBER ... SQUADRON STAND FAST; REMAINDER INSPECT BY SQUADRONS'
or
'SQUADRON COMMANDERS INSPECT BY SQUADRONS'

- a. All SQNCDRs are to salute. Those to be inspected by the Reviewing Officer act as detailed in paragraphs 10.43 to 10.49.

10.51 **Squadron Commanders Inspection.** The SQNCDRs ordered to inspect by squadron are to turn and march to the right flank. The Flight Commander of No 1 Flight is to right turn, march to the right flank and await the arrival of their SQNCDR. The SQNCDR and SQNWOLF are to march to the right flank together. The Flight Commander is to salute and fall in to the right of the SQNCDR, while the SQNWOLF falls in behind the SQNCDR.

10.52 At the completion of the inspection, the inspecting party is to halt at the rear of the right flank of the flight. The Flight Commander is to step forward, about turn to face the SQNCDR and request permission to stand the flight at ease. The Flight Commander is to salute, turn and return to the front of the flight. The flight is to be stood at ease, and the Flight Commander is to about turn and also stand at ease.

10.53 As the inspecting party is nearing the end of the inspection of the preceding flight, each successive Flight Commander is to right turn and march to the right flank of the flight to await the arrival of the inspecting party, and the procedures as described will be repeated.

10.54 Prior to the inspection, the SQNCDR may take the option of standing the flights at ease and give the command:

'NUMBER 1 FLIGHT STAND FAST. REMAINDER, STAND AT - EASE'

10.55 Remaining Flight Commanders would then bring their flights to attention at the appropriate time.

10.56 At the completion of their inspections, the SQNCDRs and SQNWOLFS are to return to the front of their squadrons and stand at ease.

10.57 Flight Commanders Inspection. SQNCDRs directed to inspect their squadrons may decide to inspect only a portion of the squadron, and delegate flight commanders to inspect their flights. The SQNCDR will order:

'NUMBER(S)...designated flight or flights...STAND FAST'
'NUMBER(S).....FLIGHT COMMANDER(S) INSPECT YOUR FLIGHT(S)'

10.58 The Flight Commanders directed to inspect their flights are to salute, then turn to the right and march to the right flank, halt and about turn to await the flight sergeant. The Flight sergeant is to wait until the Flight Commander is in position at the right flank, and then march out, wheeling right halting in front of the Flight Commander, salute and fall in to the rear of the Flight Commander for the inspection. Upon completion of the inspection, the inspection party is to halt at the rear of the right flank of the flight, and the Flight Commander is to step forward and about turn. After the Flight Commander has made any necessary comments, the flight sergeant is to salute. After returning the salute, the Flight Commander is to march to the front of the flight, halt and turn to face the flight, while the Flight Sergeant about turns and returns to the left flank. When the Flight Sergeant is in position, the Flight Commander is to stand the flight at ease, about turn and also stand at ease. Flight Commanders conducting their own inspection are to ensure that their inspection is completed before the completion of the SQNCDR's inspection.

Completion of the Reviewing Officer's Inspection

10.59 When the Reviewing Officer has completed the inspection, the inspection party is to move back to the dais. The PWOFF is to salute, break off from the inspecting party and march back to the original position on the parade ground, while the PC escorts the Reviewing Officer to the dais. The PC is to ascertain whether the Reviewing Officer wishes to address the parade. If not then the march off can be conducted. If the Reviewing Officer does wish to address the parade, the PC is to request permission to stand the parade at ease, salute, about turn and march back to position on the parade ground, and order:

'PARADE, ATTEN - TION'
'CLOSE ORDER - MARCH'
'RIGHT - DRESS'.

a. SQNCDRs, SQNWOFs and Flight Commanders are to about turn.

'EYES - FRONT'.

b. SQNCDRs, SQNWOFs and Flight Commanders are to about turn.

Reviewing Officers Address

10.60 If the Reviewing Officer is to make any presentations and/or address the parade, the PC is to give the command:

'PARADE, STAND AT - EASE'.

a. The PC is to about turn and stand at ease.

10.61 Before commencing the address, the Reviewing Officer should give the command 'PARADE, STAND EASY'.

The March Past

10.62 At the completion of the presentations and/or address the PC is to come to attention and give the command

'PARADE, ATTEN - TION'

10.63 The PC is to march forward to the dais, salute and request permission from the Reviewing Officer to march the parade off. Permission granted, the PC is to salute, about turn and return to the parade ground, and order:

'PARADE WILL MARCH PAST IN COLUMN OF ROUTE'.

'SUPERNUMERARIES, TAKE - POST'.

- a. The supernumeraries are to execute a left turn. The first supernumerary rank is to step off, SNCOs leading, falling in behind the Flight sergeants and to their left if necessary.
- b. Each successive supernumerary, whether SNCO, Warrant Officer or officer is to fall in to the next available space. Blank files are to be formed if required. All are to remain facing the front.

10.64 When all movement has ceased, the PC is to order:

'PARADE , MOVE TO THE RIGHT IN COLUMN OF ROUTE, RIGHT - TURN'

10.65 As the parade turns to the right, the PC and the PWOFF are to left and right turn respectively. After a pause of two beats, all parade executives are to step off together and march to their positions in column of route. When all executive personnel have halted, a single drum beat of the bass drum is to be sounded signalling that all executive personnel and supernumeraries are to turn to face the direction of march. The positions are:

- a. Flight Commanders: Three paces to the front of the leading section of threes, in line with the centre file.
- b. SQNWOFF: Two paces forward of the flight commander, in line with the left file.
- c. SQNCDRs: Two paces forward of the SQNWOFF, in line with the Flight Commander.
- d. PWOFF: Two paces forward of the squadron commander, in line with the SQNWOFF. If required, the PWOFF may take the option of moving to point 2 of the parade ground to observe the march off.
- e. PC: Two paces forward of the PWOFF, in line with the Squadron Commander. See Figure 10-3.

10.66 **Stepping Off With Available Music.** Where there is music available, either with a band or recorded music, the No 1 SQNCDR is to give the command:

'NUMBER 1 SQUADRON, BY THE LEFT – QUICK...'

10.67 The band is to immediately commence playing the normal two 3 beat drum rolls signalling the commencement of the march past. The squadron is to step off together on the first note of the music following the drum rolls, marching as a squadron across the parade ground.

10.68 Upon reaching the perimeter of the parade ground, all flights are to left wheel to form column of route.

10.69 At a suitable time the band will cease to play and commence a seven beat drum lead in. Without command, No 2 Squadron is to step off on the first note of the music, and march as a squadron across the parade ground, wheeling into column of route at the perimeter of the parade ground. The above procedure is repeated for each of the remaining squadrons.

10.70 **Stepping Off Without Music.** If there is no music available, the No 1 SQNCDR is to give the command:

'NUMBER 1 SQUADRON, BY THE LEFT, QUICK - MARCH'

10.71 Successive SQNCDRs are to step their squadrons off in step with the preceding squadron, with sufficient time to maintain the correct distance between squadrons.

10.72 The March Past. During the march past dressing will automatically change to the right after each flight has wheeled at Point 2 to commence the march past on the saluting base. The PWOFF, SQNWOFs and members occupying positions next to blank files are to move across to the directing flank. Before reaching Point A, Flight Commanders are to give the command:

'NUMBER.....FLIGHT, EYES - RIGHT'

10.73 The PC, PWOFF, SQNCDR and SQNWOF are to act on this command from No1 Flight Commander, No1 Squadron. Similarly, the squadron command executives of the other squadrons are to act on the command from their No1 Flight Commander. The command is given in sufficient time to allow all the executives to execute the salute before reaching Point A.

10.74 The PC and PWOFF, SQNCDRs and SQNWOFs are to complete their salute at Point B on the command 'EXECUTIVES, EYES - FRONT', from the SQNWOF. The flights are to maintain the eyes-right position until all supernumeraries of the flight have passed Point B, at which time the Flight Commander is to give the command:

'NUMBER FLIGHT, EYES - FRONT'

10.75 Once the PC and PWOFF have completed the salute they are to leave the parade at point B and move to a position five paces to the right of the saluting base, facing the parade.

10.76 Once the parade has marched off, the PC is to report to the Reviewing Officer.

10.77 If the PWOFF is a BWOFF and has been supervising the march past at Point 2, the PWOFF is to march off at the rear of the last flight, rejoining the PC at point B.

Parade Dismissal

10.78 After marching off parade, each squadron will move to their designated dispersal areas. At each dispersal area, the SQNCDR and SQNWOF are to wheel to a flank, halt and turn to face the squadron, with the SQNWOF maintaining position to the rear left of the SQNCDR. As the centre of the squadron draws level with the SQNCDR, the SQNCDR is to give the following commands:

'NUMBER SQUADRON - HALT'
'INTO LINE, LEFT/RIGHT - TURN'

- a. The squadron is to turn in the nominated direction. After a pause of two beats in quick time, the Flight Commanders are to march out to the original front/centre of their flights and turn to face the front.

10.79 The SQNCDR then gives the command:

'SUPERNUMERARIES, TAKE - POST'

- a. All the supernumeraries are to about turn, pause for two beats, and then in reverse order, march to their positions at the rear of the flight.
- b. If a flight has two supernumerary ranks, those members who occupy the second rank are to leave an appropriate space to enable the members in the first rank to take up their positions. Each will halt and independently turn to face the front.

10.80 The Squadron Commander will then order:

'FALL OUT THE OFFICERS'

- a. Without saluting, the flight commanders are to march directly forward and halt in line with each other, two paces to the rear of the SQNWIFF, and about turn.
- b. At the same time, the supernumerary officers are to left turn and march out in single file, and when level with their Flight Commanders, right wheel to fall in to the right of their Flight Commanders, and turn to face the front independently.
- c. As the Flight Commanders are marching forward, the Flight Sergeants are to march out and take over the position in front/centre of their flights.

10.81 When the officers are in position, the Squadron Commander is to give the command:

'SQUADRON WARRANT OFFICER'

The SQNWIFF is to reply 'SIR/MA'AM', and march to a position two paces in front of the SQNCDR, halt, turn to face the SQNCDR and salute. The SQNCDR is to return the salute.

10.82 On being ordered to dismiss the squadron, the SQNWIFF is to salute. The SQNCDR is to return the salute and then about turn and give the command:

'OFFICERS, DIS-MISS'

- a. All the officers are to salute, right turn and march from the dismissal area. The SQNCDR is to return the salute, right turn and also leave the dismissal area.

10.83 The squadron is now under the command of the SQNWIFF. When the SQNCDR has left the area, the SQNWIFF is to about turn and give the following commands:

'FALL OUT THE WARRANT OFFICERS'

- a. Supernumerary Warrant Officers are to turn to the right, and march from the dismissal area.

'NUMBER.....SQUADRON, DIS - MISS'

- b. Remaining personnel are to turn to the right, and march from the dismissal area.

CHAPTER 11

HOLLOW SQUARE

General

11.1 A hollow square is usually adopted when a Flight, Squadron or Wing is to receive instruction or be addressed.

11.2 Hollow Square is also used for ceremonial purposes when trooping a Colour. This movement is slightly different from that detailed in this chapter, and is covered in more depth in Part 3 [Chapter 2](#) – Consecration Parades.

FORMING HOLLOW SQUARE

Flight Drill

11.3 A Flight is to be formed up in line and in close order.

11.4 The Flight commander is to give the-commands.

'THE FLIGHT WILL FORM HOLLOW SQUARE'
'CENTRE AND REAR RANKS, RIGHT AND LEFT - TURN'
'INWARDS WHEEL, QUICK - MARCH'
'CENTRE AND REAR RANKS - HALT'
'INWARDS - TURN'

11.5 Where the Flight has a supernumerary rank, the supernumeraries stand fast as the centre and rear ranks turn and march to their positions on the flanks. On the command 'Inwards Turn', the supernumeraries march forward three paces.

11.6 To re-form the Flight, the Flight commander is to give the commands:

'CENTRE AND REAR RANKS, LEFT AND RIGHT - TURN'

a. The supernumerary rank is to step back three paces.

'FORM FLIGHT, QUICK - MARCH'
'CENTRE AND REAR. RANKS - HALT'
'INWARDS - TURN'

Squadron Drill

11.7 For the purpose of forming Hollow Square, a squadron is to be formed up in line of Flights and at the close order.

11.8 **Squadron of Three Flights.** The Squadron commander is to give the commands:

'THE SQUADRON WILL FORM HOLLOW SQUARE'
'AT THE HALT, NUMBERS ONE AND THREE FLIGHTS, INWARD – FORM'
'QUICK - MARCH'

11.9 On this command, No 1 Flight is to change direction by forming to the left, and No 3 Flight to the right.

11.10 To re-form line, the Squadron commander is to give the commands:

'THE SQUADRON WILL FORM LINE'
 'NUMBERS ONE AND THREE FLIGHTS WILL RETIRE, ABOUT - TURN'
 'AT THE HALT, OUTWARD – FORM'
 'QUICK - MARCH'

- a. No 1 Flight is to change direction to the right, No 3 Flight to the left.
- b. Both Flights march back to their original alignment in line.

'NUMBERS ONE AND THREE FLIGHTS WILL ADVANCE, ABOUT - TURN'
 'SQUADRON, RIGHT - DRESS'
 'EYES - FRONT'

11.11 **Squadron of Four Flights.** Forming hollow square and reforming line are carried out in a manner similar to a squadron with three Flights. However, in this instance No2 and No3 flights stand fast to form the centre of the hollow square, while No1 and No4 Flights are to form the left and right sides respectively.

11.12 Forming Squadron follows the same format for three flights.

11.13 **Squadron of Five Flights.** With five flights, No3 flight stands fast and forms the centre of the square. No2 and No4 flights form to the left and right respectively, to form the sides. When the square has been formed, the flight commanders of No1 and No5 flights march their flights to a position eight paces to the rear of No2 and No4 flights respectively.

11.14 To reform in to line of flights, the squadron commander orders:

'THE SQUADRON WILL FORM LINE'

11.15 The flight commanders of No1 and No5 flights are to independently turn their flights left and right respectively and march them back on to their original alignment.

11.16 When the two flights are in position, the squadron commander will order:

'NUMBERS TWO AND FOUR FLIGHTS WILL RETIRE, ABOUT – TURN'
 'AT THE HALT, OUTWARD – FORM'
 'QUICK - MARCH'

11.17 When the two flights are in position:

'NUMBERS TWO AND FOUR FLIGHTS WILL ADVANCE, ABOUT – TURN'
 'SQUADRON, RIGHT – DRESS'
 'EYES – FRONT'

Wing Drill

11.18 The wing is to be in squadron mass. On the command: 'WING WILL FORM HOLLOW SQUARE' Nos 2 and 3 squadron commanders are to independently march their squadrons, in column of threes, to form the right and left sides respectively of the hollow square. They are to reform squadron mass independently on the command: 'FORM SQUADRON MASS'.

Figure 11-1 Personnel on deployment form Hollow Square for a medal presentation ceremony



CHAPTER 12

MARCH DISCIPLINE

General

12.1 At times there may be a requirement to move a body of personnel over extended distances. On such occasions it is impractical to continually apply the formal march discipline applicable to the parade ground. Nonetheless, the correct application of march discipline is essential. The foundation of good march discipline depends upon maintaining:

- a. step
- b. covering
- c. dressing
- d. the prescribed distance and intervals between individuals
- e. a good march posture.

12.2 These essential points should be insisted upon at all times.

Marching in Column of Route

12.3 Units marching in column of route (which is the normal formation), are to march well to the side of the road so as not to impede traffic. The side of the road selected depends on the rule of the country. During halts, personnel are to fall out on the same side of the road on which they are marching. The off side of the road is to be kept clear for the passage of other traffic. On long marches it is desirable to change over the personnel on the inner and outer flanks of each column of threes, as well as changing the leading flights with rear flights. In tropical climates, or under dusty conditions, and when it is desirable to avoid being seen from the air, a column is to be opened out on each side of the road, leaving the centre of the road clear.

Distances

12.4 The following distances are normally to be maintained between units and formations in column of route:

- a. between flights - five paces
- b. between squadrons - 15 paces
- c. between wings - 30 paces

Signals

12.5 The signals to 'march to attention' and to 'march easy' are to be passed down the column by whistle, hand signal or verbal order. The signals are to be pre-arranged by the column commander.

Rules for Marching

- 12.6 The following rules are to be observed by units on the march:
- a. **Marching at Attention.** When leaving and approaching places of assembly, and when paying compliments, units are to march at attention, otherwise they are to march at ease.
 - b. **Dressing.** Column of threes are to be kept dressed, closed up, and covered off. No officer or airman is to march outside the column unless so directed.
 - c. **Head and Rear of Column.** An officer, warrant officer or non-commissioned officer is to march at the head and in the rear of each flight or squadron. Lookouts are to march at a suitable distance in front and rear and are to warn motor vehicles either by hand signals or other suitable means. At night, a white light/large torch is to be carried at the front of the column on the outer flank of the first section of threes, and, a red light/large torch is to be carried at the rear of the column on the outer flank of the last section of threes.
 - d. **Halts.** Halts are to be made for ten minutes after each 50 minutes marching irrespective of the time of start or the nearness of the end of the march. Cross-roads and road junctions are to be left clear for traffic during halts. All personnel are to remove or unbuckle their equipment during each halt, ensuring it is correctly fitted and put on again one minute before resuming the march. Personnel should be advised to lie down during halts, and raise their feet, thus permitting the blood to circulate.
 - e. **Moving off and Halting.** One minute before the halt units are to be warned by signal or whistle. Units are to march at attention. Personnel are to await orders to break-off after the order to halt has been given. When the warning signal to move off is given they are to form up, in column of route, and stand at ease. On the appropriate commands they are to come to attention and march off.
 - f. **Rate of Marching.** The rate of march is to be approximately 90 metres per minute (about one kilometres in 11 minutes, or 4.5 kilometres per hour including halts). This rate should not normally be exceeded and the pace is to be regulated from the head of the column to avoid exhausting personnel in the rear. Personnel are not to be doubled, and if time is lost it should be made up gradually.
 - g. **Singing.** Organized singing on the march is to be encouraged as it helps overcome fatigue.
 - h. **Breaking-Off.** Personnel who, through fatigue, are unable to march to the next halt, are to be instructed to break-off and follow in the rear of the column. Permission to break-off is to be given by an officer.
 - i. **Water Bottles.** Water bottles are to be examined before a march to ensure that they are clean and full. Personnel are to be monitored to ensure they stay hydrated. Every endeavour is to be made to refill water bottles at each halt.
 - j. **Refuse.** All refuse resulting from a halt is to be correctly disposed of before the march is resumed. During long halts, arrangements are to be made for digging latrines. These are to be dug, if possible, before the arrival of the

main body, and are to be filled in and marked before the march is resumed. Special orders are to be issued regarding drinking and washing water, cooking, latrines, etc.

Compliments when Marching in Formation

12.7 A unit is to be ordered to march at attention by its commander and pay compliments when passing:

- a. Regal and Vice-Regal Personages
- b. armed parties on the march commanded by a more senior officer
- c. guards of honour, armed guards and Colours
- d. officers of air and equivalent ranks in the ADF and allied forces.

12.8 A unit on the march, meeting Her Majesty the Queen or Their Excellency the Governor-General of Australia, accompanied by an escort, riding or driving to or from an official ceremony or any official State occasion, are to halt, turn toward the required direction, and present arms. On all other occasions, and to other persons entitled to a salute, a unit on the march is not to halt but is to salute, by turning their heads and eyes smartly to the required direction.

12.9 A unit on the march is not to halt and present arms to Her Majesty the Queen or the Governor-General of Australia if they are travelling in vehicles (unless previous warning has been given of their approach), but is to salute by turning heads and eyes smartly to the required direction.

12.10 A unit on the march is to pay compliments by flights. The flight commander is to give the command 'FLIGHT, EYES - RIGHT (LEFT)' and he is to salute. However, when persons entitled to a salute approach from the rear, compliments are not to be paid.

12.11 On occasions when the frequent paying of compliments is likely to cause fatigue to the personnel of a unit or formation on the march, the column commander, at his discretion, is to issue orders that the paying of compliments is to be discontinued to other than Regal and Vice-Regal Personages.

Figure 12-1 Personnel from 81 Fighter Wing "March Easy" from the docks at Kure, Japan, 22 February 1946



AUSTRALIAN WAR MEMORIAL

OG3801

PART 2: COMMON CEREMONIAL PROCEDURES

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CHAPTER 1

CEREMONIAL PROCEDURES

Scope

1.1 This chapter in Part 2 detail ceremonial procedures and protocol used in the Royal Australian Air Force (RAAF). While useful to many Air Force personnel, generally these chapters are intended for use by Squadron Warrant Officers (SQNWOF), Base Warrant Officers (BWOFF) and Military Skills Instructors (MSI). These chapters therefore expect that basic drill movements described in the previous chapters need little or no explanation. Also detailed words of command and drill movements have not been included, and many ceremonial procedures are described in simple commentary.

1.2 As certain ceremonial drill is difficult to explain completely, the text of this manual should be read with reference to the diagrams contained in the various annexes. The use of symbols for certain parade appointments are also used. A list of these symbols is in Part 1, Chapter 1, [Annex 1B](#).

Words of Command

1.3 Words of command are to be clear and concise, and delivered in the manner described in Part 1. If the size of the parade or weather conditions requires it, the parade commander may use a public address system or a wireless microphone. If neither of these is feasible, then the words of command are to be repeated by wing, squadron or flight commanders to their own units. These orders are to be given from the right flank in succession or simultaneously, according to the nature of the movement to be performed.

1.4 When the execution of a command is interrupted for any reason, the wing, squadron or flight commander is to act as quickly as possible (with appropriate dignity), to follow the drill movement being performed.

Airmen

1.5 It should be noted that the term Airmen is used throughout this publication, and is the generic form for both male and female personnel.

PLANNING

Safety

1.6 The safety of participants and spectators is to be a major consideration when planning and conducting all ceremonial events. The hazards and risks of routine ceremonial should be identified and listed along with any control measures, in unit Hazard and Issue Registers. For larger ceremonial events a Deliberate Risk Assessment in accordance with the Air Force Safety Manual may need to be conducted. Factors to consider include environmental conditions, availability of medical support, anticipated age of attendees, etc.

Security

1.7 Security of personnel, spectators and equipment has to be taken into account during the planning for a ceremonial event. Air Force Security (AFSEC) support may be requested to conduct a Security Risk Assessment and for liaison with the Australian Federal Police and/or State Police services. Transport and security of small arms is to be in accordance with the Defence Security Manual.

Reviewing Officer

1.8 When planning a parade, organising authorities should use the type of parade as a guide for deciding on the status of the reviewing officer to be invited. While it would be impossible to list all forms of ceremonial parades and an exclusive list of possible reviewing officers, the following table and paragraphs are a general guide on the status of those who may be invited.

Table 1–1 Reviewing Officers for Air Force parades

Serial	Parade	Reviewing Officer
1.	Queen's Colour for the RAAF	Her Majesty The Queen, a member of the Royal Family, or The Governor General
2.	A Unit Queen's Colour presentation	As for Serial 1
3.	A Squadron Standard presentation	The Governor General, A State Governor; CDF (if RAAF); CAF; retired CAF (especially if an ex CO of the Squadron); or ACAUST. As a general rule, politicians should not be invited. However, The Prime Minister or Minister for Defence may be considered if ex RAAF
4.	A Governor-General's Banner Presentation	The Governor General
5.	Presentation of a replacement Unit Queens Colour, Squadron Standard or Governor-Generals Banner	The Governor General, a State Governor; CDF (if RAAF); CAF; retired CAF (especially if an ex CO of the Squadron); or ACAUST. As a general rule, politicians should not be invited. However, The Prime Minister or Minister for Defence may be considered if ex RAAF
6.	Review Parades (with or without Colours) where: RAAF is seen to be parading as a whole Air Command is seen parading as a whole A Group, Wing, Squadron or Unit	Her Majesty the Queen, a member of the British Royal Family, the Governor-General, CDF or CAF CDF, CAF ACAUST CDF (depending on the occasion), CAF, ACAUST, OC, CO
7.	Graduation Parades for: Officer Aircrew Airmen Aircrew Officer Initial Training Recruit Training	Minister for Defence (infrequently), CDF, CAF, CN, CA, Members of CAFAC, CNSAC or CASAC, ACAUST AIRCDRE or GPCAPT AIRCDRE or GPCAPT Normally GPCAPT or WGCDR; or Air Rank when Colours are paraded
8.	Guards of Honour	The person for whom the Guard has been mounted

Royal Family

1.9 Because of the long lead times required to issue invitations to members of the Royal Family, only on very rare occasions would consideration be given to inviting them to review a RAAF parade. The parade would normally commemorate or mark a very special occasion, with the RAAF parading as a whole. Where a unit or establishment wishes to issue an invitation to Royalty, all requests are to be forwarded through normal Service channels to Air Force Headquarters. If approved, the request will be issued by CAF through the Minister for Defence to the Prime Minister for on-forwarding. Unless it is known that Her Majesty or a member of the Royal Family will be visiting Australia during a specific period and consideration is requested to include a RAAF parade in the Royal itinerary, a two year lead time applies for all invitation requests to members of the Royal Family. Invitations to Royalty could be considered for:

- a. **Queen's Colour Presentation.** An invitation could be issued to Her Majesty or any member of the Royal Family.
- b. **Squadron Standard Presentation.** Normally a Squadron Standard is presented by someone other than Royalty or Vice-Royalty, however, an invitation could be issued to Her Majesty or a member of the Royal family where a Standard has been awarded to a Squadron which has earned the Sovereign's personal appreciation for outstanding service.
- c. **Graduation Parades.** On very special occasions an invitation could be issued to Her Majesty or a member of the Royal Family to review the parade.
- d. **His Royal Highness The Duke of Gloucester Cup.** When it is known that HRH the Duke of Gloucester will be in Australia, an invitation is to be issued to HRH to present the Cup.

Invitations to the Governor General

1.10 Table 1-2 lists the ceremonial occasions to which it is appropriate to issue an invitation to the Governor-General. All such invitations will be issued by CAF. Units wishing to invite the Governor-General are to use the normal Service chain of command to Air Force Headquarters.

Table 1–2 Occasions to which the Governor-General may be invited

Function	Serial	Invitation Mandatory	Possible Invitation	Suggested Frequency
1.	Presentation of Queen's Colours.	(a)		As required
2.	Presentation of Governor-General's Banner.	(b)		As required
3.	Presentation of a replacement Governor-General's Banner.		(c)	As required
4.	Graduation Parades		(d)	Only on special anniversaries, eg 100th Course

Function	Serial	Invitation Mandatory	Possible Invitation	Suggested Frequency
				Where a member of the Royal family or Governor-General's medal or prize is presented, every 2 years
5.	HRH Duke of Gloucester's Cup		(e)	Annually
6.	CAF Anniversary Reception	At the discretion of CAF		Annually
7.	Presentation of Squadron Standards		(a) (f)	As Required

Notes:

- (a) A Queen's Colour may only be presented only by a member of the Royal Family or the Governor-General.
- (b) Only the Governor-General may present a Governor-General's Banner.
- (c) A replacement Governor-General's Banner may be presented by a personage detailed at note (f). However, the Governor-General should first be invited to present the replacement Banner.
- (d) The Governor-General will be invited only for such Anniversary occasions. Other occasions, such as 1000 plus graduates etc, will not normally be considered.
- (e) If HRH the Duke of Gloucester is not in Australia at the time of the parade, the Governor-General may be invited to present the Cup.
- (f) Although a Squadron Standard is awarded by the Sovereign, it is not mandatory that the presentation be by Regal or Vice-Regal persons. Appropriate persons to consider for presentation are State Governors, retired CDF (if RAAF), Retired CAF (especially if an ex-CO of squadron), CDF (if RAAF), CAF and AOCs. Politicians should not, as a general rule be invited, although a Prime Minister if ex-Service (especially RAAF) may be considered.

Vice-Regal - State Governors

1.11 As the RAAF is a Commonwealth Force, invitations to State Governors should be restricted to those parades which have a local RAAF or State significance. Such parades would include City affiliated (previously RAAFAR) Squadron ceremonies, eg No 27 (City of Townsville) Squadron. For a Freedom of Entry ceremony, State Governors should be invited as guests if they hold the appointment of Honorary Air Commodore, but not in a reviewing capacity, this right is reserved for the lord mayor or mayor of the city concerned. Invitations to State Governors to review or attend parades in their capacity as Honorary Air Commodore may be issued directly from the unit concerned to the relevant State Government House. While Air Force Headquarters does not need to be informed of the invitation, Headquarters Air Command should be advised of the invitation issued. Units should note that it is not in accordance with protocol procedures to invite a Governor from

another State to a local ceremony. For example, RAAF Base Richmond, would not issue an invitation to the Governor of South Australia to review a local parade. The process for appointing an Honorary Air Commodore is shown in [Annex 1A](#).

Administrators - Commonwealth Territories

1.12 Administrators are appointed by the government so are not regarded as being of Vice-Regal status. However, they are to be considered as having a position similar to a State Governor. Therefore, invitations to Administrators are to follow those conditions set out in paragraph 1.11.

Federal Politicians

1.13 As a general rule, federal politicians should only be invited to review parades on an infrequent basis. When invitations are to be issued they are to be restricted to the Prime minister, Minister for Defence, or other Defence Portfolio Ministers. Normally, invitations should only be issued to review graduation parades. However, where the Prime Minister, the Minister for Defence or other Defence Portfolio Ministers has had previous RAAF service, they could be invited to present a Squadron Standard. Any list of proposed parliamentary guests should be balanced and provide equal representation of government and opposition representatives.

State Politicians

1.14 State politicians are not to review RAAF parades but may be invited as guests.

Senior Officers

1.15 Senior officers of the ADF or appropriate foreign Services may be invited to review parades. Senior officers up to, and including, Air Commodore or equivalent may be invited by the unit or establishment concerned. Officers of two star rank and above and officers of foreign Services are to be issued invitations through the Air Commander, except in Canberra where invitations will be issued by DCAF. A lead time of at least two months is required for these invitations.

Retired Officers

1.16 Invitations to retired officers follow the same procedures as apply to serving officers, except that in the case of a retired CAF, the current CAF will issue a personal invitation. A lead time of at least six weeks is required for these invitations.

General Invitations

1.17 A guide for issuing invitations for ceremonial occasions is in [Annex 1A](#).

Host Officer

1.18 Regardless of the precedence or rank of the reviewing officer, the host officer for RAAF ceremonial parades will normally be as follows:

- a. Independent units - CO
- b. A wing - OC
- c. The base as a whole – The Senior ADF Officer (SADFO)
- d. Air Command (when the command is seen to be parading as a whole) - ACAUST
- e. RAAF (when the RAAF is seen to be parading as a whole) - CAF.

1.19 All VIPs attending a ceremonial event are to be provided with a Parade Brief to ensure they are conversant with their duties. For small and/or simple ceremonies a verbal brief may be sufficient. For more complex ceremonies a written brief must be provided. Guidance for Parade Briefs can be found in [Annex 1A](#)

Spectators

1.20 On ceremonial occasions where members of the public are invited, advice should be given to visitors on when to stand, sit, or remove headdress. If programs are being distributed for the occasion, this information is to be included in the sequence of events and be prompted by the Parade Announcer.

1.21 Advice should also be given to spectators over the public address system before the arrival of the reviewing officer. This advice should include appropriate background information on the unit and the ceremonies about to be carried out. During the actual parade, and until the reviewing officer departs, the public address system is only to be used to advise spectators of prizes to be awarded and when to stand or sit as well as for any address by the reviewing officer.

Indigenous Ceremonies as part of Air Force Ceremonies

1.22 Indigenous Australians are the original owners and custodians of both the land and waters of our nation and it is important that this special position is recognised. This recognition will facilitate greater mutual understanding and trust between the Indigenous and Air Force communities.

1.23 While there is some commonality across Aboriginal and Torres Strait Islander communities, each community has its own unique identity and history. These Cultural differences are respected between Indigenous communities as they are by the Air Force community. An Indigenous ceremony is not mandatory when considering the form of Air Force events, however; serious consideration should be taken regarding their non-inclusion.

1.24 Air Force ceremonial events symbolise our values, our history and the way that we are envisioned by the wider community. By incorporating Indigenous cultural practices/ceremonies into official events we are able to recognise and pay respect to Indigenous peoples, cultures and heritage while enhancing Air Force culture; and communicate Indigenous cultural practices to the ADF community to promote greater mutual respect and understanding.

1.25 The type of Indigenous ceremony undertaken should be appropriate to the nature and size of the ceremonial event. Negotiations with local Aboriginal Elders and organisations are to be made via command and where possible using an Indigenous Liaison Officer.

Welcome to Country Ceremony

1.26 It is a mark of respect for Indigenous Australians to welcome visitors onto their country. It should only be performed by a Traditional Owner, Elder or person authorised by the community. It can be a stand alone verbal welcome or can include traditional dancing and music. The ceremony may, if required, include a traditional Smoking Ceremony and is intended to welcome visitors and allow them a safe passage onto and through the traditional lands and waters that are represented. In Defence, a Welcome to Country is delivered as the first event in the Order of Service. In this context, the traditional custodians are giving their blessing to the event.

1.27 A response to the Welcome Country can include

"Thank you (insert name of the person who has given the welcome) for your welcome to Country. As part of (insert name of base/unit) I acknowledge (insert name of the people and the land if known or use 'the traditional custodians of this land') and I pay my respects to your elders past and present."

or

"On behalf of (insert name of base/unit) I acknowledge (insert name of the people and the land if known or use 'the traditional custodians of this land') and I pay my respects to your elders past and present."

Figure 1-1 Welcome to Country as part of a Hand Over - Take Over Ceremony



Smoking Ceremony

1.28 A Smoking ceremony involves a person, who is culturally trained, performing a ceremony involving smoke created from the burning of appropriate foliage. Generally, the ceremony aims to cleanse the space in which the ceremony takes place, but is used differently dependant on the region in which it is conducted. Given the significant nature of the ceremony, smoking ceremonies are usually only performed at major events as part of a welcome or acknowledgment ceremony. Personnel who are not part of a formed unit or guard are to acknowledge the smoking by gesturing in a motion that moves the smoke in their direction as the performer passes them.

Figure 1–2 Smoking Ceremony as part of an Air Force Memorial Dedication



Acknowledgement to Country

1.29 In Defence situations, an Acknowledgment of Country may be used by non-Aboriginal members to show respect for Aboriginal and Torres Strait Islander heritage and the ongoing relationship that traditional owners have with the land. It can also be used in response to receiving a Welcome to Country and is usually given by the senior Defence representative.

1.30 Where practicable Acknowledgment of Country is to be included in all ceremonial activities. The suggested wording to be included in a Welcome to Country are:

"We wish to acknowledge the traditional custodians of the land we are meeting on here today, the (local tribe is to be included)".

or

"We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this (city/town/base/unit) and this region."

or

"We would also like to acknowledge and welcome other Aboriginal and Torres Strait Islander people who are attending today's ceremony."

Door Openers

1.31 Door openers may be used for a variety of ceremonial visits or events, where a VIP is arriving by motor vehicle. These events may include visits to a headquarters or other buildings on a visit itinerary, or for ceremonial parades. Two airmen of the rank of CPL or below are required, and are to be trained by the BWOFF in the protocols of receiving and addressing the personage.

1.32 For ceremonial review parades, normally only the Host Officer and Reviewing Officer will be received at the front of the dais although there are some exceptions to this. Shortly before the arrival of the Host Officer, the door openers are to march to their positions on the parade ground, in front of the dais. On reaching their positions they are to halt and turn facing each other at a distance that will allow a vehicle to drive easily between them. As each vehicle stops, the following action is to be taken:

- a. Acting together, both door openers are to step forward and open the doors with the left hand, then, still holding the door open, come to attention and salute with the right hand.
- b. When the guest and partner are clear of the vehicle, the salute is completed and the doors closed.
- c. The door openers are then to step back and await the arrival of the next vehicle. The door opener with their back to the dais is to turn and face the dais for the salute (both door openers are to salute with the parade). At the end of the salute, the door opener is then to turn and face the other door opener and await the arrival of the next guest.
- d. After all guests have been received, the door openers are to march to a pre-determined position for the remainder of the parade. This action is not to be taken while salutes are being given.

1.33 Other guests arriving on a timed schedule who are to receive a salute from the parade should, whenever possible, arrive at the rear of the dais.

1.34 After the parade, the door openers are to return to their original positions behind the dais and carry out those procedures as detailed in paragraph 1.28 for the departure of all guests.

1.35 Regal and Vice-Regal guests always alight from one side of the vehicle only. Advance information should be obtained as to which side of the vehicle will be used (it is normally that side facing the parade). Nevertheless, two door openers are to be positioned, and while only one may actually open the door, both are to salute (Figure 1-3).

Figure 1-3 Door opening for the arrival of the Governor of NSW at Martin Place, Sydney



Communications and Public Affairs Considerations

1.36 A suitably qualified and experienced Public Affairs Officer (PAO) should be engaged to assist with maximising the effects of the parade for both internal stakeholders (eg Air Force News or social media), external stakeholders (eg community attendance including media, and other public affairs effects); and professional photographic and video assistance should be requested. Public affairs considerations should be taken into account in the planning stages of the event.

1.37 Where safety and security permits, imagery personnel (both ADF and external news media) should be permitted to access vantage points around and on the parade ground, so long as they do not interfere with the ceremony. ADF photographers must move in a smart military manner on the parade ground at all times; and news media should be requested to show due consideration to the ceremony; with both giving consideration to their location in respect to other photographers' vantage points.

1.38 All public affairs activities and photographs (including clearances) should occur in accordance with extant public affairs processes, which are available at <http://drnet.defence.gov.au/raaf/PA/Pages/Home.aspx>

Fly Past

1.39 Fly pasts should be arranged to coincide with salutes or march pasts, the aircraft involved in the fly past normally fly directly over the saluting base from the rear of the parade. Where a single fly past is required a Time on Target can be designated and timings for events worked back from there. For more complex fly pasts a Ground Liaison officer (GLO) should be appointed to call in the aircraft.

Composition for Marches through Cities - General

1.40 When a RAAF unit is to march through a city or town (for Freedom of Entry see Part 3, [Chapter 5](#)), either on its own or with other Services, then as far as possible the participants should be proportionally representative of all elements of the unit.

1.41 Where Officers, Warrant Officers and SNCOs are to parade in Flights, the composition of the march is to be:

- a. parade command element
- b. Officer Flight or Flights under the command of the most senior officer, (Note: flight sergeants and supernumerary personnel do not parade in this flight)
- c. if applicable, a normal escort squadron with Colours
- d. the required number of flights of airmen; a SNCO flight or flights under the command of a junior officer, (note: Flight sergeants and supernumerary personnel do not parade in this Flight)
- e. if necessary, a warrant officer flight under the command of a senior officer (preferably a Squadron Leader), (Note: flight sergeants and supernumerary personnel do not parade in this flight, and if there are not enough Warrant Officers available to make up a flight, they may parade as the final ranks of the SNCO flight. In such a case, the SNCO flight is to be commanded by a senior officer).

Ceremonial Parades Outside Australia

1.42 When participating in ceremonial parades outside Australia, the RAAF should endeavour to parade as a separate body under the command of its own Officers.

1.43 Where the situation allows, and it is deemed practical, commanders of RAAF units stationed overseas should parade their units as separate, distinct Air Force entities for ceremonial parades.

Annexes:

- 1A [Ceremonial Occasions - Issuing Invitations](#)
- 1B [Parade Briefs](#)

ANNEX 1A

CEREMONIAL OCCAISIONS - ISSUING INVITATIONS

General

1. This Annex is intended as a guide for authorities organising ceremonial events. As ceremonial occasions will vary according to local requirements and the nature of the occasion not all situations are able to be covered. If any doubt exists advice should be sought from AFHQ Ceremonial.

Invitations Issued to the Prime Minister, Minister for Defence and other Defence Portfolio Ministers

2. All requests to invite the Prime Minister (or acting Prime Minister) to a RAAF ceremonial event are to be actioned by a decision brief staffed through the chain of command to Air Force Headquarters for consideration by CAF.

3. When the Minister for Defence is invited to attend a service function or parade, the other Defence Portfolio Ministers are also to be issued an invitation. If the Minister is unable to attend, another Minister may be sent to represent them.

4. There may be occasions when it is appropriate to invite only the Minister for Defence. Such invitations will be decided by CAF.

5. When a unit wishes to invite the Prime Minister, or the Minister for Defence, a list of those other dignitaries being invited is to accompany the decision brief.

GUEST LISTS

General

6. In preparing a guest list for ceremonial events, organising authorities should use the type of the parade or function as a guide for deciding those official guests to be invited. As a general rule (in accordance with the Commonwealth Table of Precedence - Part 2, [Chapter 6](#)), those persons who are of higher status either in rank or order of precedence to the reviewing officer at a parade, or guest of Honour at a function, should not be invited. This 'general rule' does not apply in all instances, for example, at a dining-in night to farewell a retiring CAF it would be correct to invite CDF and the Minister for Defence. At a military parade where the reviewing officer is representing an ambassador or head of state, and that reviewing officer is below star rank, it would be correct to invite officers of star rank or the Minister for Defence. Where a commander is invited to a ceremonial parade an invitation should also be extended to their Warrant Officer eg CAF and WOFF-AF, CDR CSG and Group WOFF.

7. Table 1A-1 is not exhaustive; and should be used as a general guide for who should be invited to ceremonial functions or parades.

Table 1A-1 Guide to inviting guests to RAAF ceremonial events

Serial	Organising Authority	Invitees
1.	When the RAAF is seen to be parading as a whole	<p>The Governor-General, would always be invited to be either the reviewing officer or guest of honour at a function.</p> <p>Other VIP invitations to:</p> <ul style="list-style-type: none"> - The Prime Minister - The Minister For Defence and other Defence Portfolio Ministers: (a) - The Leader of the Opposition (d) - The Shadow Minister For Defence (d) - Previous Ministers For Defence/Air - CDF (b), The Secretary for Defence, CAF (b), CN, CA - Members of CAFAC - Retired Chiefs of Air Staff <p>Depending on the function and purpose for the parade consideration should also be given to inviting:</p> <ul style="list-style-type: none"> - National Presidents of the RSL, RAAF Associations (RAAFA) and RAAF Women's Association (RAAFWA) - High Commissioners and Ambassadors - Heads of Defence Liaison Staff and Service Attaches - Defence Department Deputy Secretaries - Members of CNSAC and CASAC - FEG Commanders, Wing OCs and Unit/Squadron COs - Heads or representatives of aircraft companies, operating or represented in Australia <p>For functions or parades held in Canberra, the following personages should also be considered:</p> <ul style="list-style-type: none"> - Commissioner of the Australian Federal Police - Members of the ACT Legislative Assembly - Members of the Federal Judiciary based in Canberra - ACT Heads of Churches
2.	Commands, when seen parading as a whole	<p>The Governor General may be invited to be either the Reviewing Officer at a parade or guest of honour at a function.</p> <p>Other VIP invitations to:</p> <ul style="list-style-type: none"> - The Minister For Defence and other Defence Portfolio Ministers (a) - The Shadow Minister For Defence - CDF (b) - CAF (b) and Members of CAFAC - Equivalent two star commanders from RAN and Army - Retired AOCs/Commanders of that command - OCs and COs from that command. <p>Depending on the purpose of the parade or function, consideration to inviting:</p>

Serial	Organising Authority	Invitees
		<ul style="list-style-type: none"> - State Governor or Administrator of a Commonwealth Territory (where there is a connection to that State or Territory) - CN and /or CA and members of their Advisory Committees (where there is some association with Navy or Army) - Premiers, Chief Ministers and Leaders of the Opposition, as deemed appropriate - Lord Mayors, Mayors - Commissioner of Police - Members of the Judiciary - Heads of churches - Heads of companies involved in business with Air Force) - Retired RAAF officers of one star rank and above living in the area - State presidents of the RSL, RAAFA and RAAFWA.
3.	Group, Wing, Squadron or Independent units and units co-located on a base (depending on purpose of parade):	<ul style="list-style-type: none"> - Minister for Defence or other Defence Portfolio Ministers (a) - CDF (b) - CAF (b) and/or members of CAFAC - ACAUST and appropriate Command staff officers - Local commanders of RAN or Army establishments - Local Federal MP (c) (normally a MHR but could include a senator from local area) - Local State MPs - Lord Mayor, Mayor or Shire President - Councillors from the local council - Local Senior Police Officers - Local presidents of the RSL, RAAFA and RAAFWA - Heads of local churches - Previous OCs and COs - Retired OCs or COs living in the area - Retired RAAF officers of one star rank and above living in the area - Appropriate staff officers from Air Force Headquarters - Local businessmen with a suitable affiliation with the base or unit - Local government officials <p>In the case of City affiliated squadrons:</p> <ul style="list-style-type: none"> - Their Honorary Air Commodore (State Governor).

Notes:

- (a) The Minister for Defence should only be invited to major base functions or parades. All invitations must be issued by CAF.
- (b) Whenever the Minister for Defence or other Defence Portfolio Ministers are invited to an on-base function, it is mandatory that CDF and CAF be invited also.
- (c) Where the local MHR is either the Prime Minister; the Minister for Defence; other Defence Portfolio Minister; a Minister holding another portfolio; the Leader of the Opposition or the Opposition Shadow Minister for Defence, where the invitation is to be simply as a guest at a ceremonial parade, there is normally no need for the other dignitaries to be invited. However, notwithstanding that the Prime Minister and

Minister for Defence may be invited as guests, they are still to be accorded appropriate salutes.

(d) The Opposition shadow Minister for Defence should be invited in the same manner as the Leader of the Opposition.

INVITATION PROCESS

8. Proposals for invitations and briefs are to be initiated by the organising unit and endorsed through the chain of command.

9. The requirements in Table 1A-2 relate to all invitations regardless of the capacity in which the personage is invited.

10. When it is considered inappropriate to follow the protocol, the advice of the authority that would normally extend the invitation is to be sought.

11. Not all personage of high precedence are listed. If further clarification is needed, advice is to be sought from AFHQ.

12. Lead times given indicate the time required by CAF to extend the invitation. Requests to extend invitations must be with OCAF before that time.

Table 1A-2 The Invitation Process

Serial	Person Invited	Invited By	Remarks
1	Her Majesty The Queen or a member of the Royal Family	CAF to the Prime Minister	Decision Brief to CAF through chain of Command. Max possible lead time but not less than seven months. Complimentary invitations are required for: - Governor-General - Prime Minister - Opposition Leader - Minister for Defence and other Defence portfolio Ministers - Shadow Minister for Defence - CDF - Other VIPs as advised
2	His Excellency The Governor General (or Her Excellency The Governor General),	CAF	Decision Brief to CAF through chain of Command Max possible lead time but not less than seven months Complimentary invitations are required for: - Minister for Defence and other Defence portfolio Ministers - Shadow Minister For Defence - CDF
3	Prime Minister	CAF	Decision Brief to CAF through chain of Command Lead time four months Complimentary invitations are required for: - Opposition Leader - Minister for Defence and other Defence portfolio Ministers

Serial	Person Invited	Invited By	Remarks
			- Shadow Minister For Defence - CDF
4	Minister for Defence	CAF	Decision Brief to CAF through chain of Command Lead time three months Complimentary invitations are required for: - Other Defence Portfolio Ministers - Shadow Minister For Defence - CDF
5	Ambassadors/High Commissioners	CAF	Decision Brief to CAF through chain of Command Lead time three months
6	State Governor or Administrator of a Territory	CAF or City SQN CO	Decision Brief to CAF through chain of Command if the Governor is acting as the Queens Representative Invitation may be issued by the City SQN CO when extended to the unit Honorary AIRCDRE Lead time three months HQAC should be notified through the chain of command about invitations extended to Honorary AIRCDREs
7	Other Federal Ministers, including Senators who are ministers	CAF	Decision Brief to CAF through chain of Command Lead time three months Complimentary invitations required for the Shadow Minister
8	Secretaries of Federal Government Departments	CAF	Decision Brief to CAF through chain of Command Lead time three months
9	Local Member of Parliament (a), Local Mayor, etc	FEG CDR/SADFO	Next higher HQ to be informed of the invitation being extended Lead time two months
10	CDF or VCDF, CN, CA, CJOPS or other Three Star Officers	CAF	Decision Brief to CAF through chain of Command Lead time three months Complimentary invitations required for WON, RSM-A and WOJOPS, as applicable
11	CAF, DCAF, ACAUST or other AVM.	FEG CDR	Lead time two months Complimentary invitation required for WOFF-AF and/or ACWOFF
12	ADF Two Star Officers	DCAF or ACAUST	Decision Brief to DCAF/ACAUST through chain of Command Lead time two months Complimentary invitation required for Command WO's and equivalent, as applicable
13	One Star Officers and Other Senior Officers	Organising unit	Next higher HQ to be informed of the invitation being extended

Serial	Person Invited	Invited By	Remarks
			Lead time two months Complimentary invitation required for Group/WG/Base WOFF's and other service equivalents as applicable

Notes:

(a) Special provisions apply when the government is in caretaker mode. Advice from AFHQ should be sought.

INVITATION TO BE APPOINTED AN HONORARY AIR COMMODORE

13. Directorate of Senior Officer Management - Air Force (DSOM-AF) manages the appointment of State Governors and Administrators as an Honorary Air Commodore of their State's or Territory's City Squadron.

14. The process is normally initiated by the CO of the City Squadron informally approaching the Governor/Administrator (or their staff) to determine the Governor's/Administrator's interest in being an Honorary Air Commodore of the City Squadron. If the answer is yes, then the CO of the City Squadron advises DSOM-AF, requesting the Governor/Administrator be considered by CDF as an Honorary Air Commodore. A bio of the Governor and a history of the City Squadron should be included with this request.

15. DSOM-AF will staff the invitation to the Governor/Administrator from CDF and the formal appointment. The CO of the City Squadron takes responsibility for all other aspects of the Governor's/Administrator's appointment/service once CDF has agreed to the grant of Honorary Air Commodore rank eg clothing issue.

Appendixes:

1A1 [General Guidance On Invitations](#)


APPENDIX 1A1

GENERAL GUIDANCE ON INVITATIONS

Writing the Invitation

1. Invitations are generally on a plain white card, 150 mm wide x 115 mm high. The Air Force, Base, Force Element Group (FEG), Wing or Unit badge is positioned at the top-centre of the card with the printing to be in copperplate or a similar style type. Type styles are not to be mixed (the examples below are in times new roman font for clarity).
2. The Air Force badge should be used for invitations where the Air Force as a whole is being represented (eg Air Force Birthday). The Base badge should be used for Officers or SGT's mess functions and other base events. The FEG, Wing or Unit badge should be shown depending on the level that the invitation is issued.
3. The inserts in invitations are to be hand written, not typed. The layout and format is to be in accordance with the Defence Writing Manual.
4. The essential features of every invitation are as follows:
 - a. the host
 - b. the guest
 - c. the occasion
 - d. the place
 - e. the time
 - f. the dress requirements.
5. Timings are to be written in a non-military style, ie '7.30 pm' and not '1930' hours. Mess function timings for members and unofficial guests state the time the mess is to be assembled and the time dinner is to be served, eg '7.00 pm for 7.30 pm' means that everyone is to be in the mess by 7.00 pm, ready to receive the official guests. The first time on an official guest's invitation, eg '7.10 pm' is the time the official guest is to arrive at the mess.
6. All official guests are expected to arrive at functions, at the actual time stated and should not remain beyond any stipulated finish time. Members and guests do not depart a function until the senior official guest(s) has departed.


Figure 1A1-1 Example invitation to a unit function



Wing Commander Peter Parker
and the personnel of No 23 Water Bottle Repair Squadron
request the pleasure of the company of
<Name handwritten>.....
at.....<Event Handwritten>.....
To be held at the RAAF Base Uranquinty function centre on
<date in full to be handwritten>.....
at.....<time to be expressed as AM/PM not "hours", handwritten>
Dress to be Black tie

R.B.P.V
WB 23 WBRB
RAAF Uranquinty
NSW 2652

Figure 1A1-2 Example invitation to a unit ceremonial event



Wing Commander Peter Parker
and the personnel of No 23 Water Bottle Repair Squadron
request the pleasure of the company of
<Name handwritten>.....
to review<Event Handwritten>.....
To be held at the RAAF Base Uranquinty on.....<date in full to be handwritten>.....
at.....<time to be expressed as AM/PM not "hours", handwritten>
Dress to be Ceremonial Dress 4A

R.B.P.V
WB 23 WBRB
RAAF Uranquinty
NSW 2652

Postnominals on Invitations

7. With the exception of VC, CV, MP, RAN and RANR postnominals are not included on invitations; they are, however, used on the invitation's envelope.

Addressing the Invitation

8. Invitations are addressed to the guest and if applicable, their partner. Combined invitations are not to be sent (eg CAF and WOFF-AF would never be combined onto the one invitation, and separate invitations are to be sent). Below are examples of addressing invitations:

- a. To a Defence member and his wife, Air Commodore D.J. Jones who is an Officer of the Order of Australia. The first example was customary, the second example is now the most accepted and the third example is used if the wife has adopted a different surname to that of the husband.

Air Commodore and Mrs D.J. Jones
or
Air Commodore D.J. and Mrs B.M. Jones
or
Air Commodore D.J. Jones and Ms A. T. Smith

- b. To a Defence member and their friend. The first example is customary, the second example is if the friend holds a doctorate or is a medical practitioner.

Squadron Leader D.J. Jones and Miss A. T. Smith
or
Squadron Leader D.J. Jones and Dr A. T. Smith

- c. To a Defence member, Flight Sergeant Jones who is a recipient of the Conspicuous Service Medal.

Flight Sergeant D.J. Jones

- d. To a civilian and his wife. The first example was customary, the second example is now the most accepted and the third example is used if the wife has adopted a different surname to that of the husband.

Mr and Mrs D.J. Jones
or
Mr D.J. Jones and Ms A.T. Smith

- e. To a Defence member and their partner who is of the same gender. The first example is now the most accepted and the second example is used if the partner has adopted a different surname to that of the other partner:

Wing Commander D.J. Jones and Mr A.T. Jones
or
Wing Commander D.J. Jones and Ms A.T. Smith

- f. To a Defence member who has a wife or husband who is a serving Defence member. The first example is used when the spouse is a subordinate rank but is a member of the same mess to that of the superior rank. The second example is used when the spouse is a subordinate rank but is not a member of the same mess as that of the superior rank and invited guest:

Air Commodore D.J. Jones and Squadron Leader A.T. Jones
or
Wing Commander D.J. Jones and Mr A.T. Jones

9. Note that:
 - a. All ranks are written in full.
 - b. Postnominals are not used.
 - c. If a guest is invited to bring a partner, then every effort is to be made to make known that person's name; no invitation should ever read: '... and partner' or '... and guest' or '... and wife' or '... and husband'.
 - d. The person's full initials, if applicable are to be used on all invitations and envelopes. It is not acceptable for only the Christian or given name initial to be used if that person has more than one name/initial. Every attempt should be made to make known of a person's full name/initials.

Addressing the Envelope

10. Envelopes are addressed to the person who is being invited (usually the serving member or ex-member) irrespective of whether the invitation it encloses also includes the spouse or partner. Official invitations to serving personnel are addressed to the member's unit, whilst invitations to ex-members or non-serving members, are sent to the guest's home address.

11. Examples of addressing the envelopes for the above guests are:

a. Air Commodore and Mrs D.J. Jones:

Air Commodore D.J. Jones, AO
SO1 Water Bottle Supply
AFHQ
Canberra ACT
2600

b. Squadron Leader D.J. Jones and Miss A. T. Smith:

Squadron Leader D.J. Jones
23 Water Bottle Repair Squadron
RAAF Base Uranquinty
NSW
2652

c. Flight Sergeant Jones:

Flight Sergeant D.J. Jones, CSM
SO15 Water Bottle Supply
AFHQ
Canberra ACT
2600

d. Mr and Mrs D.J. Jones

Mr D.J. Jones
123 Street PI
Anytown ACT
2600

Acceptance and non-acceptance

12. Below is an example of an acceptance to an invitation and a non-acceptance. In both cases, the replies are to be hand written. There is no requirement to explain why the invitation has not been accepted but it is considered polite to do so.

Figure 1A1-3 Example acceptance of an invitation

*Air Commodore D. Jones
Thanks the Commanding Officer and
personnel of 23 WBRS
for their kind invitation to review
the ceremonial parade on
Friday, 27 May 2016
At 1.00 pm
and has much pleasure in accepting.*

*8 May 2016
Melbourne*

Figure 1A1-4 An example non-acceptance of an invitation

*Air Commodore D. Jones
Thanks the Commanding Officer and
personnel of 23 WBRS
for their kind invitation to review
the ceremonial parade
on
Friday, 27 May 2016
At 1.00 pm
but regrets that he is unable to accept.*

*8 May 2016
Melbourne*

Postnominals

13. Whilst there are a great range of postnominals which may be used throughout the world, those at the [Defence Honours and Awards Manual, Volume 1, Chapter 4 Order for Wearing](#), are the ones generally accepted and commonly used

by ADF personnel. However, there are times when it would be appropriate for Defence personnel to use other postnominals, eg civil academic postnominals.

14. Postnominals are written without full stops and are separated from the family name by a comma; when several postnominals occur after a family name, commas are inserted between them and listed in order of precedence, eg Group Captain D.T. Springwood, DSC, AM, CSM.

15. Postnominals are used in the following circumstances:

- a. in address blocks on envelopes
- b. in address blocks on letters
- c. in demi-official letter signature blocks
- d. on signs, such as door signs or display signs, eg. honour boards and on boards notifying visits to a mess or personnel attending a conference
- e. in directories
- f. on business cards.

16. Postnominals are not used in the following circumstances:

- a. on place cards
- b. on invitations, with the exception of VC, CV, MP, RAN and RANR
- c. in normal text writing and duty rosters
- d. in correspondence intended for distribution within the Defence organisation, eg minutes, facsimiles and emails.

17. The postnominal for the Order of St John of Jerusalem are not to be used.

18. The above is not inflexible and postnominals may be used if it is deemed necessary on appropriate occasions.

19. When writing text, postnominals are used sparingly. It may be necessary for a particular reason, to mention a person's postnominals but having mentioned them once, they would not be used again when the name re-appears.

20. **Introductions.** When introducing guests at mess dinners, parades, and other such functions, postnominals are not used, eg WGCDR Southwell, CSC, would be introduced as: 'Wing Commander Southwell'. Postnominals are not used either when talking about a person, eg a presenter would not say "The Base Warrant Officer is Warrant Officer Smith, OAM".

21. **Other postnominals.** A member of the ADF, who is a Justice of the Peace, is not entitled to use the postnominal 'JP' in relation to military documentation. Academic qualification postnominals are not normally used by military personnel; however, they may be used in appropriate circumstances, eg an annual 'Officers List' which includes, for general information, such postnominals as: DipCE and FIEAust. and academic postnominals such as BA or PhD, may also be used on appropriate occasions such as academic conferences. When used, abbreviations for Queen's Counsel (QC), Senior Counsel (SC) and Justice of the Peace (JP) follow military postnominals, any other awards are shown in the following order:

- a. university degrees and diplomas
- b. membership of associations and societies

c. membership of Parliament.

22. **Honorary aide-de-camp.** The postnominal, ADC (aide-de-camp) is used by senior officers who have been listed as an honorary ADC. Once the officer ceases to hold the appointment, the postnominal is no longer used by that person.

23. **Royal Australian Navy postnominals.** Officers of the Royal Australian Navy are permitted to use the postnominal, RAN or RANR as appropriate eg Admiral A. Jones-Smith, AO, CSC, RAN. For invitations that include an officer's spouse, the postnominal, RAN is not used, eg an invitation could read as follows: 'Admiral A. Jones-Smith, RAN invites Captain C. Robertson, RANR' or 'Admiral and Mrs A. Jones-Smith invite Captain and Mrs C. Robertson'.

24. **Retired personnel.** In accordance with Defence Regulations 2016 s33, a defence member who has ended his/hers service from the Air Force, including inactive reserve and emergency reserves, may be granted permission by CDF to use an honorary title relating to their former appointment. Personnel permitted to use the honorary title are to use the postnominal (Retd). The abbreviation is contained in parenthesis after all other postnominals, eg Air Chief Marshal Sir Angus Houston, AK, AC, AFC (Retd).

ANNEX 1B

PARADE BRIEFS

General

1. Parade briefs are to be provided by the authority that initiated the invitation and forwarded by the authority who issued the invitation. Separate briefs are to be provided to the Reviewing Officer and members of the official party. Note that separate brief means a specifically written brief for the person to whom it applies, it does not mean a duplicated copy of the reviewing officer's brief.
2. Unless directed otherwise, parade briefs for all personages invited by Chief of Air Force are to be at Air Force Headquarters, a minimum of 20 working days prior to the event.

Content

3. Parade Briefs are to cover:
 - a. **Occasion.** Details are to be provided on the reason for the parade, units involved, location, date and time.
 - b. **Dress.** If the person is entitled to wear military uniform then the appropriate order of dress is to be stated eg RAAF CD4A or RAN W2. Unless being received by an armed parade, swords are not worn.
 - c. **Media Involvement.** Involvement by ADF and civilian media and planned distribution is to be detailed.
 - d. **VIP holding area.** The location of any holding or waiting areas and actions carried out on arrival should be detailed.
 - e. **Arrival and reception.** This must specify:
 - (1) time of arrival at the dais
 - (2) side of the vehicle the Reviewing Officer is requested to alight from (usually this will be the side closest to the personnel on parade)
 - (3) who is to greet the Reviewing officer
 - (4) others who may be presented to the reviewing officer before they ascend the dais.
 - f. **Sequence of the Parade.** A brief outline of the parade but with sufficient detail that the person for whom the brief is written can follow the sequence of events and effectively carry out any part they are required to perform.
 - g. **Principle official guests.** A number of distinguished persons may be present at the event although they may not be included in the official party. The reviewing Officer is to be aware of their presence as they may wish to mention them in their address.
 - h. **Vehicle requirements.** Usually vehicles and drivers are provided by the base/unit. In instances where the VIP will be using their own vehicle and/or driver, detailed information must be provided. This should include routes to and from the event, the parking area for official vehicles, as well as set down

or drop off/pick up points for personages not driving onto the parade. As well as any other information that maybe required by the guests driver.

- i. **Wet weather plan.** The wet weather alternative must be detailed along with how this will be communicated. The Reviewing officer must be informed immediately the decision to implement the wet weather plan has been made.
- j. **Annexes.** Annexes may be attached to briefs to cover the following:
 - (1) **Diagrams.** Any diagrams are to be neat, accurate and annotated.
 - (2) **Historical notes.** A short (no more than one page) history of the unit's involved in the event.
 - (3) **Biographical notes.** The biographical notes will vary in length and detail. Each appointment should be on a separate page. Suggested content should cover; schools and secondary and tertiary qualifications, date of commissioning, honours and awards, previous appointments, notable achievements and family details. Biographical details should be provided for:
 - (a) host Officer, SADFO or CO
 - (b) parade commander
 - (c) BWOFF, UNITWOFF or Parade WOFF
 - (d) music director or band master
 - (e) awards and recipients, including the name of the recipient, the type of award and award criteria.

Example

- 4. An example Parade Brief is attached at [Appendix 1B1](#). This example is only a guide and not a comprehensive document. The amount of detail in a parade brief will vary depending on the experience and role of the recipient. Due to the variations in locations, venues, etc each Parade Brief will be unique.

Appendixes:

1B1 [Example Parade Brief](#)

APPENDIX 1B1

EXAMPLE PARADE BRIEF

PARADE BRIEF FOR AIR VICE MARSHAL CAMELBACK REVIEWING OFFICER

Overview

1. No 25 Water Bottle Repair Squadron (25WBRS) will conduct a ceremonial review to commemorate the 30th anniversary of the reformation of the unit after being disbanded in 1945. Personnel of 25WBRS supported by the Air Force Band will conduct the ceremony at RAAF Base Uranquinty at 1500 on 10 Feb 2020. You are requested review the parade, deliver an address and make presentations. A squadron dinner will be held in the RAAF Uranquinty Sergeants Mess that evening. Mrs Camelback, is invited to accompany you at the parade and to the unit dinner.
2. The parade layout and method of entry onto the parade are shown in [Annex 1A](#).

Dress

3. Personnel on parade will be wearing Ceremonial Dress 4A, and you are requested to wear Ceremonial Dress 2A. Mrs Camelback is requested to wear day dress.

Media Presence

4. An ADF photographer will be present to record images and the Base PAO, FLTLT Rupert Packer, will compile a report for inclusion in Air Force News and for release to the local newspaper.

VIP Waiting Area

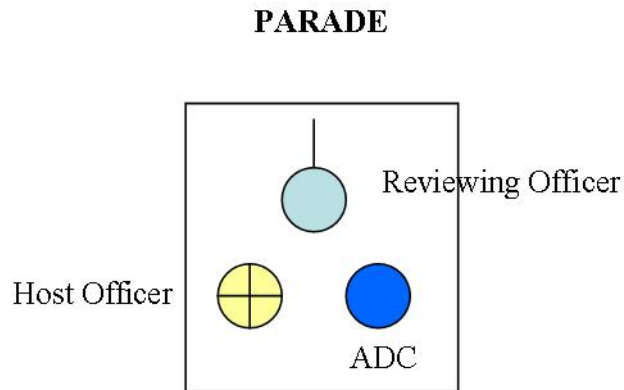
5. The VIP waiting area is located in the foyer of the Officers Mess and you are requested to be there at 1510. You will be met by your host FLGOFF Don Bradman, who will provide you with additional information about your departure from the waiting area.

Arrival and Reception

6. You are requested to arrive at the parade ground at 1520 and alight from the passenger side of the vehicle. The vehicle will halt with the rear doors level with the Door Orderlies who will open the doors for yourself and Mrs Camelback. You will be greeted by the Host Officer, WGCDR Arthur Daly, CSC (CO 25WBRS), who will escort you to the dais. Mrs Camelback will be met by her host, FLTLT Caroline Chisholm, who will escort her to the VIP seating.
7. WGCDR Daly's biographical details are in [Annex 1B](#).

8. The official party will take their positions on the dais, you as Reviewing Officer at the front, WGCDR Daly to your left rear and your ADC to your right rear, as shown below.

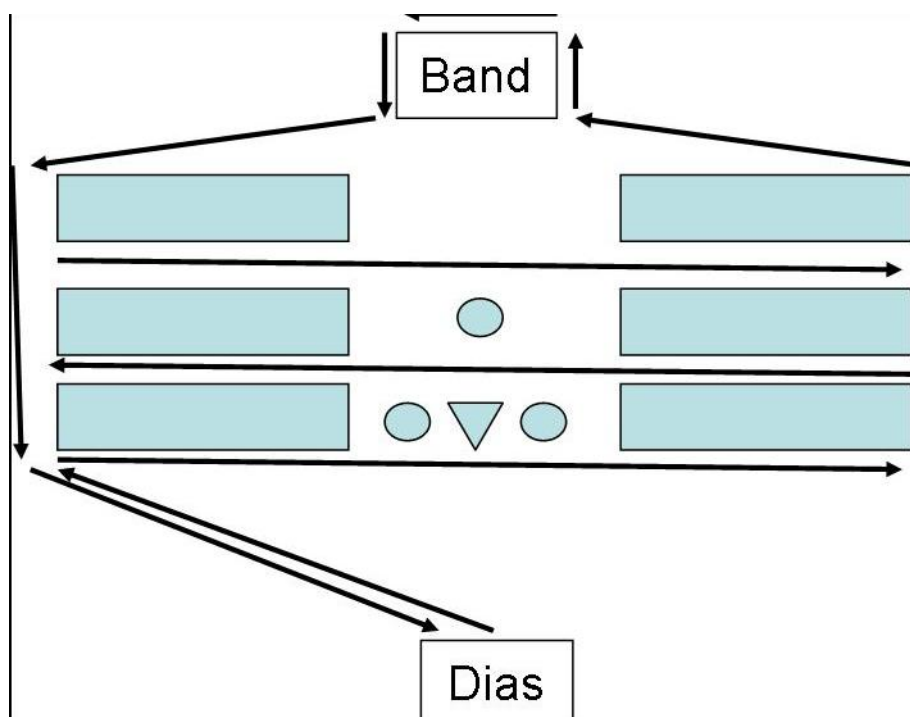
Figure 1B1-1 Positions on the dais



Sequence of the Parade

9. The parade will follow the format described in Part 2, [Chapter 6](#) of the Drill and Ceremonial Manual. Once in position on the dais you will receive a General Salute, please salute on the second movement of 'Present Arms' and cut the salute on the second movement of 'Attention'. On completion of the salute the Parade Commander, SQNLDR Ben Hall, will move forward, salute and invite you to inspect the parade.
10. SQNLDR Hall is the XO of 25WBRS and his biography is in Annex C.
11. The route for inspecting the parade is as follows:

Figure 1B1-2 Inspection Party route



12. You will be positioned closest to the ranks with the parade commander on your right, and you are only required to inspect the front of each rank. The parade commander will adjust position to remain on the outside. You are requested to salute the Squadron Standard as you pass by while inspecting the front rank. There is no requirement to salute the Standard when you inspect the centre and rear rank. You are welcome to stop and speak to members on parade as you wish.

13. On completion of the inspection of the rear rank, the parade commander will guide you to the Band Master, FLT LT Phillip Sousa, who will escort you on the inspection of the band. The band is inspected by doing a circuit around the band. On completion of the band inspection, SQNLDR Hall will escort you back to the dais.

14. The unit will then march past in slow and quick time. You will be required to salute when the ranks march past the dais and execute an eyes right.

15. Once the unit has returned to the centre of the parade ground and conducted a centre dress, the parade will Advance in Review Order. On completion of advancing 15 Paces the parade will give a General Salute. Once again, please salute in conjunction with the second movements of each command.

Address

16. SQNLDR Hall will come forward and invite you to make an address. He will then return to the parade and stand them at ease, then stand easy. As SQNLDR Hall returns to position please move to the lectern and microphone provided on your right. Your address is requested to cover the SQN's recent achievements while on deployment overseas and the successful introduction of the Mk17 water bottle cover. You are requested to address the parade for 10 minutes.

Presentation

17. On completion of your address WGCDR Daly will escort you from the dais to the presentation table to the side of the dais. You are then requested to present the Hydro Trophy to the airman who has exhibited the most outstanding water bottle repair skills during the previous 12 months. This year the award goes to LACW Matilda Devine. The history of the Hydro Trophy and a description of the achievements of LACW Divine are shown in Annex D. The trophy will be handed to you by the parade announcer once LACW Divine has halted and saluted. Photographs will be taken of the presentation.

Departure

18. After the presentation, WGCDR Daley will escort you back onto the dais to receive a general salute before you depart. Once the parade has returned to attention, your vehicle will drive onto the parade ground halting between the door orderlies. WGCDR Daley will escort you back to the passenger side door and FLT LT Chisholm will accompany Mrs Camelback to the car.

19. The car will return you to the officers Mess where FLGOFF Bradman will meet you and assist you with anything you require after the parade. Mrs Camelback and you will then be free to prepare for the function that evening. A separate brief will be provided for this event.

Official Guests

20. The following official guests will be received by the parade:
- a. SADFO RAAF Base Uranquinty, AIRCDRE Edward Kelly DSM, CSC
 - b. Director Air Force Plastic Jerrycan Replacement Program, GPCAPT Bonnie Parker CSM.
21. The Official guest list is in Annex E.

Wet Weather Plan

22. In the event of wet weather, a modified parade without a march past or advance in review order will be conducted inside the 482SQN Hangar. The SQNWOFF will notify your ADC NLT 1300 if there has been a change to the ceremony. FLGOFF Bradman will brief you about any changes at the VIP waiting area.

Further Information

23. Requests for further information can be sent to the XO Benjamin.Hall@defence.gov.au or the SQNWOFF Victor.Trumper@defence.gov.au.

Annexes: (Example annexes are not provided in this example.)

- A. Parade Layout and Entry Onto the Parade
- B. Biography WGCDR Arthur Daly CO 25WBRS
- C. Biography SQNLDR Ben Hall XO 25WBRS
- D. The Hydro Trophy and LACW Divine
- E. Official guest list

CHAPTER 2

CEREMONIAL OCCAISIONS

CEREMONIAL PARADES

General

2.1 The ceremonial occasions described in this manual are based on customs and traditions developed over extended periods of time (eg the tradition of trooping the Colour originates from the 17th century). While traditions are not static and continue to evolve and change, every effort is to be made to ensure an Air Force ceremonial occasion adheres to the procedures detailed in this manual. Exemptions from, or changes to Air Force ceremonial procedures are to be approved by Air Force Headquarters (AFHQ).

Parading with Weapons

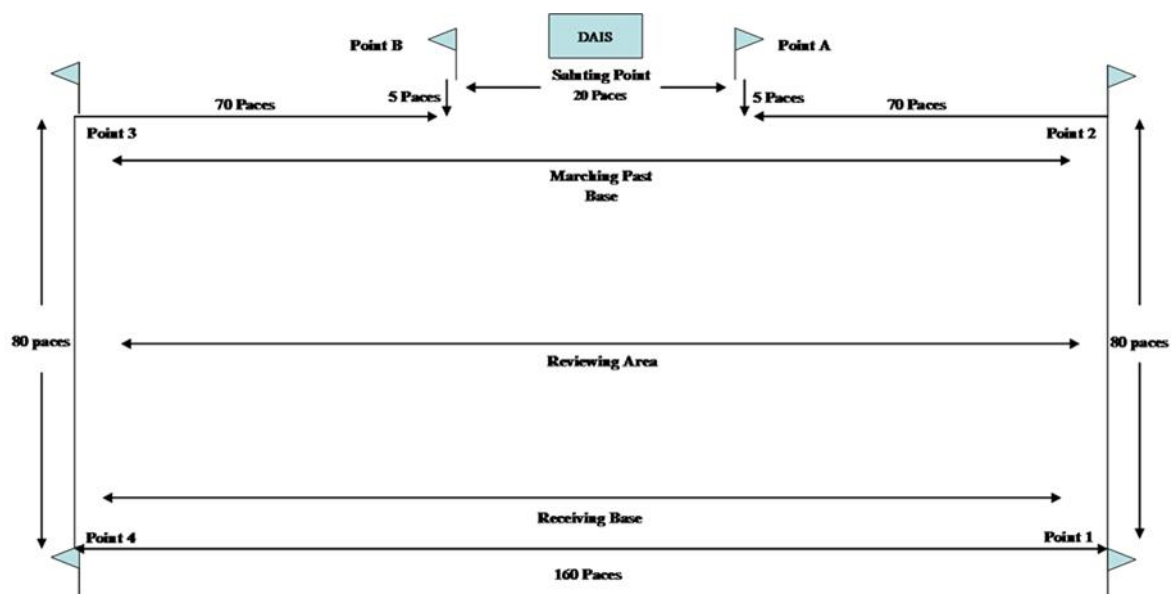
2.2 As a general rule, ceremonial parades should be conducted under arms. However, contemporary small arms security measures and availability may mean a reduction in the weapons carried on parade, in these instances units are to apply for an exemption as detailed above. Unless otherwise detailed in this Manual, when a parade is armed, Flight Sergeant (FSGT) and below are to carry rifles fitted with white slings, officers and warrant officers are to carry swords. A Base Warrant Officer (BWOFF) acting as the Parade Warrant Officer would normally carry a pace stick but if uniformity is required they may carry a sword. Under no circumstances are they to carry both.

The Parade Ground

2.3 The parade ground diagram shown in Figure 2-1 depicts the standard RAAF parade ground with dimensions of 160 paces x 80 paces (120m x 60m). Wherever possible, this layout is to be used for ceremonial parades, as well as unit, squadron and wing parades.

- a. Points A and B denote the Saluting Base.
- b. Points 1, 2, 3 and 4 are marked with the Host Officers Distinguishing Flag.
- c. Reviewing Officers Distinguishing Flag is flown from a flag pole to the right of the dais facing the parade.

Figure 2-1 The standard Air Force parade ground



2.4 **Distinguishing Flags.** Six parade ground marker flags are used to mark the four corners of the parade ground and the saluting point. These flags are usually the officer distinguishing flags of the Host Officer, and are flown on flag poles 2.5 metres high. In addition, the standard, personal flag or distinguishing flag of the reviewing officer is flown on a flag pole situated on the parade ground to the front right of the dais. Further information can be found in Part 2, [Chapter 3](#).

2.5 **The Saluting Point.** The Saluting Point is the area encompassing the dais, where the reviewing officer receives salutes from the parade. The Saluting Point is marked with the Australian National Flag (ANF) and the RAAF Ensign flown on separate poles to the rear of the dais. The right and left extremities of the Saluting point, known as the Saluting Base, are referred to as Points A and B, and are 10 paces either side of the dais, with measurement taken from the centre of the dais. The flags marking these two points are set back five paces from the line of Points 2 and 3.

2.6 **Parade Ground Markers.** Dedicated Base parade grounds are to be marked with marker discs to define the correct positioning of units on parade, and to denote the relative positioning of parade executives. Temporary parade areas such as airfield hardstands are to be marked in a manner that does not adversely affect the surface area.

Composition of Ceremonial Parades

2.7 The composition of ceremonial parades will depend upon the type of ceremony being performed. However, the following guidelines are provided and should be followed wherever possible:

- a. A parade executive element comprising of:
 - (1) a Parade Commander
 - (2) a Parade Adjutant
 - (3) a Parade Warrant Officer

- b. When a wing is paraded, a minimum of two squadrons is required. Wing Executives to include:
 - (1) a Wing Commander
 - (2) a Wing Adjutant
 - (3) a Wing Warrant Officer
- c. A squadron is to consist of a minimum of two flights. Squadron Executives to include:
 - (1) a Squadron Commander
 - (2) a Squadron Adjutant
 - (3) a Squadron Warrant Officer
- d. A Flight should consist of 24 personnel in the ranks, with a Flight Commander and a Flight sergeant.

Colour Escort Squadron

2.8 Queen's Colours, Squadron Standards or Governor-General's Banners may be paraded for ceremonial parades, memorial services or other significant occasions. When Colours are paraded they are to be paraded with a Colour Party and when outdoors, accompanied by a fully armed Colour Escort Squadron. The Colour Escort Squadron is to comprise of the following:

- a. a Squadron Commander
- b. a Squadron Adjutant
- c. a Squadron Warrant Officer
- d. two Flight commanders
- e. right guide (FSGT) and left guide (SGT).

2.9 When indoors, the Escort Squadron may be reduced in size, parade unarmed, or dispensed with altogether at the discretion of the Officer Commanding (OC) or Commanding Officer (CO). Notwithstanding this concession, the dignity and custody of the Colour must be maintained at all times and, whenever possible, the Colour should be paraded with an escort squadron and placed in a position which is in keeping with the status of the Colour and the proud traditions of the RAAF.

MEMORIAL SERVICES

General

2.10 Memorial services are normally conducted on Anzac and Remembrance Days, local memorial services can be conducted at any time to mark significant events, anniversaries or to remember lost personnel. Air Force support to Ex Service Organisations conducting memorial services may consist of providing personnel for any or all of the following positions:

- a. guest speaker
- b. bugler and/or drummer

- c. wreath layer
- d. a catafalque party
- e. flag orderlies
- f. armed or unarmed flights.

2.11 Dress for personnel participating in memorial services should normally be the version of CD appropriate to the conditions. However, small on base services (eg unit level ceremonies or in a deployed location) maybe conducted in working dress.

2.12 **Dress for parades at which prayers are offered.** Members in uniform are to wear or remove head-dress at religious services in accordance with religious custom. At outdoor ceremonies at which prayers are offered, head-dress is not removed unless otherwise required by religious custom.

Anzac day Marches

2.13 As ANZAC Day is a National day of remembrance and many ex-service and civilian organisations request support from Air Force units and bases. The provision of support is to be IAW the Defence Aid to the Civil Community (DACC) Manual and Air Force policy. The co-ordination of requests is normally allocated to the BWOFF.

2.14 Serving Air Force personnel should be permitted to participate in marches and ceremonies on Anzac Day. Units may participate as formed bodies in marches and ceremonies at the CO's direction and with the co-operation of the organising body.

2.15 Where at unit or formation is participating in an Anzac Day march, preference should be given to parading the RAAF Ensign rather than Colours. However, if the decision is made to parade Colours, the RAAF Ensign is NOT to be paraded.

2.16 When Colours are paraded, they are only to be carried within that unit to which they have been presented. A Colour may only be paraded within the official RAAF contingent. Laid up Colours are not to be carried on any commemorative march or ceremony under any circumstances.

Procedures for a Memorial Service

2.17 As with most ceremonial activities, consideration for a memorial service needs to be given to the following:

- a. size and layout to allow the band and formed bodies to be positioned
- b. seating of official guests
- c. the format and printing of the order of service
- d. requirements of the clergy
- e. use of choir and/or PA system
- f. official guest reception, vehicle parking and personnel transport requirements
- g. after service activities, including the security of weapons
- h. attendance of other guests
- i. Ex Service organization participation, liaison and seating.

2.18 While memorial services are conducted in a variety of locations and circumstances a suggested order of service is shown in [Annex 2A](#) along with other information relevant to memorial services. When the RAAF either conducts or participates in a memorial service, the following procedures should be adopted whenever possible:

- a. The parade is to form up in line with officers in review order.
- b. National Flags and/or the RAAF Ensign may be hoisted to the masthead prior to the service. However, if hoisted as part of the service the parade is to 'Present Arms', if armed, or stand at 'Attention' if unarmed. All parade executives are to salute. All other members present in uniform as spectators are to salute also.
- c. On Remembrance Day, flags are to be hauled down to half mast at 1030 hrs. During the Remembrance Day service the National Flag is hoisted to the peak of the flagpole at 1103 hrs during which time the bugler is to sound the 'Rouse'. Officers, etc, are not to salute during this procedure. All ranks are to stand at attention.
- d. If a Catafalque Party is provided, personnel in uniform are to stand at attention when it mounts and dismounts.
- e. The official commencement of the service may include an Acknowledgement to Country.
- f. When the 'Last Post' is sounded, the parade, if armed (including the catafalque party) is to 'Present Arms', or called to 'Attention' if unarmed. Officers, warrant officers and SNCOs in executive positions are to salute. All Air Force personnel in uniform but not part of a formed body are to salute. The salute is cut in conjunction with the second part of the movement of attention by the armed contingent. If no armed contingent is present the salute is cut after the last note is played.
- g. Period of silence to be observed for an ANZAC Day Dawn Service and a Remembrance Day commemorative service is two minutes. For other ANZAC Day commemorative services and ANZAC Day commemorative services that are held on a day other than ANZAC Day, one minute silence is to be observed. For Remembrance Day commemorative services that are held on a day other than Remembrance Day, one minute silence is to be observed. For other memorial services the period of silence may be at the discretion of the event organiser. Personnel in uniform are to remain at attention during the period of silence.
- h. The sounding of either Reveille or 'Rouse' (Reveille is only sounded at a dawn service). During either of these bugle calls, the Flags are slowly hoisted to the masthead, all ranks are to remain at attention.
- i. When National Anthems are played, armed parties are to present arms, formed bodies are to come to attention and executives salute, all other personnel in uniform are to salute.

Figure 2-2 Wreath Laying at the Air Force memorial, Canberra



Procedure for Laying Wreaths

2.19 When a member is required to lay a wreath on behalf of the RAAF the following procedure is to be adopted:

- a. **In Uniform.** The member is to walk (not march) forward to the memorial in a smart military manner, lay the wreath, step backwards one or two paces and salute. See Figure 2-2. The member then turns around (does not execute an about turn) and walks back to their original position.
- b. **In Civilian Clothes.** The member is to move forward and lay the wreath, stand and bow the head (head-dress if worn by males is to be removed; females do not remove their head-dress) for a suitable period of time, then raise the head, pause, replace head-dress if worn, then return to his/her original position. When bowing the head, male members may also place the hand holding the hat, in the centre of the chest (this is optional).

CATAFALQUE PARTIES

General

2.20 A catafalque is a raised platform or bier supporting a coffin for display before burial. Historically, a guard was placed around the coffin to prevent any interference of the body during the period of lying in state. The guard was referred to as a Catafalque Party, and was therefore always armed. Although the need to protect the body is no longer the imperative, a catafalque party is still mounted for a lying in state as a form of respect for the deceased, and following the historical role, is always armed.

2.21 Catafalque parties are also commonly used for memorial services, such as ANZAC Day and Remembrance Day. On these occasions, the catafalque is represented by a cenotaph, shrine or remembrance stone. Figures 2-3 and 2-4 show the placement of a typical catafalque party on a catafalque, cenotaph or memorial.

- a. Whenever possible, the Catafalque Party Commander should be positioned where all four sentries mounted on the catafalque can be observed throughout the service.

- b. Whilst the diagram shows the Catafalque Party Commander as a SNCO, the rank will depend upon the ranks of the sentries or personnel available. Where for instance, the sentries are junior officers, the Commander would be of Flight Lieutenant (FLT) rank.

Figure 2-3 Layout of a typical Catafalque Party

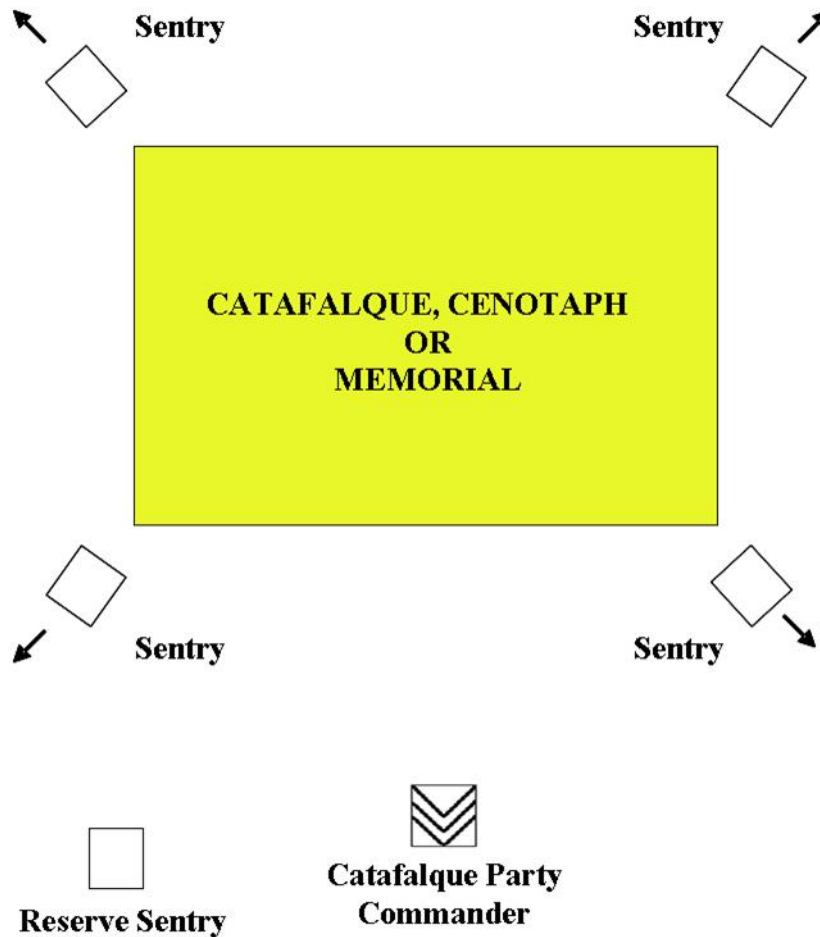


Figure 2-4 Anzac Day catafalque Party

Composition of a Catafalque Party

2.22 A catafalque party consists of a commander, four sentries and one reserve sentry. The four sentries and the reserve are to be armed. However, the catafalque party commander is not normally armed.

2.23 Where a catafalque party is mounted for a lying in state, it is expected that the vigil will be for an extended period of time. Therefore relief parties are to be provided, with each party mounting a vigil not exceeding 30 minutes duration.

2.24 However, vigils are not to be changed during a religious or memorial service. Liaison with the organising authority is required to ensure the catafalque party does not remain in location for an extended period of time.

Mounting the Catafalque Party

2.25 For some memorial services, the access to the cenotaph, shrine or memorial stone, will dictate in what formation the Catafalque Party will form up in. However, the standard formation to be used wherever possible is with the Catafalque Party in file with the commander at the rear centre in a general position as follows:

- a. when the vigil is to be mounted in a church; at the rear of the church facing the altar
- b. when at a shrine or remembrance stone; on that side of the shrine opposite the official party.

2.26 At the appropriate time, the commander of the catafalque party is to order:

'CATAFALQUE PARTY, ATTEN — TION'
'CATAFALQUE PARTY, SLOW — MARCH'

2.27 The catafalque party is to step off in slow time and as it approaches the catafalque is to open out to the distance required for the final positioning around the catafalque. The reserve member is to wheel clear as the party nears the catafalque and mark time at the predetermined position. As the remainder of the party reach their individual positions and mark time, the commander is to order:

'CATAFALQUE PARTY — HALT'

The catafalque party halt together, with the sentries one pace away from the corners of the catafalque.

'OUTWARDS — TURN'

'REST ON — ARMS'

2.28 If possible, the Catafalque Party Commander should now move to a position where it is possible to have sight of all four sentries.

Changing Vigils

2.29 The new vigil is to be marched onto their prearranged position in slow time and halted together next to the old sentries. The commander of the OLD vigil is then to order his sentries:

'SENTRIES, ATTEN — TION'

2.30 The commander of the NEW vigil is then to order:

'SENTRIES — CHANGE'

2.31 On this command the old sentries are to step off in slow time, form file and march off the catafalque under the command of their commander to the designated rest area. As the old vigil steps off, the new sentries are to side step into position and the commander of the new vigil is then to order:

'REST ON — ARMS'

Dismounting the Catafalque Party

2.32 At the completion of the service or vigil, the commander of the catafalque party is to order:

'CATAFALQUE PARTY, ATTEN — TION'

'INWARDS — TURN'

'SLOW — MARCH'

2.33 The Catafalque party is to march off the catafalque, form file and march away from the area and dismissed.

The Reserve Sentry

2.34 Should a sentry feel unwell and is unable to complete the vigil, he/she is to lift their head to signal the commander that they cannot continue. On this signal the party commander is to have the reserve sentry march onto the catafalque to replace the indisposed sentry. This procedure is to be conducted with dignity and smartness.

CEREMONIAL TRANSFER OF AUTHORITY

Handing Over - Taking Over Ceremony

2.35 When the OC or CO of a RAAF establishment or unit hands over command (except temporarily) to another, it is desirable that the hand-over occurs formally on a parade.

2.36 Unit personnel are to parade in the greatest strength possible and are to give a general salute to the outgoing OC/CO. The parade is inspected by the outgoing OC/CO followed by address by the outgoing officer. The incoming officer is then invited to the dais.

2.37 The incoming OC/CO and the out-going officer to shake hands prior to proceeding to the table placed to one side of the dais, in order to sign the hand-over/take-over certificate. See Figure 2-5.

2.38 The new OC/CO will now take command of the parade, while the out-going officer proceeds to the saluting base next to the dais. The OC/CO moves to the centre of the Dias and receives a general salute from the parade, then addresses the parade if they wish. The OC/CO is then to order the parade to March Past in Column of Route or be dismissed by individual flight commanders.

Figure 2-5 Force Element Group Commander Hand Over Parade 2015



Change of Command Ceremony

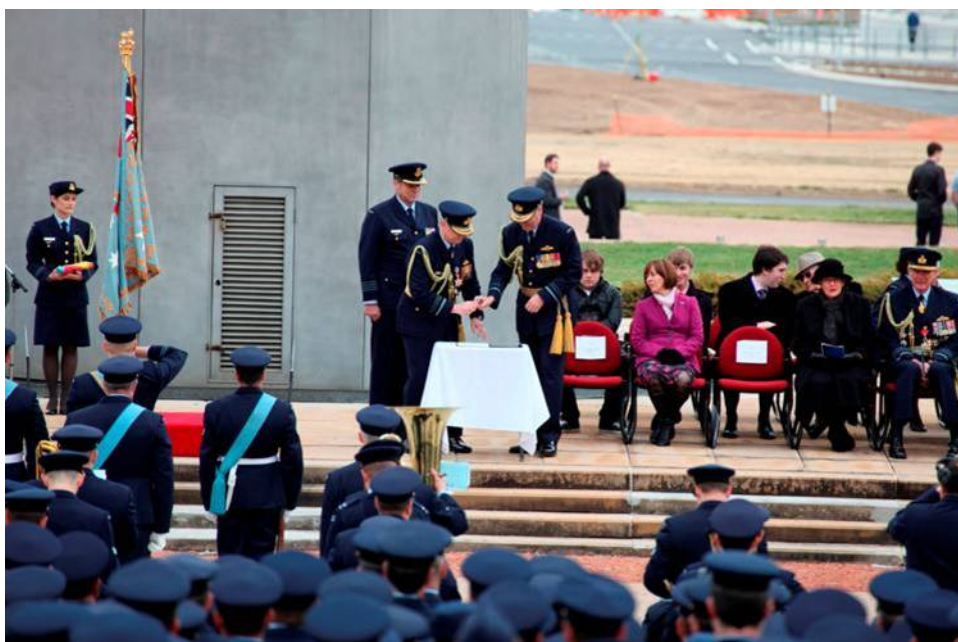
2.39 The change of command ceremony, as detailed below, is only to be conducted whenever there is a change of command at a Command Headquarters or Air Force Headquarters. Personnel under command are to assemble in the greatest strength possible (this includes both civilian and ADF members) to witness the change of command ceremony.

2.40 **Formation of a Guard of Honour.** A Half Guard of Honour is to be formed from members of that unit. Normally a guard will march from the assembly area in column of threes; however, where the assembly area and the parade area are in a

secure area, or where the route is clear of spectators and of a short distance, the guard of honour may form two ranks in the assembly area and march to the parade area in twos.

2.41 The ceremony will normally be conducted in the following manner:

- a. Guests arrive and are seated for the ceremony.
- b. Half Guard of Honour forms up.
- c. Guard and Band march onto the parade area.
- d. Host officer arrives and is accorded a sword salute with the parade at attention.
- e. The incoming commander is received by the host officer at the vehicle. At this stage of the ceremony, the incoming commander's status is as an invited guest, and until established as the new commander, receives a sword salute with the parade at attention. The host officer is to escort the incoming commander to the dais.
- f. The outgoing commander is received by the host officer at the vehicle and is escorted to the dais and accorded a General Salute.
- g. The outgoing commander inspects the guard in company with the host officer.
- h. The outgoing commander addresses the parade with a farewell speech.
- i. The outgoing commander is presented with a memento by a junior member of the unit and/or the Command WOFF presents the outgoing commander with the command pennant that flew during their tenure.
- j. The principal chaplain will offer the invocation.
- k. The incoming commander and the outgoing commander proceed to sign the change of command certificates.
- l. The outgoing commander is accorded a General Salute by the guard of honour when departing the area.
- m. The incoming commander is to escort the outgoing commander to the waiting vehicle.
 - (1) On 'wheels roll', the outgoing commander is accorded a General Salute for the departure.
- n. The incoming commander proceeds to the dais to read the instrument of appointment and to give an address;
- o. The commander is accorded a General Salute as follows:
 - (1) 'Guard of Honour, General Salute to the (name of appointment) Present - Arms' (if armed) is given for the succession of appointment.
- p. The commander is escorted to the waiting vehicle by the host officer, departing the parade area, and on 'wheels roll' is accorded a General Salute.
- q. On departure, the host officer is accorded a sword salute (this occurs while the host officer remains on the dais).
- r. The Guard and Band depart the parade area.

Figure 2-6 Chief of Air Force Change of Command Ceremony 2011

OTHER CEREMONIES

General

2.42 Formal and informal ceremonies are to be conducted at Base/Unit level to recognise individual and group achievements as well as individual career milestones. These will normally take the form of promotion and award ceremonies. Units are to ensure that the setting and procedure is commensurate with the achievement, award or career milestone being recognised. Dress for these ceremonies should normally be Service Dress (SD) but commanders may authorise the wearing of GPU/DPCU. On significant occasions, a Public Affairs Officer should be engaged in the planning process to consider a suitable Public Affairs plan.

Promotion Ceremonies

2.43 A promotion ceremony is to be conducted by the member's parent unit and, where possible, the member's family should be invited to attend and participate. The timing of the ceremony is to be as close as practicable to the effective date of promotion. In cases where promotion is to be effective on the start date at a new unit, a promotion ceremony is to be conducted by the losing unit before the member's departure. The timing of the promotion ceremony does not change the effective date of the promotion.

2.44 The ceremony should consist of the member's Commander and a family member removing the member's old rank slides and replacing them with the slides of the new rank. See Figure 2-7. If the member is unable to have family attend then another member of the unit executive should participate, such as Executive Officer (XO) for commissioned personnel or the SQN/Unit WOFF for non-commissioned members.

Figure 2-7 Promotion Ceremony

Award Ceremonies

2.45 For the presentation of FEG, Wing and Unit awards, a ceremony is to be conducted by the member's parent unit and, where possible, the member's family should be invited to attend. The presentation, at a minimum, should include a morning/afternoon tea or equivalent, with adequate representation from the recipient's unit.

2.46 The presentation of Service medals, Commendations, Australia Day Medallions and Specialist insignia, should generally be made by the member's Commander at a formal parade or an appropriate unit event. Where possible, units should take advantage of official events such as parades and unit visits by FEG Commanders or Wing OC's to conduct the presentation. Presentation of Australia Day medallions should take place just before or on Australia Day. If possible the member's family should be present for the ceremony.

2.47 The presentation of the fifth clasp to ADF Long Service Medals (Federation Star device) should be performed by a member of the Senior Leadership Team at a suitable forum.

Dining in Nights

2.48 Dining in nights are ceremonies that are normally conducted in the Officers and Sergeants Messes but a dining in may be conducted by a unit or organisation for a special occasion to promote esprit-de-corps. The procedures for a dining in are shown in [Annex 2B](#).

2.49 The Dining in procedure has its origins from the 18th century when meal time was a formal event and a high standard of etiquette was applied to public gatherings. Today the Air Force Dining In has evolved its own customs and traditions that may be adjusted to suit local conditions but should not be denigrated or trivialised.

Air Force Support to the Australian War Memorial

2.50 In February 2013 Chief Defence Force (CDF) agreed to the provision of enduring support to the Last Post Ceremony (LPC) conducted every day at the Australian War Memorial (AWM). ADF support is coordinated through Warrant Officer Ceremonial ADF (WO C-ADF) and Air Force involvement by AFHQ WOFF Ceremonial.

2.51 Air Force supports the LPC by providing a member in uniform to read the story of one of the personnel listed on the Roll of Honour displayed in the cloisters. Air Force personnel of any rank, who are assessed as suitable for representative duties by their chain of command, are eligible to act as readers. The reader is to report to the AWM reception desk at 1630 for briefing and to sign the Register of ADF Readers as provided by the AWM. The ceremony requires the reader to salute for the National Anthem, read that evenings story, recite the ode and salute while the Last Post is played. See Figure 2-8. An example of a reading is shown in [Annex 2C](#).

2.52 Friends and/or family of the reader are welcome to attend and if they choose, may lay a wreath as part of the ceremony. Those wishing to participate should approach to AWM Front Desk by 1630 to indicate their desire to lay a wreath. Subject to availability, an AWM wreath will be provided to place at the foot of the Pool of Reflection as part of the ceremony.

2.53 Although not conducted by the ADF, the AWM LPC is a ceremonial activity and all personnel involved are to wear Ceremonial Dress appropriate to the day. Uniformed personnel attending are to wear as a minimum SD.

Figure 2-8 War Memorial Last Post Ceremony reading



Annexes:

- 2A [Memorial Service Information](#)
- 2B [Dining In Night Procedures](#)
- 2C [Example Last Post Ceremony Reading](#)

ANNEX 2A

MEMORIAL SERVICE INFORMATION

ORDER OF SERVICE

General

1. Generally most service organisations use similar orders of service for their various memorial services. Liaison with the organising body is required before an order of service is finalised.
2. The following order of service is regarded as a standard format for Air Force conducted Memorial Services:
 - a. Service associations form up at the memorial
 - b. arrival of the official guests
 - c. mounting of the catafalque party
 - d. official commencement of the service which is usually given by the presiding officer
 - e. speeches
 - f. prayer
 - g. hymn
 - h. wreaths are laid in the order detailed in the Commonwealth Table of Precedence
 - i. reciting of the Ode
 - j. 'Last Post'
 - k. one minute's silence
 - l. Reveille or 'Rouse', depending on time of day (Reveille reserved for Dawn Services)
 - m. prayers including the Lord's Prayer
 - n. hymn
 - o. Benediction
 - p. Australian National Anthem (if another nation's anthem is to be played, it is played before the Australian Anthem)
 - q. catafalque party dismounts
 - r. official guests depart
 - s. Service associations fall out.
3. If a guard of honour is to be used it mounts after the service associations form up, prior to the arrival of the official guests and dismounts after the official guests depart.

4. Regardless of what format is used, it is important that the integrity of the Catafalque Party is not jeopardized in any way. Therefore it is important that the Catafalque Party Commander liaises with the organizers to ensure that this is the case.

MEMORIAL SERVICE GENERAL INFORMATION

General

5. Listed below is miscellaneous information to assist with the organisation of memorial and other ceremonial events.

National Anthem

6. Traditionally, only the first verse of the Australian National Anthem is used in Air Force ceremonies but both verses may be used if desired. The two authorised verses of the Anthem were proclaimed in 1984. The words of the Anthem are:

Australians all let us rejoice,
for we are young and free;
we've golden soil and wealth for toil,
our home is girt by sea;
our land abounds in nature's gifts,
of beauty rich and rare;
in history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing
Advance Australia Fair.

Beneath our radiant Southern Cross
we'll toil with hearts and hands;
to make this Commonwealth of ours
renowned of all the lands;
for those who've come across the seas
we've boundless plains to share;
with courage let us all combine
to Advance Australia Fair.
In joyful strains then let us sing
Advance Australia Fair

7. It is at the discretion of the event organiser at what stage of the event the Anthem is played, although at ADF ceremonies it is usual to play the National Anthem at the conclusion. The tune or tempo of the Australian National Anthem should not be modified, the authorised arrangement being the 'Squadron Leader M.A. Butcher RAAF arrangement'. Due to the absence of a vocalist or choir the National Anthem is usually played at Air Force ceremonies and not sung.

8. RAAF members who are in uniform and wearing headdress are to salute during the playing or singing of the Australian National Anthem. RAAF members are not to sing any national anthem while saluting.

Royal Anthem

9. 'God Save the Queen' was proclaimed as the Royal Anthem in 1984. At official and ceremonial occasions, the Royal Anthem is used when Her Majesty The Queen or a member of the Royal Family is present. When The Queen is in Australia the Royal Anthem is played at the beginning of an official engagement and the Australian National Anthem is played at the end. On some occasions it may be appropriate to play both anthems at the beginning of the engagement. There are no restrictions on singing or using the Royal Anthem at a community event irrespective of any member of the Royal Family being present. When 'God Save the Queen' played as the National Anthem of the United Kingdom it is played in the normal order for foreign National Anthems.

Other National Anthems

10. The New Zealand National Anthem, 'God Defend New Zealand', may be played at Anzac Day services. If sung, the first verse in English and then Maori should be sung.

11. The Canadian National Anthem, 'O Canada', maybe sung in either English or French. There is no requirement to sing in both languages.

12. When the Australian National Anthem is played with the anthem of another nation the practice is to play the anthem of the visiting nation first. If more than one foreign anthem is to be played, they are played in alphabetical order. If three or more anthems are to be played, consideration should be given to armed bodies returning to "attention" then "present arms" for each anthem. This is to prevent personnel remaining at the present arms for an extended period of time.

The Ode

13. The Ode to Remembrance is from the poem 'For the Fallen' written by Robert Laurence Binyon. The poem was first published in 'The Times' newspaper on 21 September 1914. 'For the Fallen' was specifically composed in honour of the casualties of the British Expeditionary Force, which by then had already suffered severely at the Battle of Mons and the Battle of the Marne in the opening phase of the war on the Western Front. The poem has seven verses. The official verse recited at Australian commemorative services is the fourth verse. The fourth verse is:

They shall grow not old, as we that are left grow old.
Age shall not weary them, nor the years condemn.
At the going down of the sun and in the morning,
We will remember them.

(All respond) "We will remember them".
Lest we forget

(All respond) "Lest we forget"

Did Binyon mean "condemn or contemn"?

14. Binyon wrote *For the Fallen* in the early days of the First World War. By mid September 1914, less than seven weeks after the outbreak of war, the British Expeditionary Force in France had already suffered severe casualties. Long lists of the dead and wounded appeared in British newspapers. It was against this background that the poem was written.

15. When first published in *The Times* on 21 September 1914, the word 'condemn' was used. Some people suggested that the use of 'condemn' (meaning to strongly disapprove of, or to impose penalty on) in *The Times* was a typographical error and that 'contemn' (meaning to treat someone with contempt) was intended. However, in *The Winnowing Fan*, published a month or two later and for which Binyon would have had galley proofs on which to mark amendments, 'condemn' was again used. Binyon was a highly educated man and very precise in his use of words. There is no doubt that had he intended 'contemn', then it would have been used.

16. Dr John Hatcher, who in 1955 published a biography of Binyon, does not refer to any doubt over condemn/contemn, despite devoting a solid chapter to *For the Fallen*.

17. The British Society of Authors, executors of the Binyon estate, says the word is definitely "condemn", while the British Museum, where Binyon worked, says its memorial stone also shows "condemn". Both expressed surprise when told there had been some debate about the matter in Australia. The condemn/contemn issue seems to be a distinctly Australian phenomenon. Inquiries with the British, Canadian and American Legions revealed that none had heard of the debate.

18. 'Contemn' is not used in Binyon's published anthologies and the two volume set, *Collected Poems*, regarded as the definitive version of Binyon's poems, also uses 'condemn'. The RSL handbook shows 'condemn' and a representative of the Australian War Memorial said it always used 'condemn' in its ceremonies.

19. There would seem to be no grounds to argue otherwise: 'age shall not weary them, nor the years condemn'.

Lone Piper and Flowers of the Forest

20. **The Lone Piper.** The origins of the lone piper are obscure, although a lone piper has been a feature of Australian military ceremonies (predominately Army) for many years. The bagpipes are the traditional instrument of the people of the Scottish highlands and have been carried into battle with Scottish soldiers from the before the 14th century to the recent conflicts in Iraq and Afghanistan. Traditionally, in Scottish units a lone piper takes the place of a bugler to signal the day's end to troops and also bids farewell to the dead at funerals and memorial services.

21. It is unclear when pipers first became a feature of Australian memorial services. In the early decades of the 20th century, Australia had a large expatriate Scottish community which were represented by several Scottish battalions in the Militia. It seems likely that the ceremonial presence of a piper became established during the 1920s. The Air Force does not regularly use pipers but they maybe included in a memorial service at the request of the organising authority or family.

The piper should play during the laying of the wreath and/or play a Lament towards the conclusion of the service.

22. **Flowers of the Forrest.** The Flowers of the Forrest is an ancient Scottish folk tune commemorating the Scottish defeat at the Battle of Flodden in 1513. It is a traditional Scottish lament (song of mourning and remembrance). Although the original words are unknown, the melody was recorded in 1615-25 in the John Skene of Halyards Manuscript as 'Flowres of the Forrest', although it might have been composed earlier. Several versions of words have been added to the tune, notably Jean Elliot's lyrics circa 1756. Others include those by Alison Cockburn. However, many renditions are played on the Great Highland Bagpipe. Due to the content of the lyrics and the reverence for the tune, it is one of the few tunes that many pipers will perform in public only at funerals or memorial services, with play otherwise limited to private practice or to instruct other pipers. The Lament should always be played live by a piper, a pre-recorded Lament should be used as the last resort when no piper is available.

Music during Wreath Laying

23. Wreaths may or may not be part of a commemorative service, though they are very common feature of many commemorative ceremonies. During the wreath laying, appropriate music may be played, such as but not limited to O God, Our Help in Ages Past, O Valiant Hearts or Abide with me. A piper may play Amazing Grace, Going Home or more recently Highland Cathedral has become popular.

Poetry

24. Several famous and moving First World War poems have been commonly used in commemorative ceremonies. These include For the Fallen by Laurence Binyon (1914); In Flanders Fields by Lieutenant Colonel John McCrae MD (1915); and We Shall Keep the Faith (written in reply to Lt Col McCrae) by Moina Michael (1918).

For the Fallen by Laurence Binyon (1914)

With proud thanksgiving, a mother for her children,
England mourns for her dead across the sea.
Flesh of her flesh they were, spirit of her spirit,
Fallen in the cause of the free.

Solemn the drums thrill: Death August and royal
Sings sorrow up into immortal spheres.
There is music in the midst of desolation
And a glory that shines upon our tears.

They went with songs to the battle, they were young,
Straight of limb, true of eye, steady and aglow.
They were staunch to the end against odds uncounted;
They fell with their faces to the foe.

They shall grow not old, as we that are left grow old:
Age shall not weary them, nor the years condemn.
At the going down of the sun and in the morning We will remember them.

They mingle not with their laughing comrades again;
They sit no more at familiar tables of home;
They have no lot in our labour of the day-time;
They sleep beyond England's foam.

But where our desires are and our hopes profound,
Felt as well-spring that is hidden from sight,
To the innermost heart of their own land they are known
As the stars are known to the Night;

As the stars that shall be bright when we are dust,
Moving in marches upon the heavenly plain;
As the stars that are starry in the time of our darkness,
To the end, to the end, they remain.

In Flanders Fields by Lieutenant Colonel John McCrae (1915)

In Flanders fields the poppies blow
Between the crosses, row on row
That mark our place; and in the sky
The larks, still bravely singing, fly
Scarce heard amid the guns below.

We are the dead. Short days ago
We lived, felt dawn, saw sunset glow,
Loved and were loved, and now we lie In Flanders fields.

Take up our quarrel with the foe;
To you, from failing hands, we throw
The torch; be yours to hold it high.
If ye break faith with us who die
We shall not sleep, though poppies grow
In Flanders fields.

We Shall Keep The Faith by Moina Michael (1918)

Oh! you who sleep in Flanders Fields,
Sleep sweet - to rise anew!
We caught the torch you threw
And holding high, we keep the Faith
With All who died.

We cherish, too, the poppy red
That grows on fields where valour led;
It seems to signal to the skies
That blood of heroes never dies,
But lends a lustre to the red
Of the flower that blooms above the dead
In Flanders Fields.

And now the Torch and Poppy Red
We wear in honour of our dead.
Fear not that ye have died for naught;
We'll teach the lesson that ye wrought In
Flanders Fields.

Rosemary, Laurel and Poppies

25. **Rosemary and laurel.** These plants especially have been associated with Anzac Day. In Ancient Rome, laurel was worn by emperors, while victorious generals and early Olympians were crowned with a laurel wreath. So it has come to symbolise bravery and victory. As a round wreath, laurel represents eternity, making it even more apt as a commemorative wreath.

26. **Rosemary.** Rosemary is an ancient symbol of remembrance. It has added significance for Australians on Anzac Day as it grows wild on the Gallipoli Peninsula. Sprigs of rosemary are traditionally worn on Anzac Day and sometimes Remembrance Day.

27. **Poppies.** These small red flowers have long been integral to Remembrance Day and in recent years have become increasingly common in Anzac Day wreaths. Their origin lies with the poem 'In Flanders Fields', the flowers were a common sight throughout the area of the Western Front. In the UK in 1919, the British Legion was formed to foster the interest of ex-servicemen and their dependants, the late Field Marshal Earl Haig, was the first Grand President and sought an emblem which would honour the dead and help the living. He adopted the Poppy as that emblem, and since then the Red Poppy has been accepted as the Emblem of Remembrance. The day chosen for the wearing of the emblems was 11 November, a Day of Remembrance to honour the dead. In 1921, The Returned Sailors and Soldiers Imperial League of Australia (the for runner of the RSL) and other Returned Soldiers Organisations throughout the British Empire and Allied Countries passed resolutions at their international conventions to recognise the Poppy of Flanders' Fields as the international memorial flower to be worn on the anniversary of Armistice Day.

ANNEX 2B

DINING IN NIGHT PROCEDURES

General

1. Dining-in Nights are an integral part of Air Force's customs and traditions. They are an occasion for the members and their guests to gather socially, to enjoy fine food and the company of others. The value of the Dining-in Night is to build camaraderie and esprit de corps, and to strengthen and perpetuate the spirit, professionalism and traditions of the Air Force. Dining-in Nights should be a reflection of the Air Force values, standards and required behaviours.
2. A dining in night takes the following procedure:
 - a. assembly
 - b. moving into dinner
 - c. Grace
 - d. the meal
 - e. clearing of tables/break
 - f. passing of the port
 - g. the loyal toast
 - h. other toasts
 - i. departure of the official table
 - j. conclusion.

Control

3. Dining-in nights are presided over by the Dining President, this is usually the President of the Mess Committee (PMC) in the officers mess and the Chairman of the Mess Committee (CMC) in the sergeants mess. If either appointment is unable to carry out their duties, the appropriate deputy is to assume the role. At unit dining in nights normally the Commanding Officer will act as or will appoint the Dining President.
4. A Vice President or Vice Chairman, known as Mr Vice if male or Ms Vice if female, is to be appointed by the Dining President to assist with the conduct of proceedings. Normally the person nominated for this task will be a junior officer/SNCO.

Assembly and Entry

5. Mess members and guests should assemble approximately 30 minutes before the meal is due to commence. Prior to entering the dining room, members and guests should consult the seating plan to ascertain their respective places at the table.
6. When the meal is ready to be served, the senior steward is to advise the Dining Vice President who will then direct members (except those on the official

table) into the dining room without delay. When this has been accomplished, Mr Vice is to precede the Dining President and those on the official table into the dining room. All in attendance should remain standing behind their chairs and maintain silence until the Dining President is seated.

Seating

7. **Official table.** The dining President and official guest are to be seated at the head table, also known as the 'top table'. The guest-of-honour is to be seated on the right of the Dining President, unless the Governor-General or Governor is present. In the latter case, the guest-of-honour will be seated to the immediate left of the Dining President. All other official table seating is to be arranged in strict order of precedence.

8. The Dining Vice President is to be seated at the foot of the table with one or two advisors seated next to them. As a Dining-in Night is a formal occasion, whenever possible, guests should be seated diagonally opposite the mess member escorting them to the function. This does not apply to those seated on the official table.

9. **Chair for absent friends.** If seating spaces allow, a vacant place setting with chair may be placed at the end of the arm of the 'U' opposite the Dining Vice President. This setting is referred to as the 'chair for absent friends' (or sometimes as 'the chair for the fallen'). Items such as a folded flag, a Service Hat or Cap or a Jacket can be added to the chair.

10. The empty place setting represents Mess members or unit personnel who cannot attend the function due to death, illness, deployment, or other reasons but are in the thoughts of those in attendance.

Grace

11. The Dining President will call on the Chaplain, if present, or a member who has been warned beforehand, to say grace prior to the serving of the meal.

The Meal

12. Meals are to be served first to the Dining President and then to those on the official table. Once the official table has been served, the Dining President should commence the meal, thereby signifying permission for others to do likewise.

13. After the completion of the final course, everything but table decorations and port glasses are cleared from the table. It is normal practice for the Dining President to call a short break to allow the staff to do this.

Passing the Port

14. Once the table has been cleared and all the diners are seated, decanters are then placed on the table in front of the Dining President and Vice-President. The Dining President and Vice President will simultaneously remove the stoppers and place them on the table, half fill their glass and pass the decanter to their left.

15. As each subsequent diner receives the decanter, they fill their glass and pass the port outside the glass to the next diner on the left who takes it without allowing the decanter to rest on the table. Passing the decanter from hand to hand represents the unbroken chain of loyalty to the Sovereign, country and service. Passing the decanter outside or over the glass symbolises that nothing should come between a member and the Sovereign. The practise of waving the decanter in circles and other affectations should be avoided.

16. Stewards follow to replace empty decanters, or to serve water to members and guests who prefer not to drink port. When all have been served the stewards will withdraw. Traditionally the passing of the port is done in silence at the SGT's Mess, while silence is not imperative at the Officers Mess conversation should be kept to a minimum.

17. When the two original decanters reach the Dining President and Dining Vice President, each fills their glass, place the decanter on the table and replace the stopper. These actions signal the imminence of the loyal toast.

Toasts

18. **The Loyal Toast.** The first toast is always to the reigning monarch. When all glasses have been charged, the Dining President, remaining seated, calls the Mess to order by saying 'Mr/Ms Vice or Dining Vice President'. The Dining Vice President, now in charge of proceedings, rises and calls, 'Ladies and Gentlemen', on which signal all rise. Glasses remain on the tables.

19. When all have risen and silence reigns, the Dining Vice President lifts their glass from the table and says 'Ladies and Gentlemen, The Queen'. All present then pick up their glasses, raise them, and turn to face Her Majesty's Portrait, say 'The Queen' and drink to her health. If there is a band in attendance, immediately after Mr Vice says 'Gentlemen', the band will commence to play the first four bars and last four bars of the National Anthem. At the conclusion of the National Anthem, all present are to pick up their glasses, raise them, turn to face Her Majesty's Portrait, say 'The Queen' and drink to her health. Following the lead of the Dining President, diners now resume their seats.

20. **Other Toasts.** If citizens of other countries are present, the Dining President would propose a toast to the heads of state of those countries. On occasions celebrating the formation of the Air Force or a unit, a toast to 'The Air Force' or the unit may be appropriate. A toast to "absent Friends" may also be included. Toasts should be kept to a minimum and not be excessive or trivial. Note, toasts are not proposed to Colours, Standards or Banners.

Appreciation to the Staff

21. At this stage of the evening it is customary for the Dining President to thank the staff for their efforts.

Further Passing of the Port

22. The Dining President may decide to circulate the port decanters again, during this and subsequent circulation, silence and passing in an unbroken chain, is not a requirement. Whilst the second circulation of the port is in progress the Dining

President welcomes and introduces the official guest. The Dining President may, at this time invite the senior guest to address the members.

Departure of the Official Table

23. At the conclusion of all toasts, responses, and speeches, and a short interval for general conversation, the Dining President hands over proceedings to Mr/Ms Vice and leaves the dining room with the senior guests and others at the official table.

Conclusion

24. When the official table have left the dining room, Mr/Ms Vice sits in the Dining Presidents chair and all remaining members sit down. The Dining Vice President may invite members and their guests to join them at the top table. After a reasonable interval, long enough for the Dining president and official guests to partake in after dinner refreshments, the Dining Vice President and the remaining members and guests should leave the dining room and join the official party in the ante-room.

Colours, Standards and Banners

25. In the past Colours were kept in the Officers Mess and so were often already in place for a Dining-in Night. As the modern custom is for Colours to be displayed at the unit headquarters, the parading of Colours at Officers Mess Dining-in Nights has become common. While a widespread practice, the parading of Colours at a Dining-in Night is not mandatory and consideration should be made to reserving the practice to significant occasions.

26. The Colours are to be marched in prior to the saying of Grace and marched out after the official toasts. Members and guests are to continuously face the Colours when they are paraded in the dining room. The procedure is detailed in Part 1, paragraph 8.103.

27. Musical accompaniment, such as bagpipes or drums, is not required.

Alcohol

28. Commanding Officers, Dining Presidents and/or the PMC/CMC are responsible for ensuring that Dining-in Nights are conducted in accordance with the 'Good Host' principles and the Australian low risk alcohol guidelines, including:

- a. ensuring the moderated consumption of alcohol by members and guests
- b. ensuring that there are plenty of available alternatives to alcohol, including soft drinks, juice and water both prior to, and during the meal service
- c. discouraging any drinking games
- d. ensuring that all members and guests can access a safe post-activity travel plan.

Banter

29. Members and guests are not to engage the Dining President or Vice President in conversation during the meal. Custom and procedure is for conversations through the Dining Vice President not to commence until after the Loyal Toast. Then if diners wish to address the gathering, they may approach the President through the Dining Vice President for permission to do so. Members wishing to speak are not required to identify themselves but at a large function it would be polite to do so.

30. When addressing the gathering a diner may ask a question of a member present, tell a story, joke or amusing experience. Banter should be conducted in an orderly fashion, only one person (other than the Dining Vice President) standing at once, no questions or responses are to be directed to a member other than through Mr/Ms Vice. Banter is designed to be entertaining for all attendees and should never become personal, vindictive, lewd or unacceptable.

Fines

31. Fines or mess contributions imposed on members for breaches of Mess rules or etiquette are illegal punishments and are not permitted. Fines issued during the course of a Dining-in Night by the Dining Vice President that go to a recognised charitable organisation, is a voluntary contribution by the diner and are not enforceable.

Leaving the Table

32. There are to be no breaks until after the meal, where a genuine need to leave exists, individuals, singly rather than collectively, may, after excusing themselves from immediate company, quietly and briefly absent themselves from the dining room.

Smoking

33. Historically after the loyal toast the Dining President would permit smoking and coffee, nuts and fruit or cheese platters would be served while cigars and cigarettes were passed around. Today smoking is not permitted and after dinner snacks are usually served in the ante room at the conclusion of the dinner. Diners are not to excuse themselves during the evening to smoke.

Music

34. Non-intrusive background music, provided by a military band, or other suitable musical group, is permitted at dining-in nights. However, musical accompaniment, such as bagpipes, is not required when the port is brought into the dining room.

ANNEX 2C

EXAMPLE LAST POST CEREMONY READING

Introduction

1. Below is an example of a reading that is read by the Air Force member at the AWM Last Post ceremony. The story of Flying Officer Berriman was read on 12 July 2016. The biographies are compiled by the AWM history section using various documents in their collection and from the National Archive. Readers are not permitted to change or vary from the reading provided.

17354 Flying Officer Vincent Gerald Berriman, No. 50 Squadron, Royal Air Force
KIA 9 April 1945 Photograph: P10949.001



Today we pay tribute to Flying Officer Vincent Gerald Berriman, who was killed on active service with the Royal Air Force during the Second World War.

Born in Perth, Western Australia, on the 23rd of January 1920, Vincent Berriman was the son of Vincent and Dorothy Edith Berriman. He worked for five years as an auto-electrical fitter, before enlisting in the Royal Australian Air Force on the 15th of July 1940.

Berriman worked in the RAAF for three years as a technician before being accepted as a member of aircrew in November 1942, and began training as a pilot. In February 1942 he wed Glen Berriman, and together they had a son, Vincent Ronald Berriman, who was born on the 5th of December 1943. Berriman had embarked for overseas service weeks before the birth, and never met his son.

As part of the Empire Air Training Scheme, Berriman was one of almost 27,500 RAAF pilots, navigators, wireless operators, gunners, and engineers, who joined squadrons based in Britain throughout the course of the war. Arriving in England in January 1944, he undertook further specialist training before being posted in February 1945 to No. 50 Squadron, RAF. As part of Bomber Command, No. 50 squadron was equipped with the four-engine Avro Lancaster heavy bomber.

On the 9th of April Berriman was on his eleventh sortie with the squadron when the aircraft he was piloting failed to return from a raid on Hamburg. He and all six of his British crewmates were confirmed to have been killed in action.

Berriman was 25 years old. His body was recovered and buried in the British and Commonwealth War Cemetery in Hamburg, Germany.

Berriman's name is listed on the Roll of Honour on my left, among some 40,000 others from the Second World War. His photograph is displayed today beside the Pool of Reflection

This is but one of the many stories of service and sacrifice told here at the Australian War Memorial. We now remember Flying Officer Vincent Gerald Berriman, who gave his life for us, for our freedoms, and in the hope of a better world.

CHAPTER 3

FLAGS, STANDARDS AND ENSIGNS

General Information

- 3.1 This chapter should be read in conjunction with the following references:
- Navy Documents - Australian Books of Reference 1834 VOL 2, and
 - [Army Ceremonial and Protocol Manual](#).
- 3.2 General information about the Australian National Flag and other national symbols can be found on the website <http://www.dpmc.gov.au/government/its-honour>.
- 3.3 **Flag poles.** When planning to fly a flag or establishing a flag station, the general rule is that the longest length of the flag should be close to 1/3 the length of the flagpole. For example a 6 m flagpole should fly a 180 x 90 cm flag. A 9 m flagpole should display a 270 x 137 cm flag.
- 3.4 **Base Warrant Officer.** The supply, maintenance and disposal of flags, as well as the protocols of flying flags on an Air Force base is usually the responsibility of the Base Warrant Officer (BWOFF). At independent or deployed units this responsibility is devolved to the Squadron/Unit Warrant Officer. These personnel are to ensure flags are used for their correct purpose and the required protocols are adhered to.

The Queens Personal Standard for Australia and other Royal Standards

- 3.5 As The Queen of Australia, Her Majesty has Her own Personal Flag for Australia, and therefore it is this flag and not Her Personal Standard that is flown during Her visits to Australia. Her Majesty's Personal Flag for Australia is to be accorded the same precedence as the Royal Standard.
- 3.6 When Her Majesty is present on a Royal Australian Air Force (RAAF) base or unit, The Queen's Personal Flag for Australia is flown at the mast head of the Base or Unit flag mast in place of the Officer Distinguishing Flag of the Senior ADF Officer (SADFO). The RAAF Ensign is to remain on the gaff (peak). When a parade is held in honour of the birthday of the Sovereign, The Queen's Personal Flag for Australia is to be flown with the same honours and salutes being given as if Her Majesty were present.
- 3.7 When other members of The Royal Family are present on a RAAF base or unit, the appropriate Personal Standard is to be flown, as detailed for The Queen's Personal Flag for Australia. Personal Standards for Her Majesty the Queen of Australia and other members of The Royal Family are illustrated in [Annex 3A](#).

Vice Regal flags

- 3.8 **Flag of the Governor-General of the Commonwealth of Australia.** The flag of The Governor-General of the Commonwealth of Australia is to be flown at the mast head when the Governor-General is present on a RAAF base or unit. The RAAF Ensign is to be flown at the gaff (peak).

3.9 When Her Majesty The Queen and the Governor-General are present on a RAAF base or unit at the same time, The Queen's Personal Flag for Australia is to be flown. However, when any other member of The Royal Family and the Governor-General are present on a RAAF base or unit at the same time, then, as the Governor-General is the Queen's representative, and takes precedence, the Governor-General's Flag is to be flown. When the Administrator of the Commonwealth has been sworn in, the Governor-General's Flag is flown by the Administrator as if the Administrator were the Governor-General. The Governor-General's Flag is illustrated in [Annex 3A](#).

3.10 **Flags of State Governors.** On certain occasions, it may be necessary to fly the flag of an Australian State Governor. Although these occasions would be rare, the presence of a State Governor may be necessitated due to the inability of the Governor-General to attend a ceremonial, or in their capacity as the Honorary Air Commodore of the relevant City Squadron. In such cases, the flag of the State Governor would be flown in the place of precedence. The appropriate State Premier and Cabinet Office should be contacted to obtain the flag of a State Governor. Illustrations of the various State Governors' flags are shown in [Annex 3A](#).

THE AUSTRALIAN NATIONAL FLAG

History of the Australian National Flag

3.11 Before Federation the Australian colonies made use of the flags of Great Britain - the Union Flag and the Red, White and Blue Ensigns. On 1 January 1901 the six colonies agreed to unite under the name of 'Commonwealth of Australia', thereby becoming one Nation.

3.12 Shortly before the opening of the first Parliament a worldwide competition was held to obtain designs for two Australian flags, one for official and naval purposes and the other for the Merchant Navy service. The competition was conducted in conjunction with a newspaper, The Review of Reviews.

3.13 On 3 September 1901 the designs were displayed in the Exhibition Building, Melbourne. Over 30,000 designs were submitted and five were selected as being of equal merit. On the day the winners were announced by the then Prime Minister, Mr E. Barton, a large flag embodying the designs was flown on the Exhibition building, Melbourne. Photographs of the day show it as having a design quite similar to that officially proclaimed at a later date. In February 1903, it was announced in the Commonwealth Gazette, that King Edward VII had approved a design for the Flag of Australia, and also one for the Flag of the Merchant Navy.

3.14 In 1908 the Government decided that a seven pointed star should replace the large six pointed star shown in the original design of the Flag. This was to conform with the star in the Crest of the Coat of Arms granted that year, and would be symbolic, representing the six States and the Territories. For many years the Commonwealth Blue Ensign was regarded as an official flag, and its use on land was restricted to Government establishments. The flying of the Ensign on land by individuals and non-government bodies was discouraged. However, in 1941 the Prime Minister of the day, Mr R.G. Menzies, directed that there should be no restriction on the flying of the flag.

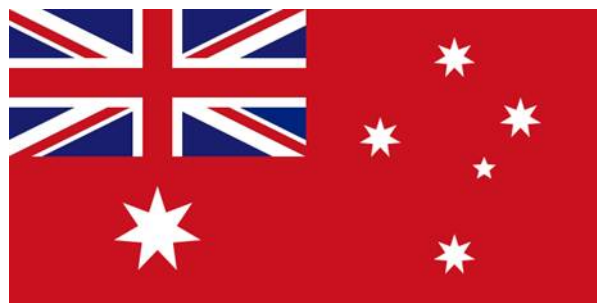
3.15 In February 1947, Prime Minister J.B. Chifley, issued a press statement encouraging the application of the directive given earlier by Menzies that there should be no restriction on the flying of the Commonwealth Blue Ensign on shore. Its greater use on public buildings, by schools and private citizens was not only permitted but would be appreciated, provided it was flown in a manner appropriate to the use of a National emblem. Australian merchant vessels were to continue to fly the Commonwealth Red Ensign.

3.16 Nevertheless, it had not been clearly established that any particular flag was the National Flag until 1951, when King George VI approved a recommendation by the Government that the Commonwealth Blue Ensign be adopted as the Australian Flag. [The Flags Act 1953 \(Act No 1 of 1954\)](#)¹ was passed by the Commonwealth Parliament in November 1953 proclaiming definitively the Australian Blue Ensign as the National Flag, and the Australian Red Ensign as the proper colours for merchant ships registered in Australia. Act No 58 of 1954 corrected a slight error concerning the outer diameter of the large star in the design of the Australian National Flag(ANF). The correct terms for these flags are now the Australian National Flag, shown in Figure 3-1 and the Australian Red Ensign, shown in Figure 3-2.

Figure 3-1 Australian National Flag



Figure 3-2 Australian Red Ensign



Displaying the Australian National flag

3.17 The Australian National Flag (ANF) is only to be displayed in a manner befitting the National emblem. The ANF is not to be subjected to indignity or displayed in a position inferior to any other flag or ensign. The ANF always takes precedence over all other foreign national flags on Australian soil. The ANF is always to be flown aloft and free.

¹ <https://www.legislation.gov.au/Series/C1954A00001>

3.18 The dignity of the ANF is to be maintained at all times. The ANF is not to be allowed to fall to the ground, placed or left lying on the ground, and is not to be used in any of the following ways:

- a. as a table or seat cover
- b. as a masking for boxes or on a dais
- c. as decorative bunting
- d. as a wall decoration.

3.19 Notwithstanding sub-paragraphs c and d above, the National Flag may be displayed against a wall for official or ceremonial reasons. When this is done, the ANF whether hung horizontally or vertically, the top left quarter (First Quarter or Canton) should be placed uppermost on the observer's left, as viewed from the front.

Rules for Flying the Australian National Flag

3.20 As a basic rule the ANF is to be flown on its own flag pole. A 180 x 90cm bunting ANF (NSN 660159062) is normally flown on RAAF bases.

3.21 When flown with the flags of other sovereign nations, all flags are to be flown on separate flag poles in equal positions with no flag flown higher than any other and in alphabetical order. International practice forbids the display of one nation above that of another in time of peace. If possible, all flags should be of the same size.

3.22 The ANF is to be raised first and lowered last, unless the number of flags permits their being raised and lowered simultaneously.

3.23 Where there will be an even number of national flags flown (including the ANF), the ANF will be positioned on the right of all other flags (observer's left). If the display is of odd numbered flags, then the ANF will be positioned in the centre.

3.24 When flying the ANF with other Australian flags, eg. a State/Territory flag and the Australian Aboriginal Flag, the ANF is to be flown in the pre-eminent position with the State/Territory flag to be flown in the second pre-eminent position and the Australian Aboriginal Flag to be flown in the third pre-eminent position. The order of precedence when flying a variety of Australian flags and Australian Service ensigns is as follows:

- a. ANF
- b. State flags (NSW, VIC, QLD, SA, WA and TAS)
- c. Territory flags (ACT and NT)
- d. Other flags prescribed by the [Flags Act 1953](#), eg. Australian Aboriginal Flag and Torres Strait Islander Flag
- e. Australian Defence Force Ensign (ADFE)
- f. Australian White Ensign (AWE)
- g. Royal Australian Air Force Ensign (RAAF Ensign)
- h. Any other organisational flags in order of Commonwealth, State and Unofficial (eg. Australian Federal Police flag, QLD police Flag then RAAF Association banner).

Flying a Foreign National or Australian State Flag

3.25 A foreign National Flag is not to be flown on a RAAF establishment without prior approval from AFHQ. Likewise a State flag is not to be flown without approval from AFHQ.

Displaying the Australian National Flag indoors with the RAAF Ensign or Foreign Flags

3.26 **The RAAF Ensign.** On RAAF Establishments, the ANF (NSN 661161747) is normally displayed indoors together with the RAAF Ensign (NSN 661161748) in headquarters and in messes, and also during the conduct of Service tribunals. When this is done, both flags are displayed on crossed pikes. The ANF is positioned so that the pike is in front of the Ensign, and to the viewer's left; the Ensign behind and to the viewer's right. See Figure 3-3.

Figure 3-3 Crossed flag staffs

3.27 **Foreign National Flags.** A foreign national flag will be displayed with the ANF in the same fashion.

The Australian national Flag flown with Personal Standards or Flags

3.28 Most countries accept a recognised Personal Standard of Royalty (or its equivalent) as taking precedence over the flags of other nations for occasions of ceremony. Therefore, when the ANF is flown with either the Queen's Personal Flag for Australia, the Standards of members of the Royal Family, or the Governor-

General's Flag, the ANF is to be flown in the subordinate position on the left (observer's right) of the Personal Standard or Flag. However, because of the arrangement of Standards, Flags and Ensign on a RAAF establishment, the flying of the ANF with Personal Standards and Flags would not normally be a problem. When a Personal Standard and the ANF must be flown together, because of parade or other arrangements, or, the ceremony is held off a RAAF establishment, care must be taken to ensure that the correct precedence for Flags is strictly observed.

3.29 Where one ANF is flown it will be necessary to carry out the following procedure:

- a. The ANF is lowered from the position of precedence and re-hoisted on the flag pole of second precedence.
- b. The furled Personal Standard is raised on the mast with the highest precedence, and broken when the personage alights from the conveyance, as shown in [Annex 3B](#).
- c. When the personage has departed, the Personal Standard is lowered and the ANF is re-hoisted on the mast with the highest precedence.

3.30 An alternative procedure would be to fly two National Flags on two flag poles. In this case the ANF is replaced at the mast of higher precedence by the Personal Standard or Flag. On departure of the personage, the ANF is re-hoisted on the mast of higher precedence.

Australian National Flag flown on a RAAF Establishment

3.31 On a RAAF establishment the ANF was traditionally flown on its own flag pole at the headquarters of the Senior Australian Defence Force Officer (SADFO). With the introduction of base entry point flag stations at the across the ADF, the flying of the ANF outside the HQ is now optional. The ANF is not to be flown from the standard RAAF flag mast except in extreme circumstances.

The Australian National flag at Ceremonial Parades

3.32 Wherever possible, The ANF and the RAAF Ensign are to be flown on separate flag poles behind, but not attached to the saluting dais for ceremonial parades. The ANF and RAAF Ensign are not to be placed on the parade ground or the area designated as a parade ground. The ANF and RAAF Ensign are to be flown on poles of equal height, with the RAAF Ensign in the centre. The appropriate Personal Standard, Flag or Pennant of the reviewing officer is to be placed on the parade ground and to the right of the dais (as viewed from the dais towards the parade ground), on a flag pole that should not be higher than the ANF or RAAF Ensign.

3.33 When a standard RAAF flag mast has been erected behind a parade ground, then two separate flag masts are to be erected equidistant on either side of the standard flag mast. Both flag poles are to be of the same height but not higher than the standard flag mast. The RAAF Ensign is to remain on the standard flag mast, while an ANF is to be flown on the two stand alone flag poles. For Regal and Vice-Regal occasions, the Personal Standard or Flag flies from the mast head.

Conduct When the Australian National Flag is Raised or Lowered

3.34 The ANF is to be raised daily at sunrise (stand-to) and lowered at sunset (stand-down) on all RAAF establishments. The ANF may be left flying when there are personnel on duty past sunset. When the ANF is raised, the Duty Member or member tasked with raising the ANF, is to sound the 'alert' of one whistle blast; all members in uniform within hearing of the 'alert' are to halt, face the Flag and salute until the 'carry on' of two whistle blasts is sounded. When the ANF is lowered, the same procedure is to be followed. During the raising and lowering of the ANF, personnel are to salute as detailed in Part 1, [Chapter 2](#).

3.35 **Flying the Australian National Flag past sunset.** On bases where flying operations or normal duties are being conducted after sunset, the ANF is to be flown continually or until the cessation of duty. In this case the ANF is to be illuminated by spotlight at all times after sunset. Where illumination is not a viable consideration because of flying safety reasons, the ANF is to be hauled down at sunset.

Carrying the Australian National Flag in Parades within Australia

3.36 Normally within Australia, the RAAF does not parade with the ANF, either as a single Service or with the other two Services. When Service Ensigns are paraded together, the Army will parade with the ANF as they have the ceremonial role as protector of the ANF.

3.37 However, there may be a rare occasion where the RAAF could parade with the service of another nation, where that nation intends to parade their national flag. Therefore the inclusion of the ANF on the parade would be acceptable. Parading the ANF and RAAF Ensign together is detailed in [Annex 3C](#). Except for Freedom of Entry ceremonies, where Colours, Standards or Banners are paraded, the ANF and RAAF Ensign will not be carried.

Carrying the Australian National Flag in Parades outside Australia

3.38 Whenever the RAAF parades as a body overseas, the ANF and the RAAF Ensign are to be included in the RAAF contingent and carried as detailed in paragraph 3.37 unless other Australian Services are present. In this instance, where possible, two National Flags are to be carried with the RAAF Ensign carried in the centre.

Flying the Australian National Flag at Half Mast

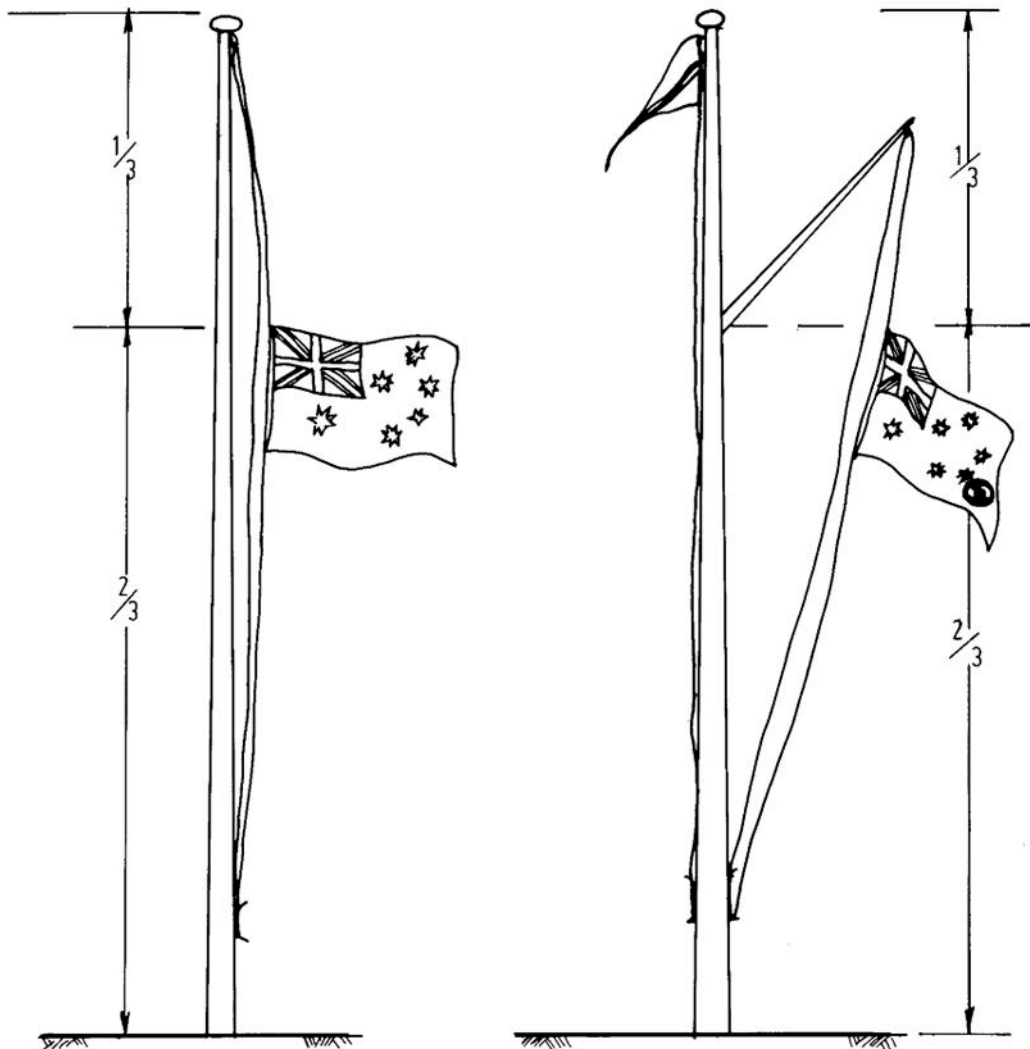
3.39 **National memorial days.** The ANF is to be flown at half mast on all RAAF establishments from sunrise until 1200 on Anzac Day (25 April) and then raised to the mast head for the remainder of the day. However, during individual Anzac Day ceremonies, the ANF is to be lowered to half mast in accordance with this instruction (refer paragraph 3.38) and then raised to the peak during the playing of 'Reveille' at the conclusion of the service. On Remembrance Day the ANF is not to be at half mast until 1030 but is to be raised to the peak at 1103 for the remainder of the day. During individual Remembrance Day services, the raising of the ANF is to be conducted at 1103.

3.40 **Mourning.** The ANF is to be flown at half mast on all occasions as advised by Air Force Headquarters, on all Commonwealth buildings and establishments as a mark of respect on days of National mourning. Additionally, approval for the ANF to be flown at half mast may be given by SADFO during the funeral of a deceased member of that Base. In such circumstances, the ANF is to be lowered to half mast 15 minutes before the service commences and is to be raised to the peak when the cortege leaves the church.

Position of Flags at half mast

3.41 All Flags are brought to the half mast position by first raising it to the top of the mast and then immediately lowering it to the half mast position. The position when flying at half mast will depend on the size of the Flag and the length of the flag pole. Flags must be lowered at least to a position recognizably 'half mast' to avoid the appearance of a flag which has accidentally fallen away from the top of the mast owing to a loose flag halyard. A satisfactory position for the half mast would normally be when the top of the Flag is one-third of the distance from the top of the mast (Figure 3-4)

Figure 3-4 A flag at Half Mast



Funerals

3.42 Part 3, [Chapter 4](#) deals with the dressing of coffins for Service funerals. At Air Force service funerals either the ANF (NSN 661162804) or the RAAF Ensign may be used to dress the coffin. The ANF or RAAF Ensign is to be draped over the coffin so that the canton (the Union Flag) is over the left 'shoulder' of the deceased.

RAAF Establishments Overseas

3.43 An overseas RAAF establishment is to fly the ANF, the host nation's flag and the RAAF Ensign. The three flags must be of the same size. The Flags and Ensign are to be flown on separate flag poles, of the same height, at the main entrance

(gate) to the establishment. The ANF is to be placed in the position of highest precedence, followed by the host nation's Flag and the RAAF Ensign. While care must be taken to ensure that the host nation's National Flag is accorded correct ceremony at the time of raising, the ANF and the host nation's National Flag are to be raised at the same time, followed by the RAAF Ensign. When lowering the flags, the RAAF Ensign is to be lowered first, then the host nation's flag and the ANF together.

THE ROYAL AUSTRALIAN AIR FORCE ENSIGN

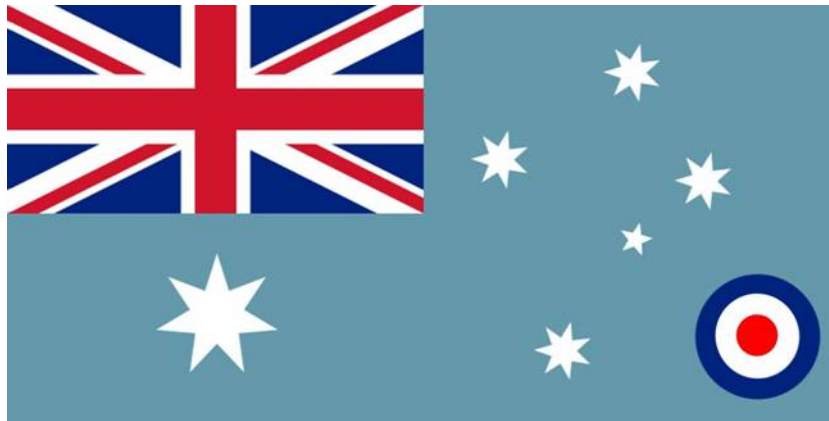
Proclamation of the RAAF Ensign

3.44 When formed in 1921, the RAAF was expected to operate with the British Royal Air Force (RAF) in defence of the empire, so the new Australian service adopted the RAF ensign Figure 3-5 as its own. This followed the Navy precedent where the Admiralty insisted the Royal Australian Navy (RAN) (and other Dominion navies) adopt the Royal Navy ensign and not unique national ensigns. The RAF Ensign itself was new having been introduced in December 1920 and authorised by King George V on 24 March 1921. As expressed by Air Marshal Sir Hugh Trenchard 'the sentiment of unity between the Air Services of the Empire' ensured the continued use of the RAF ensign up to and during World War Two.

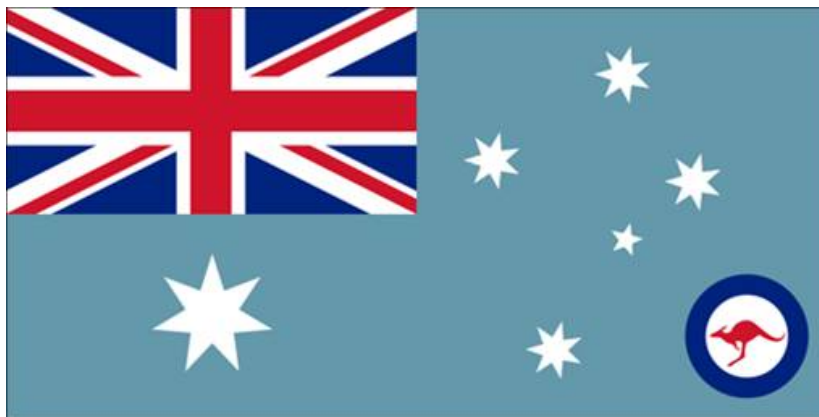
Figure 3-5 Royal Australian Air Force Ensign 1921 - 1948



3.45 After the Second World War the need for a more distinctive Australian Ensign was recognised. The new design retained the light blue background and incorporated the Commonwealth Star and the Southern Cross, similar to the ANF. The RAF roundel was reduced in size and placed in the lower fly of the flag, as shown in Figure 3-6. The new Ensign was approved by King George VI in 1948 and the RAAF commenced usage in 1949.

Figure 3-6 Royal Australian Air Force Ensign 1948 - 1982

3.46 In 1982, the design changed and received Royal approval on 6 May of that year. The change was simple, replacing the red centre of the RAF roundel with the distinctive Red Kangaroo, as shown in Figure 3-7. A proclamation was made by the Governor-General on the same day, recognizing the Ensign under section 5 of the [Flags Act 1953](#), as the official Ensign of the Royal Australian Air Force.

Figure 3-7 Royal Australian Air Force Ensign current design (1982 -)

General

3.47 The RAAF Ensign is to be used only in accordance with this Manual, in a proper and dignified manner, and is to be treated similarly to the ANF.

3.48 The RAAF Ensign is to be hoisted daily at every permanent RAAF base at sunrise. The Ensign is to be flown on the gaff of a standard RAAF flag mast, as shown in [Annex 3D](#), at the base or unit entry point or parade ground. A 180 x 90 cm bunting Ensign (NSN 660312315) is normally flown at RAAF bases.

3.49 Independent units residing on an Air Force base do not to fly the Ensign. An Air Force unit permanently or temporarily operating on another service establishment may, in negotiation with the host service, fly the RAAF Ensign.

3.50 Where the Ensign is flown, it is to be hoisted immediately after the ANF at sunrise or stand-to. The Ensign is to be hauled down, prior to the hauling of the ANF, at sunset or stand-down

3.51 The RAAF Ensign is not to be flown or paraded in conjunction with the ADF Ensign. The ADF Ensign represents the ADF as a whole, so is not to be flown or

paraded with single service ensigns. The exception is where ADF and Air Force Headquarters are co-located, then the ADF and RAAF Ensigns may be flown together.

Flying the RAAF Ensign past Sunset

3.52 On bases where flying operations or normal duties are being conducted after sunset, the Ensign is to be flown continually or until the cessation of duty. In this case the ANF and RAAF Ensign are to be illuminated at all times after sunset. Where illumination is not a viable consideration because of flying safety reasons, the ANF and Ensign are to be lowered at sunset.

Hoisting and Hauling the RAAF Ensign

3.53 The terms 'Hoisting' and 'Hauling' are predominantly naval in origin. However, with the amalgamation of the Royal Flying Corp and the Royal Naval Air Service, the RAF, adopted some naval traditions that then transferred to the RAAF, the flying of a distinctive Ensign being one of them. Therefore the terms 'Hoisting' and 'Hauling' have been preserved specifically when referring to the raising and lowering of the RAAF Ensign. The Duty Member is to carry out the hoisting and hauling down of the RAAF Ensign. As with the ANF, the Duty Member is to sound a two second whistle blast to sound the 'ALERT' when ready to hoist the Ensign. All ranks within view of the Ensign or within hearing of the 'ALERT' are to stand to attention facing the flag pole; and salute. At the completion of the hoisting the Duty Member is to sound the 'CARRY ON' of two blasts on the whistle of two seconds duration each. The same procedure is to be carried out when hauling down the Ensign.

Use of the RAAF Ensign Indoors

3.54 The RAAF Ensign may, if appropriate, be used at indoor functions, or paraded at church services. When the RAAF Ensign is paraded at a church service the procedures detailed at for Colours in Part 1, Chapter 8, [Annex 8D](#) are to be followed. The ceremony for presenting an Ensign to a Church is detailed in [Annex 3E](#). Normally the Ensign should be attached to a staff (approximately 2.6 m in length with a silver spear finial approximately 15cm long) which will allow the Ensign to hang properly. For all indoor functions a silk Ensign with tassels should be used. It is not to be used as decorative bunting on walls, tables, platforms etc, or in any other improper manner. However, it may on special or ceremonial occasions be displayed against a wall. On such occasions the Ensign should be hung vertically with the Union Flag uppermost on the observer's left. If the Ensign is displayed horizontally, the Union Flag is still to be uppermost to the observer's left.

3.55 **As an Office Decoration.** The RAAF Ensign may be displayed in the office of any appropriate senior officer, or an officer representing the RAAF overseas. The Ensign is to be displayed with dignity, and always with the ANF. Both the ANF (NSN 661161747) and Ensign (NSN 661161748) should be of synthetic silk and suitably tasselled, and must be on pikes, preferably crossed, with the Ensign to the left (ie the observer's right) of the ANF. The National Flag's pike is placed in front of the Ensign's Pike. This is illustrated in Figure 3-3. Whilst it is preferable to be behind the

sitting office occupant, the ANF and Ensign can be placed anywhere in the room as long as they are together, and not placed in undignified positions.

3.56 Service Tribunals. Where possible, the RAAF Ensign is to be displayed along with the ANF at all RAAF Service Tribunals, and displayed in the same manner as described in paragraph 3.54. The display should be placed behind the summary authority, DFM or president of a court martial.

RAAF Ensign at Half Mast

3.57 The RAAF Ensign is to be half masted on the same occasions as the ANF. Preferably the ANF and RAAF Ensign should be half masted and raised simultaneously. If unable to be done concurrently the RAAF Ensign is to be lowered before the ANF and the ANF raised before the RAAF Ensign. The Half mast position for the RAAF Ensign is shown in Figure 3-4.

3.58 AFHQ will direct the half-masting of the Ensign for any significant single Service event.

Use of the RAAF Ensign by the Public

3.59 Generally the RAAF Ensign is not to be made available for use by the public and Air Force policy is not to donate or gift the Ensign to individuals or organisations. The only two exceptions are to the next of kin at a service funeral and to a church or place of worship that has close ties to the RAAF. See [Annex 3E](#). Organisations may apply to AFHQ for a loan of an Ensign to use at special ceremonies and services associated with the RAAF, or occasions of general service significance. When the Ensign is made available, the officer approving the loan must ensure that the Ensign will be used in a dignified manner.

3.60 A RAAF Ensign can, on approval of AFHQ, be purchased by branches of the Air Force Association, the RSL, Ex-Service institutions or organisations, Churches, or other organizations that are considered appropriate. The Ensign maybe displayed, flown or carried by these bodies on days of National or Air Force commemoration (Anzac Day, Remembrance Day, Air Force Birthday, etc). When granting approval to acquire the Ensign, AFHQ is to advise the individual association that the Ensign is always to be used in a dignified manner befitting the proud history of the RAAF. The Ensign is not available to individuals.

3.61 The RAAF Ensign may also be used to cover the coffin of an ex-Air Force member (the ANF may be used to cover the coffin of any Australian citizen). The Ensign used to cover the coffin at a non-service funeral is not to be presented to the next of kin. Funeral Directors may apply to AFHQ for permission to purchase an Ensign to retain for use at the funerals of ex-Air Force members.

Ceremonial Occasions for Hoisting and Hauling the RAAF Ensign

3.62 As described in paragraph 3.47, the daily hoisting of the RAAF Ensign occurs at sunrise, and is carried out by the Duty Member, or other member directed to hoist the Ensign. However, the symbolic hoisting of the Ensign may also be carried out on a suitable occasion or parade. Whilst daily parades are no longer a regular feature of Service routine, there will be occasions where a morning Base parade will be called.

3.63 Where it is desired to hoist the RAAF ensign on parade, and the parade is to be held in the vicinity of a standard RAAF flag mast, the normal sunrise raising of the Ensign should be deferred until the parade. Where the parade area is geographically separated from the standard RAAF flag mast, the normal raising of the Ensign at sunrise is to be conducted. A stand alone flag mast is to be placed in the appropriate position at the parade area, and a second RAAF Ensign used for the parade.

3.64 Hoisting of a RAAF Ensign for parade purposes is to take place after all the officers have been called on to parade. Part 1, [Chapter 10](#)– Movement in Formation – Wing Drill, refers to the procedures to be adopted.

3.65 Where a stand alone flag mast has been used for the parade, the RAAF Ensign on the standard RAAF flag mast is still officially flying. Therefore there is no requirement to sound the alert as the Ensign flown for parade purposes is lowered.

3.66 Other occasions where the RAAF Ensign should be ceremonially hoisted and hauled are:

- a. Where the Queen or any other member of the Royal Family is residing on a RAAF establishment.
- b. When the Governor General is residing on a RAAF establishment.
- c. Each year on 31 March, or the nearest working day to that date. On this occasion, both ceremonies should be open to public viewing. Consideration can also be given to the hauling of the Ensign to be accompanied by a 'Beating of the Retreat'.
- d. On any special occasions as ordered by either Air Force Headquarters or a Command Headquarters.
- e. On any other occasion considered appropriate by the SADFO.

Ceremonial Hoisting and Hauling of the RAAF Ensign

3.67 Traditionally, the two ceremonies would have been conducted by 'Calling out the Guard' under the direction of the Orderly Officer. For the purpose of conducting the ceremonies in the present day, the Guard will be represented by a ceremonial Gate Guard, consisting of a junior officer Guard Commander; a SNCO of Sergeant rank, and 10 airmen formed up in two ranks in open order. A bugler is to accompany the Guard and be positioned on the left flank of the Guard in line with the front rank. Where there is no bugler available, the 'alert' and 'carry on' calls will be replaced by the use of the whistle, blown by the appointed SNCO Flag Marshal.

3.68 **Hoisting.** When there is an occasion to ceremonially hoist the Ensign, the Guard is to fall in on the parade area in front of the standard flag staff flying the RAAF Ensign, where they are to be inspected by the Guard Sergeant. The Flag Marshal is to be pre-positioned next to the flag mast, facing the Guard with the Ensign draped over one shoulder. The direction of the wind will dictate which side of the flag mast the Marshal will stand on.

3.69 At the completion of the inspection, the Guard Sergeant is to hand over to the Guard Commander and march to a position two paces to the right of the right marker. The bugler is to march out and take up position three paces to the right and two paces to the rear of the flag mast facing the guard.

3.70 Prior to the Ensign being hoisted, the Guard Commander is to take up position in front of the guard. The Guard Commander is then to give the commands:

'BUGLER, SOUND THE STILL'.

a. When the STILL has been sounded:

'GUARD, ATTEN – TION'

'BUGLER, SOUND THE ALERT'

b. When the ALERT has been sounded:

GUARD, GENERAL SALUTE, PRESENT – ARMS'.

c. The RAAF Ensign is hoisted to the gaff. The Flag Marshal is to remain at attention with the halyard in either the left or right hand.

'GUARD, ATTEN – TION'.

'BUGLER, SOUND THE CARRY ON'.

'GUARD, STAND - AT - EASE'.

d. After the Guard is stood at ease, the Flag Marshal will tie off the halyard. Both the Flag Marshal and Bugler are to fall in on the left flank of the Guard; Bugler in line with the front rank; Flag Marshal in line with the rear rank. The Guard Commander is to march the Guard away.

3.71 **Hauling.** At the arranged time, just before sunset, the Guard is to fall in as detailed in the previous paragraph for the ceremonial hoisting of the Ensign. The commands used are identical to the Hoisting.

3.72 However, in this instance, on the command to 'Present Arms', the Bugler is to commence playing the 'Retreat' on completion of the last rifle movement, and the SNCO Flag Marshal is to slowly lower the Ensign.

3.73 When the Ensign has been lowered, the Flag Marshal is to remain at attention with the Ensign draped over one shoulder.

3.74 The Guard Commander will then order the Guard to 'Attention'; order the Bugler to sound the 'Carry On'; and then stand the Guard at ease. The Guard is to remain in position while the Flag Marshal folds the Ensign. When the Ensign has been folded, both the Bugler and the Flag Marshal are to march to and fall in on the left flank of the Guard; the Bugler in line with the front rank; the Flag Marshal in line with the rear rank.

3.75 The ceremony now completed, the Guard is brought to attention, and marched away by the guard Commander.

General Flag Protocols

3.76 When raising, lowering or handling flags or ensigns, the person handling the flag (including Personal Standards or Flags) or ensign is to ensure that the flag or ensign is handled with dignity, and at no time is allowed to touch the ground.

3.77 Only one flag is to be flown from a flagpole or fitted to a staff. The ANF or RAAF Ensign should not be incorporated into a banner or backdrop.

3.78 Donating or gifting of the ANF to members of the public is outside the remit of the Air Force. Organisations or individuals requesting an ANF should be directed to the electorate offices of Senators or Members of the House of Representatives who maybe be able to assist under the Constituents' Request Program.

3.79 The ADF Ensign (ADFE) is not to be flown or paraded by Air Force units or in conjunction with the RAAF Ensign. The ADFE can only be paraded with the ANF and flown by Joint Service Headquarters, units and establishments.

3.80 **Use of storm pennants.** Most flags are manufactured to be durable during inclement weather. However, in extreme wet and windy conditions flags can be damaged and rendered unserviceable. To prevent this happening prior to a severe storm, flags should be replaced with 37 x 75 cm storm pennants that are reinforced to withstand these conditions ANF (NSN 660190458) RAAF Ensign (NSN 660312313). Once the storm has passed the storm pennants are to be replaced with the usual flag as soon as practical.

3.81 **Disposal of flags.** When a flag becomes dilapidated and no longer suitable for use, it should be returned through the logistics system if accountable or destroyed privately and in a dignified way. For example, it may be cut into small unrecognisable pieces then burnt or disposed of with the rubbish collection.

Raising Unfurled Flags

3.82 The action of raising/hoisting unfurled flags or ensigns should be one continual motion, and the following is to be observed:

- a. Hold the folds over the left arm, and slowly raise the flag to the peak to coincide with the duration of the salute. Traditionally the raising/hoisting should be made with nine hoists, however, this would obviously depend upon the height of the flagpole.
- b. On completion of the salute, the Duty Member is to resume the position of attention, maintaining hold on the halyards until the sounding of the 'Carry On', when the halyards are secured neatly to the cleat.
- c. The Duty Member, in the absence of a trumpeter, is to sound the 'Carry On' by whistle blast. This is done from the 'attention' position, maintaining hold on the halyards, following which the halyards are neatly secured to the cleat.

3.83 **Raising furled flags for breaking at the mast-head.** Personal flags or Standards may be made up for breaking see before being hoisted to the masthead. See [Annex 3B](#). The RAAF Ensign however, is never furled and broken, but always hoisted flying 'free' on the gaff peak.

Lowering/Hauling Flags and Ensigns

3.84 When lowering/hauling down flags or ensigns, the movement is to be one continual motion, and the following is to be observed:

- a. Having freed the halyards from the cleat, the Duty Member (or Flag Marshal) is to assume the attention position, holding the halyards in both hands.
- b. Slowly lower the flag to coincide with the duration of the Retreat, and detach one hand to catch the flag at the fly, collecting the folds in the arms as the flag nears the ground. The flag should not touch the ground.
- c. On the sound of the 'Carry On', detach the flag from the halyards and secure them to the cleats.
- d. Fold the flag.

Handling and Folding

- 3.85 Flags and ensigns are to be folded as follows:
- Fold the flag in half along its length.
 - Fold the flag to half its length; repeat this folding twice more, so that the flag is finally folded in eight folds lengthwise with a portion of the first quarter (upper hoist) uppermost. This is illustrated in [Annex 3F](#).
 - After folding, the flag is to be carried on the extended forearms to its place of custody where it is to be stowed.

ABORIGINAL AND TORRES STRAIT ISLANDER FLAGS

3.86 The Aboriginal and Torres Strait Islander flags are recognised as official Flags of Australia under the [Flags Act 1953](#). The flags are flown at a flag station at or near the base entry point, individual units are not required to fly or display the Aboriginal and/or Torres Strait Islander flags.

3.87 **The Aboriginal Flag.** The Aboriginal Flag, shown in Figure 4-8, was designed as a symbol of unity and national identity for Aboriginal people. The top half of the flag is black to represent Aboriginal peoples, with the lower half is red to depict the red earth. The central yellow circle represents the Australian sun.

Figure 3-8 Aboriginal Flag



3.88 **Torres Strait Islander Flag.** The Torres Strait Islander Flag, shown in Figure 3-9, was created as a symbol of unity and identity for the Torres Strait Islander people in 1971. The green represents the land, with the black representing the people and the blue depicting the sea. The white five pointed star encompassed by the Dhari (headdress) represents the five major island groups and celestial navigation at sea.

Figure 3-9 Torres Strait Islander Flag

3.89 RAAF establishments are to fly the Aboriginal flag (NSN 661543418) and Torres Strait Islander flag (NSN 661543417) in conjunction with the ANF at a flag station at or near the base entry point. However, the RAAF Ensign is to be flown from the standard RAAF flagpole and to remain separate from the ANF flag station. If the four flags are flown, displayed or carried together then the correct order is shown in Figure 3-10.

Figure 3-10 Order for flying flags at Air Force establishments

RAAF OFFICER DISTINGUISHING FLAGS AND STAR PLATES

OFFICER DISTINGUISHING FLAGS

General

3.90 The ADF uses a system of flags to identify personnel holding certain command appointments. ADF distinguishing flags are shown in [Annex 3G](#). RAAF Officer Distinguishing Flags are used to identify the rank of RAAF officers holding command positions. These flags are shown in [Annex 3H](#).

Origins

3.91 The practice of Officer Distinguishing Flags came to the RAAF from the RAF who adopted a Royal Flying Corps (RFC) practice. The precise origin of this custom is not known but may have come from the WW1 practice of attaching coloured streamers to the struts of biplanes to identify flight and squadron leaders. The origin of the design comes from the RFC Headquarters flag, as detailed in the below extract

from in Squadron Leader P.G. Hering's Customs and Traditions of the Royal Air Force:

"From the very earliest days of the Royal Air Force opinion has always been controversial on the subject of distinguishing flags to be flown by officers. There have been those who held the view that such flags were unnecessary; others who wanted them confined to Air Officers holding senior appointments, whilst some advocated their use by all officers of squadron leader rank and above. The design that these flags should take has given rise to an equal measure of controversy. In consequence, one finds that the designs have changed almost as frequently as the regulations, and that, regardless of controversy, the custom of officers flying distinguishing flags, both from flagstuffs and on motor-cars, has always existed and is still firmly established. How they first came to be flown at all in the Air Force is somewhat obscure, as was revealed by official records in 1947. The Air Ministry was anxious to trace the original regulations authorizing the flying of flags in the Air Force. Their own archives revealed nothing concrete on the subject, so the War Office was asked if they could throw any light on the subject. The reply was that whilst the War Office had been unable to ascertain the origin of the custom, records revealed that orders issued to the British Army in the field on 1st July, 1917, authorized the use of a Royal Flying Corps Headquarters flag, and that this was flown only on the R.F.C. Commander's car. It was light blue, edged with dark blue, and had a red stripe running lengthwise across the centre and the letters "RFC" in dark blue. Here, then, is the origin of the small flag, commonly referred to as a pennant, which is flown today from the mast-head of flagstuffs at R.A.F. units and also on the radiators of R.A.F. cars. And, as with many other customs that originated in the Royal Flying Corps, it was revived and perpetuated in the Royal Air Force soon after its formation.

3.92 The system of Officer Distinguishing flags used in the Air Force today remains based on the original RFC design with red stripes reflecting the rank insignia of senior officers and a broad red stripe for Air Officers. The rank of an Air Officer is displayed by the number of the six pointed stars on the flag, the star used is the same pattern as the stars displayed on the Astral Crown.

3.93 On all RAAF establishments (including temporary establishments for operations, exercise or detachments) the appropriate Officer Distinguishing Flag of the Officer Commanding or Commanding Officer of the detachment or independent unit, or the RAAF SADFO for a base, is to be flown from the masthead of the standard RAAF flag mast. Where a RAAF flag mast is unavailable the Officer Distinguishing Flag maybe flown from a separate flagpole, after all other official flags. When the SADFO is absent, the Officer Distinguishing Flag of the promulgated Acting SADFO (A/SADFO) will take its place on the masthead. In the rare circumstances where the SADFO, OC or CO is not an Air Force officer, no Distinguishing Flag is to be flown.

3.94 The SADFO or A/SADFO flag is the only Officer Distinguishing Flag that is to be displayed on a masthead on RAAF Bases. It is only to be replaced by the Queen's Personal Flag for Australia, Royal Standards of Members of The Royal Family, or The Governor-General, whenever such personages are on the base or unit. This regulation is to apply even if the Regal or Vice Regal personage is transiting through the Base. Independent units on RAAF Bases are not to fly Officer Distinguishing Flags.

3.95 Officer Distinguishing Flags are considered "identification flags", not a national flag or ensign. As a result Officer Distinguishing Flags are not lowered to half mast and may fly after sunset without being illuminated. When an Officer Distinguishing Flag is to be lowered in conjunction with the RAAF Ensign, the Officer Distinguishing Flag is to be fully lowered and cleared of the halyards without any ceremony, before the "Alert" for the lowering of the RAAF Ensign is sounded.

3.96 **Group/Wing/Squadron/Unit Headquarters.** The Officer Distinguishing Flag of Force Element Group (FEG) Commanders, Officers Commanding Wings and Commanding Officers of Squadrons or Units, may only be displayed as a metal plaque half the dimensions of the mast head flag. Where this is done, preferably two plaques should be displayed on metal stands (similar to metal parade ground marker flags) 1.25 metres high, on either side of the footpath leading to the main entrance. The plaques should be situated at the start of the footpath and placed facing towards the doorway of the headquarters building. However, where this may be impractical, a single metal plaque may be fixed to the wall of the headquarters building either above the main entrance door, or to the left of the door as entered. The plaque positioned so the hoist faces to the right (noticeable for GPCAPT and below, where the plaque is not a rectangular design) symbolising the flag advancing.

3.97 Where it is desired to display two plaques on either side of the doorway, the plaques are to be positioned so the "hoist" is closest to the door ie the flags face inwards.

3.98 An officer in a command position may also display the appropriate Officer Distinguishing Flag plaque in their office. The plaque is to be displayed with the Australian National Flag and the RAAF Ensign. If a portrait of Her Majesty the Queen is displayed between the crossed ANF and RAAF Ensign, the Officer Distinguishing Flag is to be displayed below the portrait.

3.99 The distinguishing flags displayed at Headquarters, as described in the above three paragraphs, should be a permanent fixture and not be replaced when another officer is temporarily in command of the unit.

3.100 **Officer Distinguishing Flags as Parade Ground Markers.** Officer Distinguishing Flags are used to mark the perimeter and saluting base of a parade ground. The flags are to be either bunting flags or metal plates, as shown in Figure 3-11, and are to be placed on flag poles 2.5 metres high at Points 1, 2, 3 and 4 of the parade ground and at Points A and B of the saluting point. Half size plates may be used in high wind areas or for safety reasons.

3.101 For ceremonial parades the following flags will be used:

- a. For any on-Base ceremonial parade use the Officer Distinguishing Flag of the Host Officer.
- b. For base parades use the Officer Distinguishing Flag of the SADFO.
- c. For a Wing OC's parade use the Officer Distinguishing Flag of the OC.
- d. For a CO's parade use the Officer Distinguishing Flag of the squadron/unit CO.
- e. For any off base ceremonial parade which is representative of a particular base (eg granting of the Freedom of Entry to a city) use the Officer Distinguishing Flag of the SADFO. Where an individual squadron/unit is receiving freedom of the city, then the Officer Distinguishing Flag of that squadron/unit CO.
- f. For any off base ceremonial parade which is representative of Air Command use the Officer Distinguishing Flag of an Air Vice Marshal.
- g. For any off base ceremonial parade which is representative of the RAAF as a whole use the Officer Distinguishing Flag for an Air Marshal, and not the Personal flag for CAF.

Figure 3-11 Example of a metal parade ground marker flag



3.102 Hand over take over ceremonies. As part of a Hand Over/Take Over for positions entitled to have an Officer Distinguishing Flag flown at the masthead (eg SADFO) the ceremony may include the outgoing commander being presented with the weathered Officer Distinguishing Flag that flew during their tenure and the incoming commander being presented with a new flag to fly during their tenure.

3.103 The flag presented to the outgoing commander is to be classified by the BWOFF as no longer serviceable and would normally have been disposed of by being destroyed. Serviceable flags provided through logistics channels are not to be used as personal presentation items. Units wishing to use an Officer Distinguishing Flag as a presentation item may purchase one, using non-public money from a flag manufacturer. Listed below are manufacturers approved to produce issue quality Officer Distinguishing Flags. The below is a recommendation only and units may purchase from a supplier of their choice:

- a. Adware Flags and Flagpoles Vic www.adwareflags.com
- b. Evans Evans Vic www.evanevans.com.au

VEHICLE PENNANTS AND STAR PLATES

Vehicle Pennants

3.104 RAAF vehicles are to fly a miniature of the appropriate Standard, or Flag, when carrying Her Majesty the Queen, a member of the Royal Family, or the Governor-General, on a flagstaff mounted in a central position on the front bonnet.

Figure 3-12 Her Majesty The Queen inspects parade at Royal Australian Air Force base Richmond, 5 March 1986



3.105 Additionally, RAAF vehicles are to fly, on a staff mounted in a central position on the front bonnet, a distinguishing flag when carrying persons holding the appointments, shown in [Annex 3G](#). These flags may be displayed at all times on base, however, are only to be displayed off base for official occasions.

3.106 Where a Force Element Group (FEG) Commander is also the SADFO, the vehicle pennant displayed will depend on their role at the time eg at a FEG parade the FEG CDR pennant would be displayed on the vehicle. At a base parade the SADFO pennant would be flown.

Star Plates

3.107 RAAF vehicles are to display star plates as indicated in [Annex 3I](#) when carrying entitled officers.

3.108 **Saluting of vehicles displaying star plates and pennants.** Irrespective of service, where a vehicle is displaying star plates and/or a bonnet pennant, it is indicative that the entitled personage is in the vehicle. Junior personnel are to salute the vehicle as it approaches, and hold the salute until the vehicle has passed.

3.109 When the vehicle is being driven without the personage on board, the front and rear star plates are to be covered, and the bonnet pennant removed. Vehicles with covered star plates are not saluted.

RAAF Aircraft

3.110 RAAF aircraft are to fly miniatures of appropriate standards and flags from a flagstaff in an approved position above the pilot's cockpit in accordance with the following rules:

- a. On the arrival of an aircraft, miniature Flags and Standards are to be flown immediately after engines close down.

- b. If the passenger leaves the base, unit or area, the Flag or Standard is to be removed after the passenger leaves the immediate vicinity.
- c. If the passenger does not leave the base or unit, the Flag or Standard is not to be removed until just prior to the aircraft's engine start for departure.

3.111 In Australia RAAF aircraft are to fly the RAAF Ensign in miniature when carrying as passengers:

- a. Sovereigns or Presidents of other countries
- b. Governors-General, Governors or Prime Ministers of Commonwealth countries
- c. Governors of Australian States
- d. Chiefs of Staff (other than CAF)
- e. High Commissioners, Ambassadors, Consuls-General, Consuls and representatives of similar rank from other nations
- f. Other persons accorded this privilege by CAF.

3.112 Overseas, RAAF aircraft are to fly the RAAF Ensign when carrying entitled passengers on arrival or departure from airfields in foreign countries.

3.113 Within Australia, when an entitled passenger's personal Flag or Standard is not readily obtainable, the RAAF Ensign is to be flown by RAAF aircraft.

Annexes:

- 3A [Regal and Vice-Regal Flags and Standards](#)
- 3B [Furling and Breaking a Flag](#)
- 3C [Parading the Australian National Flag and the Air Force Ensign](#)
- 3D [Standard Air Force Flag Mast](#)
- 3E [Presentation of an Air Force Ensign to a Church](#)
- 3F [Folding a Flag or Ensign](#)
- 3G [Service Distinguishing Flags](#)
- 3H [Air Force Officer Distinguishing Flags](#)
- 3I [Service Vehicle Star Plates](#)

ANNEX 3A

REGAL AND VICE-REGAL FLAGS AND STANDARDS

1. Shown below are the Regal and Vice-Regal flags and standards commonly used in Australia. Further information can requested from AFHQ Ceremonial.
2. The Queens personal flag for Australia is shown in Figure 3A-1. It is flown only when The Queen is visiting Australia. Her Majesty gave her approval for the flags design on 20 September 1962 and was first used during the 1963 royal visit. When it is flown outside on or outside a building no other flag should be flown with it.

Figure 3A–1 Her Majesty The Queens personal flag for Australia



Figure 3A–2 The standard of HRH Prince Phillip

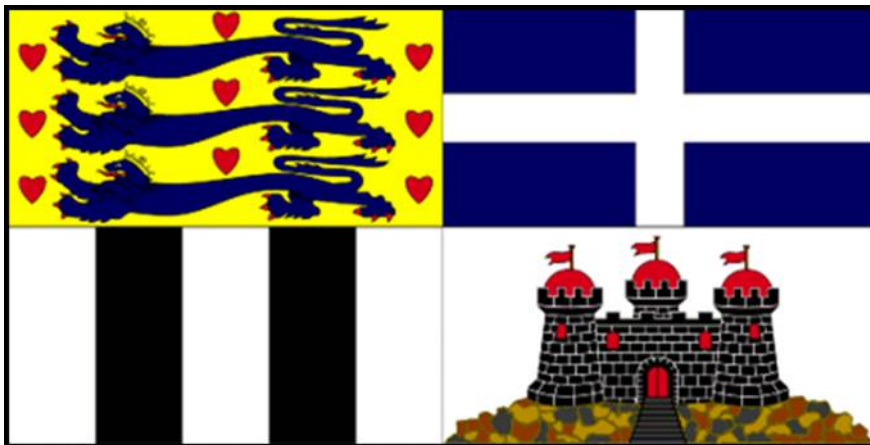


Figure 3A-3 Standard of HRH Prince of Wales (a) (b)

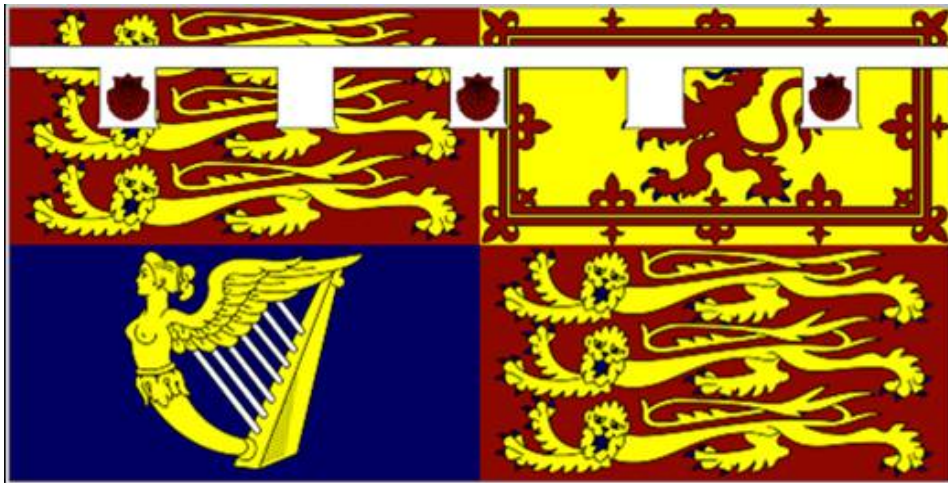
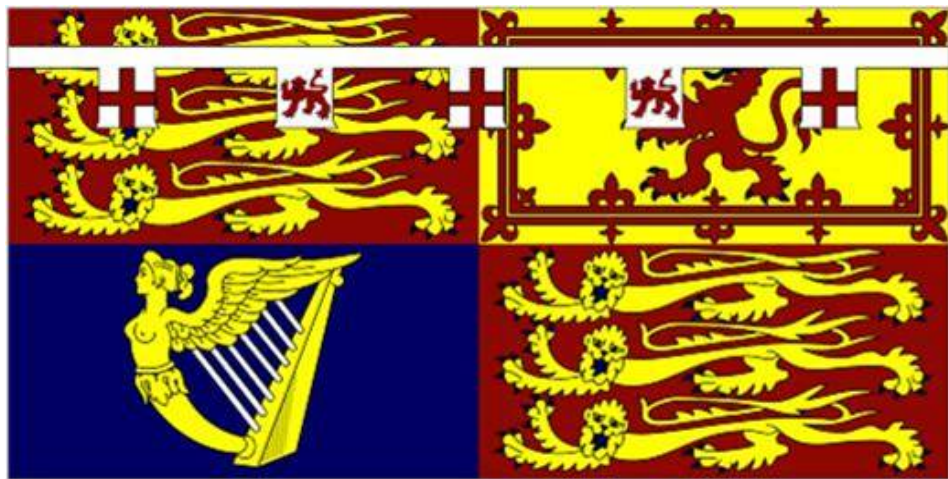
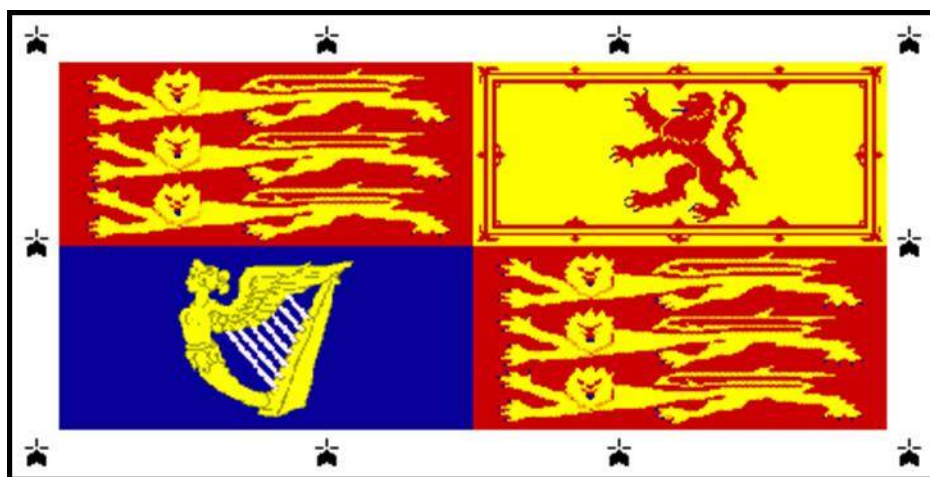


Figure 3A-4 Standard of HRH Prince William (a) (b)



Figure 3A-5 Standard for the Princess Royal (Princess Anne) (a) (b)



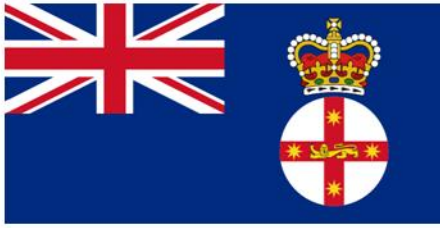
Figure 3A-6 Standard of HRH Prince Henry (Harry) (a) (b)**Figure 3A-7 Standard of HRH the Duke of Gloucester (a) (b)****Figure 3A-8 Standard for other members of the Royal Family**

3. The Flag of the Governor-General of the Commonwealth of Australia, shown in Figure 3A-9, was adopted on 16 July 1936. In 1930 King George V approved the use of a personal flag by governor-generals of the Dominions, to reflect their change in status from representatives of the British authorities to personal representatives of

the Sovereign. The Australian version of the new flag was first used by Lord Gowrie in 1936.

**Figure 3A-9 Flag of the Governor-General of the Commonwealth of Australia
(a) (b) (c) NSN 660312308**



Figure 3A-10 Flags of the State Governors (a) (d)**New South Wales****Queensland****South Australia****Tasmania****Victoria****Western Australia**

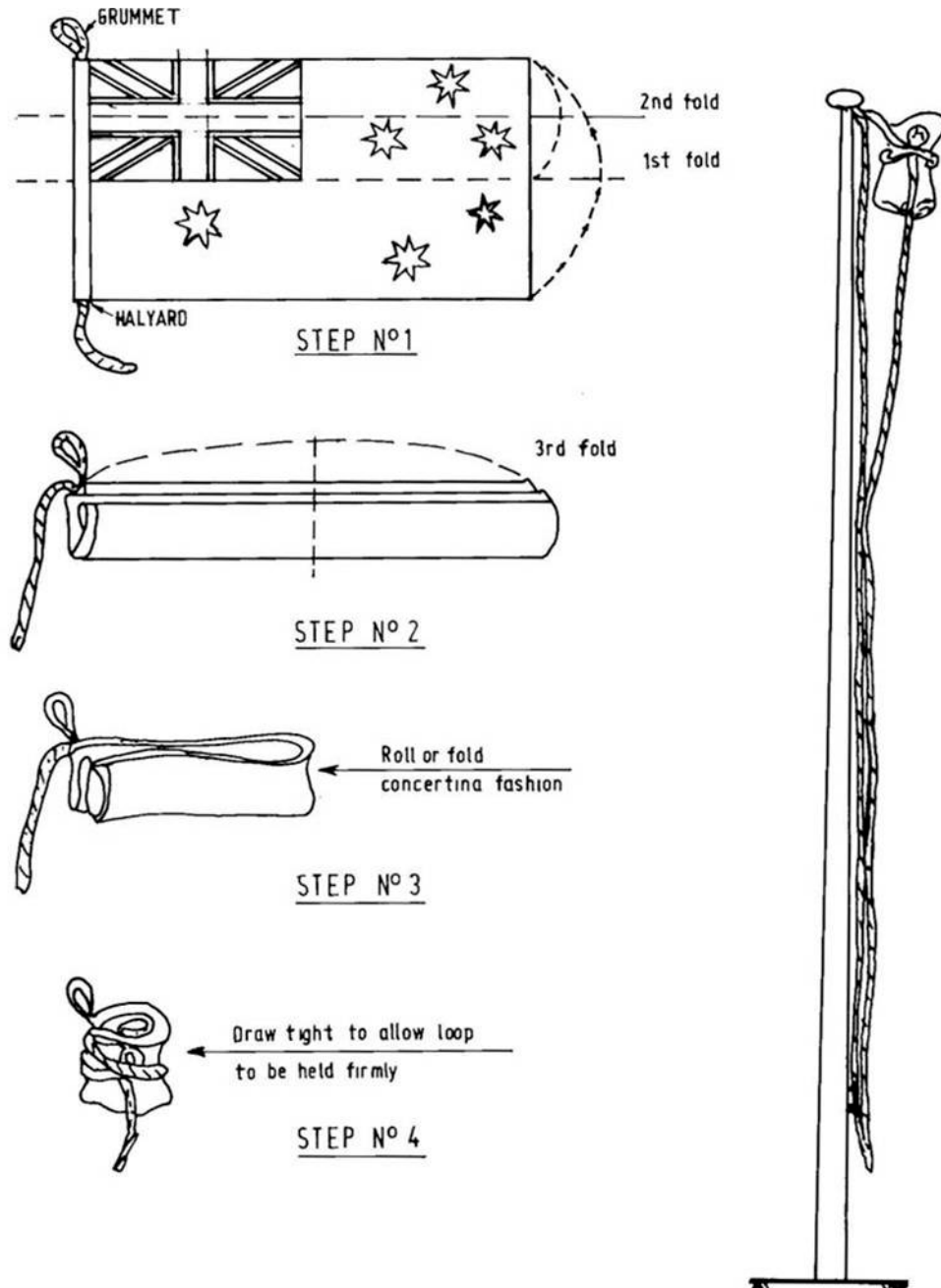
4. Notes to the above figures:
 - a. All these flags are both masthead and car flags.
 - b. Royal Standards will be provided before the Royal visit by the Department of Prime Minister and Cabinet, Canberra, or the Premiers Department, in each State.
 - c. Each RAAF Base should hold at least one Governor-General's masthead Flag.
 - d. Personal Flags of State Governors can be obtained from each State Government House Office.

ANNEX 3B

FURLING AND BREAKING A FLAG

1. Shown below are the steps taken to fold a flag so it can be raised folded, then 'broken' at the masthead by giving one of the halyards a sharp pull.

Figure 3B-1 Furling a flag and raising to the masthead



ANNEX 3C

PARADING THE AUSTRALIAN NATIONAL FLAG AND THE AIR FORCE ENSIGN

General

1. As described in this chapter, it is rare that both the Australian National Flag (ANF) and RAAF Ensign would be paraded together at an Air Force ceremony. Custom dictates that on most occasions single Service Ensigns would be used when a Service is parading on its own. However, the use of the ANF with the RAAF Ensign is not prohibited, and an occasion could arise where this could occur.
2. When either the ANF (NSN 661161737) or RAAF Ensign (NSN 661161748) is carried on a parade, it should be carried by either a junior officer or a warrant officer. However, this may be devolved down to a SNCO if necessary. The flags should be of synthetic silk, with tassels and is to be carried on a pike 2.6 meters in length with a silver 'spear' finial approximately 15cm long. The RAAF Ensign is to be carried in the RAAF Ensign Belt (NSN 661483522) while the ANF should be carried in a white flag belt if available.
3. Where an armed guard is present on parade, the use of an escort party is not required. However an armed escort comprising two SNCOs, is to be provided when either the ANF or RAAF Ensign is paraded on its own for such occasions as church services. A single armed escort will suffice when both flags are paraded together; the ANF positioned to the right of the Ensign.

Figure 3C–1 Air Force Ensign Bearer



Positions on Parade

4. **RAAF Ensign.** Where the RAAF Ensign is carried on its own with an armed guard, the following positions on parade will be observed:
 - a. **Column of Route.** Five paces directly behind the parade commander.
 - b. **In Line.** Positioned centrally and six paces in front of the parade.

5. **Australian National Flag.** The ANF is never carried on its own for a RAAF parade, but is to be accompanied by the RAAF Ensign.
- a. **Column of Route.** When the two flags are carried in the company of an armed guard, they are carried abreast with the ANF on the right of the RAAF Ensign (in the direction of march), five paces behind the parade commander. The ANF is to be in line with the right flank, while the RAAF Ensign is to cover off the left flank.
- b. **In Line.** When both the ANF and RAAF Ensign are paraded together, they are positioned six paces front and centre of the armed guard, and two paces apart.

Honours and Salutes

6. The parade is to be called to present arms when the ANF and the RAAF Ensign are marched on or off the parade. All ranks not on parade are to stand at attention, face the ANF and/or Ensign and salute, when they pass or marched on or off the parade. The musical salute comprising the first and last four bars of the National Anthem must be played when the ANF and RAAF Ensign are marched on and off parade. When the RAAF Ensign is only is paraded the 'RAAF Salute' is to be played. Point of War is played only for Colours and is not to be played for the ANF and/or RAAF Ensign.
7. When the ANF and the RAAF Ensign are paraded and salutes are given, the flags are 'Let Fly' and caught on the command 'ATTENTION'. Neither flag is lowered for Regal or Vice Regal Personages or for the playing of the Last Post.

Drill Procedure

8. The RAAF Ensign. When the parade has assembled, the RAAF Ensign is to be positioned 10 paces from and six paces forward of the front rank.
9. The ANF and RAAF Ensign. The ANF is positioned as above, with the RAAF Ensign two paces to the rear of the ANF.
10. The Parade Commander is to call the parade to attention, and order:

"MARCH ON THE ENSIGN FOR THE ROYAL AUSTRALIAN AIR FORCE"

or

"MARCH ON THE AUSTRALIAN NATIONAL FLAG AND THE ENSIGN FOR THE ROYAL AUSTRALIAN AIR FORCE"

"PARADE, GENERAL SALUTE, PRESENT – ARMS".

11. The bearers are to then march onto their position on the parade. Once in position the musical salute is played. (Schedule D is used if the ANF and RAAF Ensign are paraded, Schedule H for RAAF Ensign only).
12. The parade is brought to the attention, and then moves to the right in column of route. Bearer(s) and parade appointments take up position as for column of route and carry out the march.

13. After the march is completed the parade is turned into line and called to attention before the ANF and the RAAF Ensign are marched off. The Parade Commander orders:

MARCH OFF THE ENSIGN FOR THE ROYAL AUSTRALIAN AIR FORCE",
or
"MARCH OFF THE AUSTRALIAN NATIONAL FLAG AND THE ENSIGN FOR THE ROYAL AUSTRALIAN AIR FORCE"
"PARADE, GENERAL SALUTE, PRESENT – ARMS"

14. Musical Salutes are played as detailed in paragraph 12, are played. On completion the Bearers step off and march off the parade. When the bearer(s) is/are clear of the right flank the parade can be dismissed.

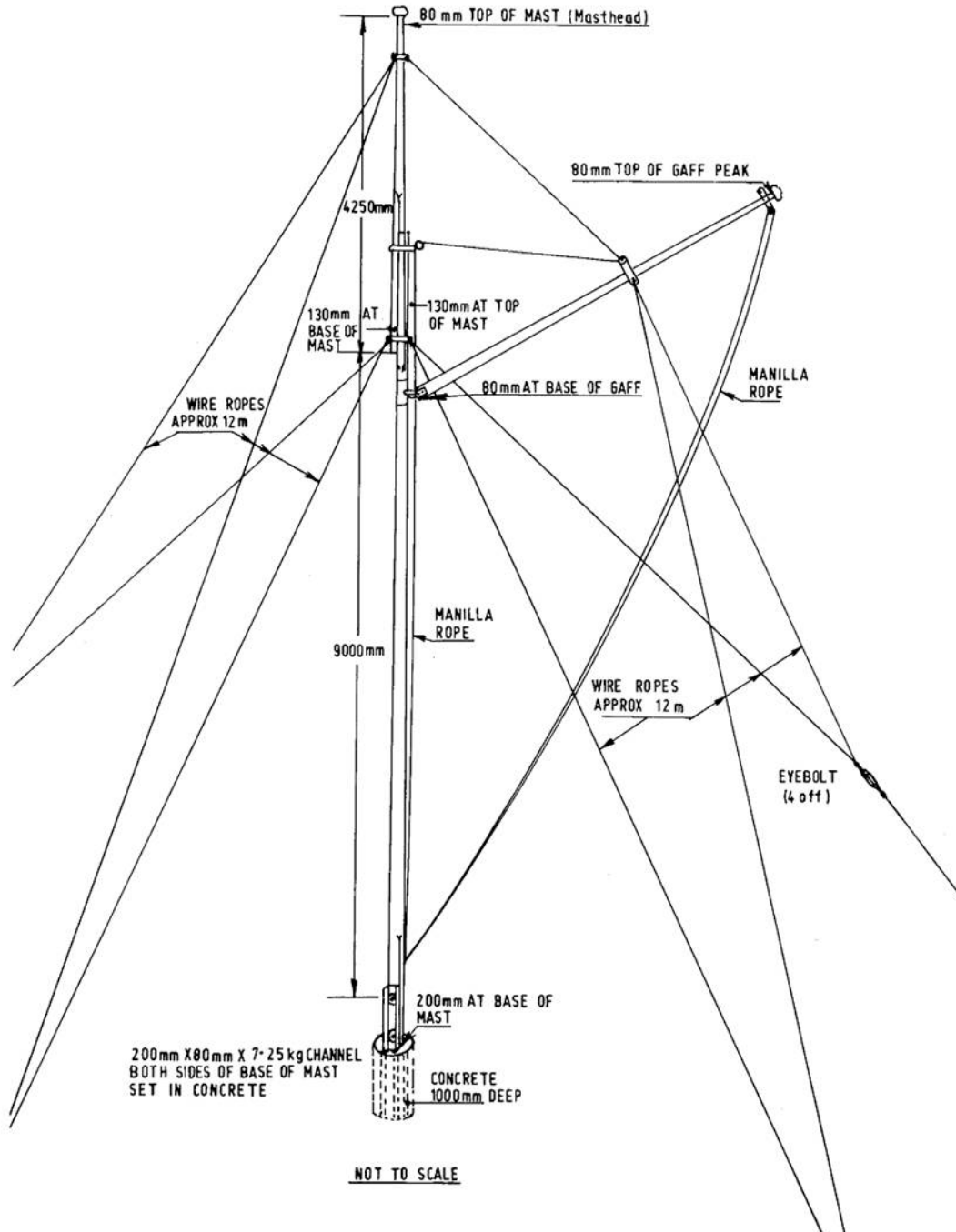
15. When on the march, the Australian National Flag and the RAAF Ensign are to be held at the carry position, and allowed to fly free.

ANNEX 3D

STANDARD AIR FORCE FLAG MAST

1. The below diagram shows a traditional RAAF Flag mast, which includes guy ropes for support. Guy ropes are not essential where the mast is sufficiently self supporting. However, the mast must include the Gaff.

Figure 3D-1 Standard Air Force flag mast



ANNEX 3E

PRESENTATION OF AN AIR FORCE ENSIGN TO A CHURCH

1. Bases or units with a close association with a religious institution may apply to Air Force Headquarters to present a RAAF Ensign to that church, chapel, etc. An example of where this would be appropriate would be where a base is closing and there is a local church where members of the base are buried and memorial services were regularly conducted. If approved the church may display the Ensign inside the church in accordance with the guidelines given in this chapter.
2. In arranging a ceremony of presentation, the principles of dignity and simplicity should be borne in mind. The ceremony should be associated with a normal church service and should preferably precede the service. When planning the ceremonial, distances within the church should be carefully noted to ensure correct timing. The following order of service is detailed as a guide for the arrangements. Actual services may differ between denominations.
3. During the singing of a processional hymn, the incumbent minister or priest is to move to a position at the chancel steps, facing the congregation. As the last verse of the hymn is being sung, the RAAF representative and the Service chaplain proceed to the chancel step and stand to either side, facing inwards. At the conclusion of the hymn, and after a short pause, trumpeters (if present) sound a short fanfare. The band, if present, is to play a slow march, while the Ensign party carry the Ensign (a silk Ensign suitably tasselled is to be used for this ceremony) up the aisle to a position in front of the priest and between the RAAF representative and Service chaplain.
4. Under normal circumstances, the RAAF Ensign is to be at the “carry” position. Where this is impractical due to lack of space overhead, the Ensign shall be at the “slope”.
5. The congregation remains standing. The priest is then to say:

WE ARE GATHERED TOGETHER IN THIS CHURCH/CATHEDRAL/CHAPEL TO RECEIVE THIS ENSIGN, WHICH IS PRESENTED BY (NAME OF UNIT) OF THE ROYAL AUSTRALIAN AIR FORCE. NO MORE FITTING PLACE COULD BE FOUND WHEREIN TO DEPOSIT SUCH AN EMBLEM OF DUTY AND OF SERVICE THAN THE HOUSE OF GOD, WHERE PRAISE, PRAYER AND DEDICATION ARE WONT TO BE MADE'
6. The RAAF representative will then say:

'REVEREND SIR, I ASK YOU TO ACCEPT THIS ENSIGN FOR SAFE LODGING WITHIN THESE WALLS, IN RECOGNITION AND COMMEMORATION OF (NAME OF UNIT)
7. The priest will reply:

'WE RECEIVE THIS ENSIGN FOR SAFE LODGING WITHIN THIS CHURCH / CATHEDRAL / CHAPEL'
8. The band, if present, will then play a long ceremonial fanfare while the priest followed by the Ensign Bearer, proceed to the altar rail. The RAAF representative, Service chaplain and Ensign Escort remain at the chancel step, facing the altar. At the altar, the Ensign bearer, kneeling on one knee, presents the Ensign to the priest who places the Ensign upon the altar, staff to the right. The Ensign bearer and Ensign party then uncover their heads (only the Ensign bearer and escorts are to wear head-dress inside the church; all other members are to conform with normal religious practice) whilst the Service chaplain offers the prayers of dedication:

`ALMIGHTY AND EVERLASTING GOD, WE NOW PLACE WITHIN THIS CHURCH / CATHEDRAL / CHAPEL THIS EMBLEM OF DUTY AND OF SERVICE. MAY ALL WHO LOOK UPON IT BE REMINDED OF THEIR DUTY TO GOD, THEIR SOVEREIGN, AND THEIR NATION, FOR JESUS CHRIST'S SAKE, AMEN'

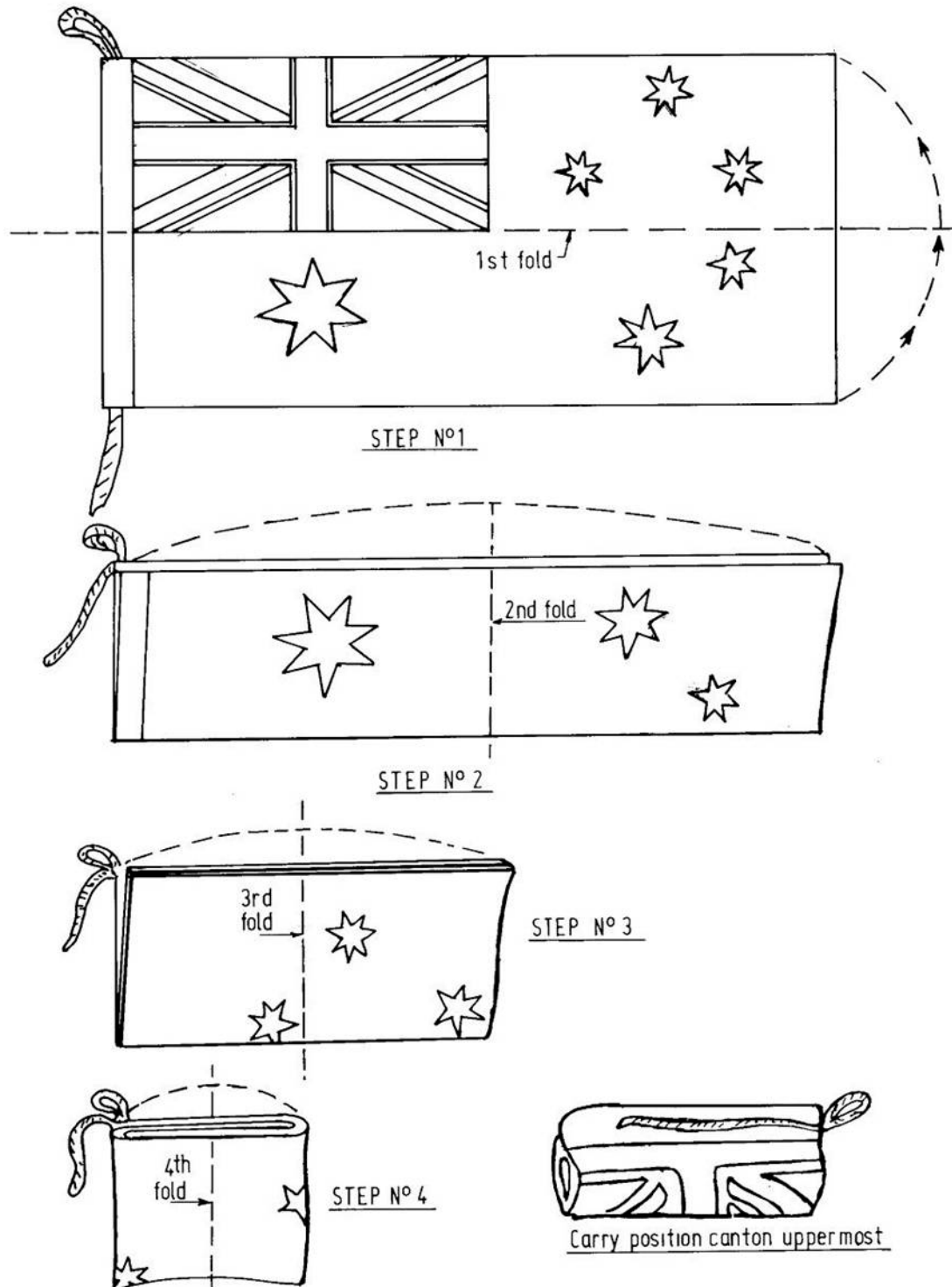
9. The first verse of the Australian National Anthem is then sung, after which the RAAF representative, Service chaplain, Ensign bearer and Ensign party proceed to their respective seats.
10. The normal service then begins at which lessons should be read by the RAAF representative and Service chaplain. If the service chaplain will be assisting the priest or minister during the service, the Ensign bearer should read the first lesson and the RAAF representative the second lesson.
11. At the completion of the service, the Ensign Party is to reform and march out of the church prior to the remaining congregation.

ANNEX 3F

FOLDING A FLAG OR ENSIGN

1. The below diagrams show how to correctly fold a flag for transport or storage.

Figure 3F-1 Standard method of folding a flag



ANNEX 3G

SERVICE DISTINGUISHING FLAGS

1. Listed below are Australian Defence Force Distinguishing flags flown at the masthead and/or as vehicle pennants and vehicle pennants used by the RAAF.

Figure 3G–1 Minister for Defence



2. Minister for Defence Utilises the ADF Ensign as a car Pennant. When used as a car flag overseas, the word 'Australia' in white lettering will be positioned beneath, and following the shape of, the boomerang.

Figure 3G–2 Chief of the Defence Force



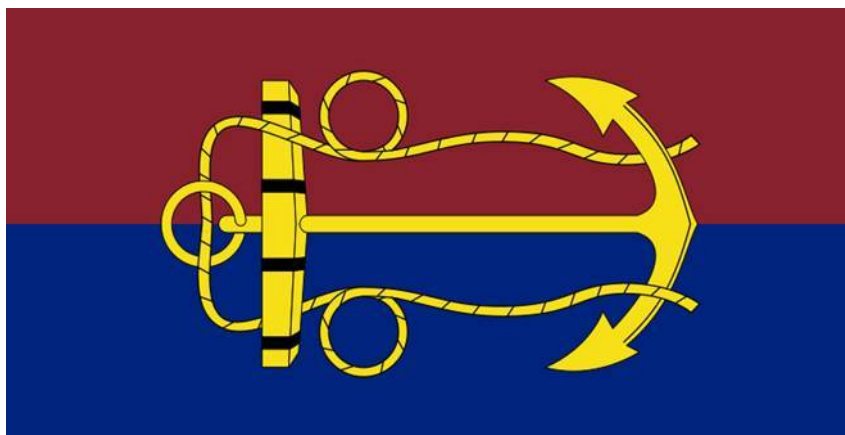
3. Mast head flag NSN 661024362 and car pennant NSN 660974315. When used by the Chief of the Defence Force overseas, the word 'Australia' in gold lettering will be positioned beneath, and following the shape of, the boomerang.

Figure 3G-3 Vice Chief of the Defence Force

4. When used by the Vice Chief of the Defence Force overseas, the word 'Australia' in gold lettering will be positioned beneath, and following the shape of, the boomerang.

Figure 3G-4 Chief of Joint Operations

5. Mast head flag and car pennant. When used by the Chief of Joint Operations overseas, the word 'Australia' in gold lettering will be positioned beneath, and following the shape of, the boomerang.

Figure 3G-5 Chief of Navy

6. Mast head flag and car pennant.

Figure 3G-6 Chief of Army**Figure 3G-7 Chief of Air Force**

7. Mast head flag only, NSN 661116792. The background of the flag is based on the shoulder patch of the Australian Flying Corps (AFC) in World War 1. The eagle is extracted from the general badge for the Royal Australian Air Force.

Figure 3G-8 Chief of Air Force and Air Attaches

8. Car pennant only, NSN 660312297.

Figure 3G-9 Deputy Chief of the Air force and Air Officers Commanding Commands



9. Car pennant only, NSN 660312299.

Figure 3G-10 Air Officers Commanding Force Element Groups



10. Car pennant only, NSN 660312300.

Figure 3G-11 Officers of the rank of Squadron Leader and above, holding the position of Senior Australian Defence Force Officer or commanding an independent unit



11. Car pennant only, NSN 660312301

ANNEX 3H

AIR FORCE OFFICER DISTINGUISHING FLAGS

1. Shown below are the Air Force Officer Distinguishing flags. The Marshal of the RAAF flag is not normally used as the Royal Standard for HRH Prince Phillip would be flown.
2. The CDF masthead flag would normally be flown and not the Air Chief Marshal flag. However, if a retired Air Chief Marshal is acting as Reviewing Officer the four star pennant would be used.

Figure 3H-1 Air Force officer distinguishing flags

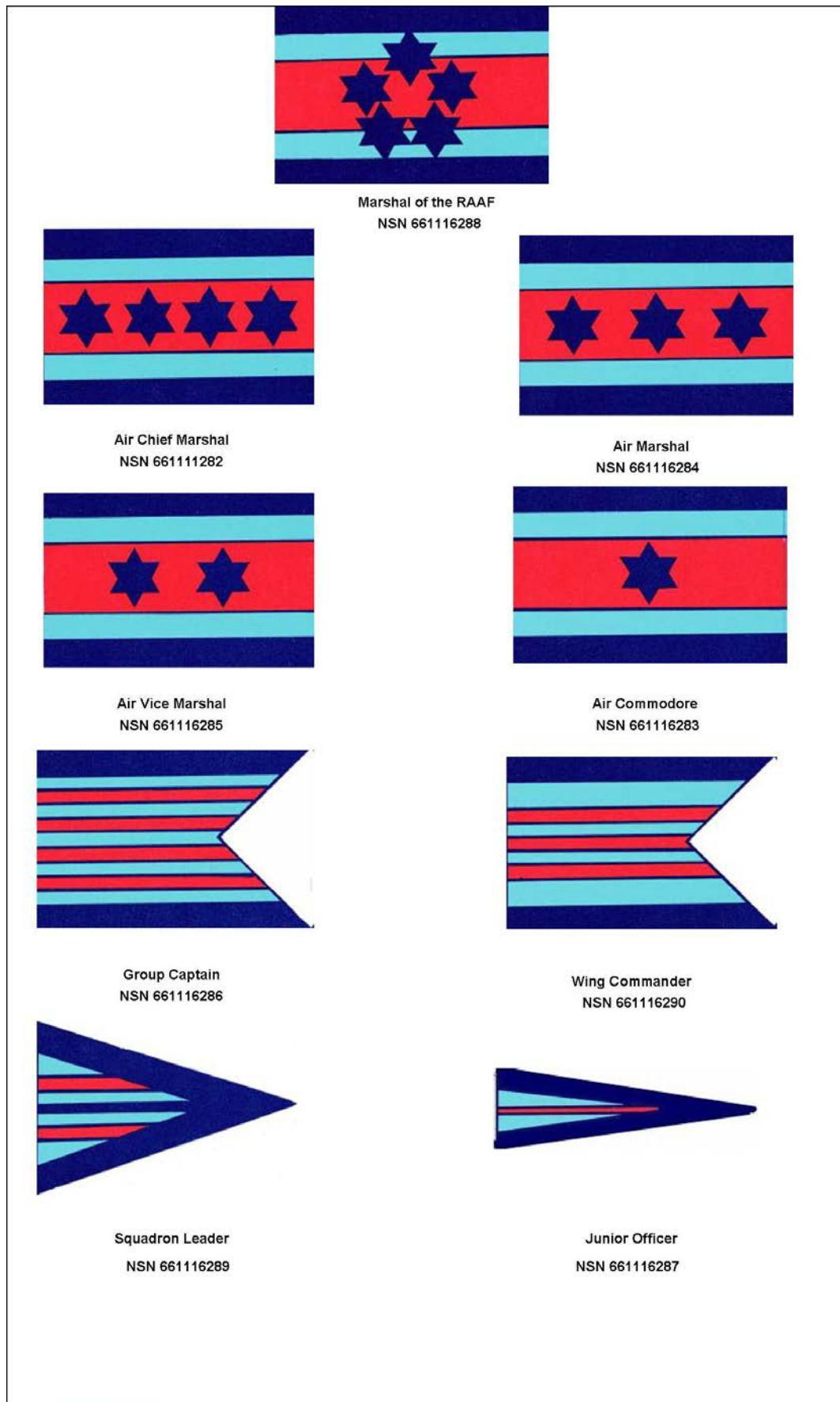
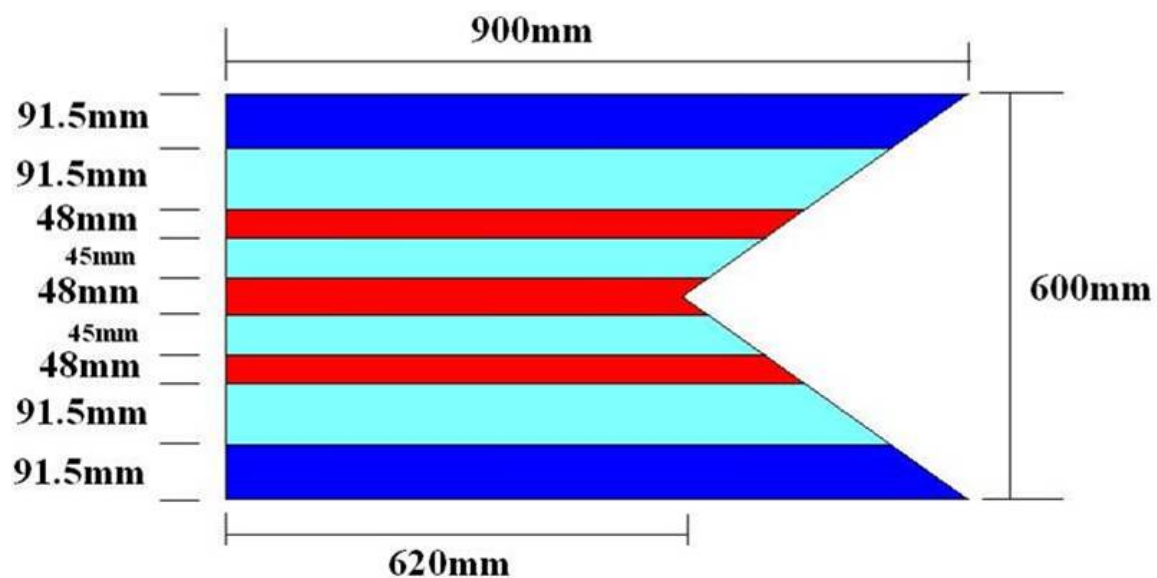


Figure 3H-2 Dimensions of a Wing Commander distinguishing flag



ANNEX 3I

SERVICE VEHICLE STAR PLATES

1. Below are the star plates RAAF vehicles are to display carrying entitled officers. Note, that stars are positioned point uppermost.
2. HRH The Duke of Edinburgh, as current Marshal of the RAAF, would carry a crown on his star plate. A Air Chief Marshal would usually be Chief of the Defence Force, so a Tri-Service plate would be used with the stars arranged centrally along the red bar (NSN 661173168).

Figure 3I–1 Air Force vehicle Star plates

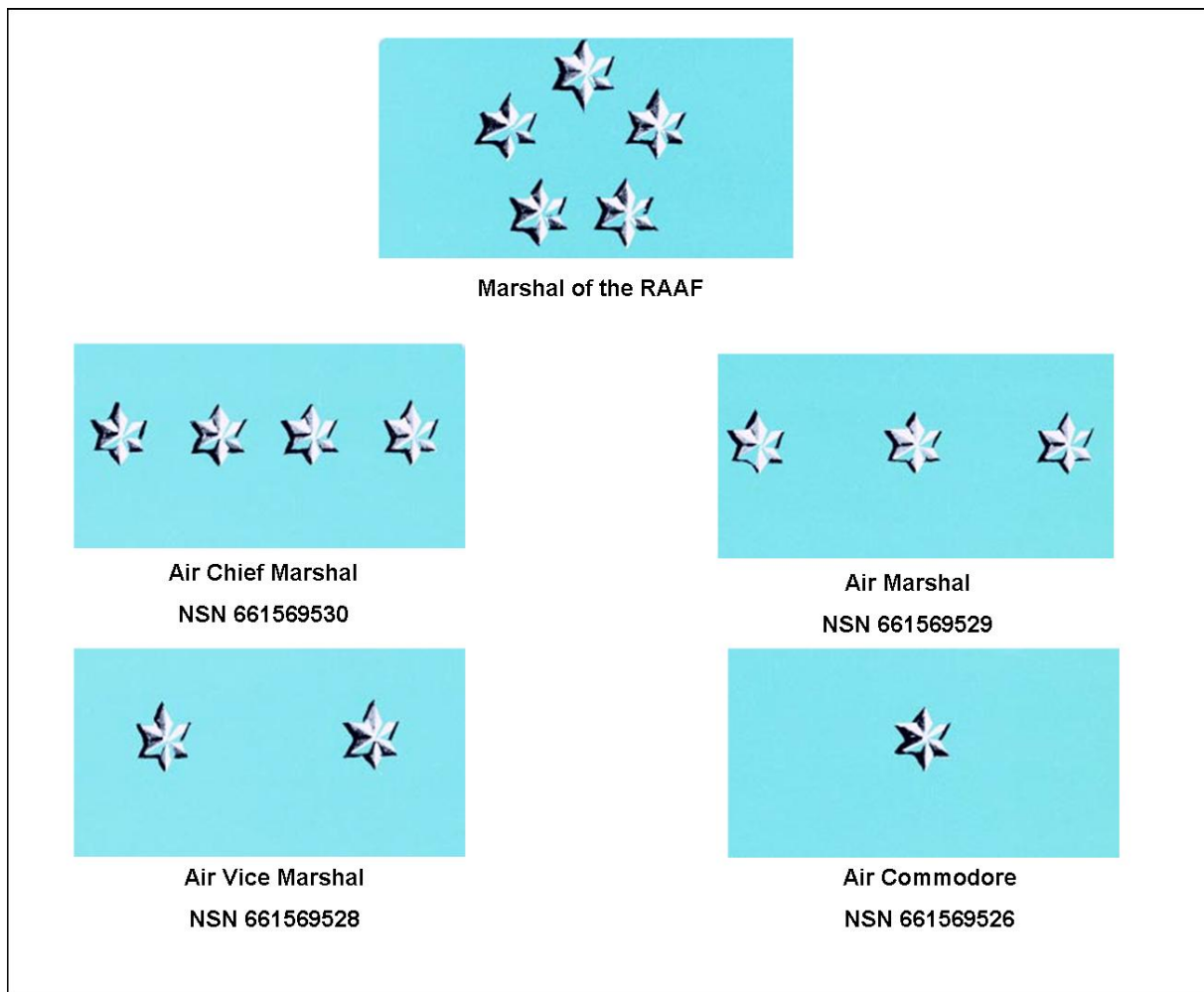


Plate Colours

3. Relevant plate colours are as follows:
 - a. Chief of the Defence Force (CDF) and Vice Chief (VCDF) - horizontal Service tricolour
 - b. Australian Defence Force Headquarters (ADFHQ)/Joint appointments (other than CDF) - vertical Service tricolour
 - c. Navy - Navy Blue

- d. Army - Military Red
- e. Air Force - Azure Blue.

Figure 3I-2 Vehicle used by the Governor-General



Figure 3I-3 Vehicle transporting the Chief of Defence Force



CHAPTER 4

QUEENS COLOURS, SQUADRON STANDARDS AND GOVERNOR-GENERALS BANNERS

ORIGINS OF MILITARY COLOURS

Introduction

A moth eaten rag on a worm-eaten pole,
It does not look likely to stir a man's soul;
'Tis the deeds that were done 'neath the moth-eaten rag,
When the pole was a staff and the rag was a flag.

Sir Edward Hamley

4.1 The different ceremonial flags (generically termed 'Colours') of the Australian Defence Force hold a revered position of honour. They are the embodiment of Service traditions, achievements and history. Colours are a tangible recognition of the Services' devotion to duty, the Sovereign and to Australia. Most military forces around the world have Colours and attach to them the reverence and ceremony similar to other Commonwealth Forces.

Early History

4.2 To trace the origin of the custom of carrying Colours, one must go back to the days of early man who fixed his family badge to a pole and held it aloft in battle for the dual purpose of indicating his position in action, as a rallying point should the occasion arise. Medieval chivalry followed the same idea when they placed their armorial bearings on their banners, so that their symbols would float on high, well above the melee.

4.3 Once cloth had been invented, totem designs were transferred to the cloth and became flags. The earliest such flags are recorded in the Bible as belonging to the Children of Israel. In Genesis chapter 49, the devices are described, while in Numbers chapter 2, the instruction is given that everyone is to pitch their tent near their own 'standard'.

4.4 The first military organisation to adopt a unit device or standard, as distinct from a family or tribal totem appears to have been the Roman Army. Their units carried a bronze or silver eagle on a staff and great veneration was given to these devices. Great shame (as well as physical punishment) was associated with the legion or unit that lost its 'eagle' in combat.

4.5 With the disintegration of the Roman Empire, standing armies ceased to be organised by the State. The armies of the Middle Ages were composed of armed bands brought to the field by nobles, and military badges reverted back to family devices.

Modern History

4.6 When armies were beginning to adopt a system of regimentation at the start of the seventeenth century, each company was allotted a Colour; a custom that persisted for a hundred years. Although Colours of a type were carried at the Battle of Hastings in 1066, it was not until 1661, during the reign of Charles II, when the British Army, as we know it today first began to take shape, that the number of Colours to be carried by a unit was reduced to three, to correspond with the tactical arrangements of a battalion for battle.

4.7 The Colours were carried into battle in the centre front rank where they could easily be seen and recognised and to act as a guide and rallying point. Originally, when Colours were carried in companies, they were borne by the youngest officer of the company, who was known as the 'Ensign'. As the importance of a victory was generally gauged by the number of guns and stands of Colours that were captured, the Colour party became the obvious target and the scene of the bitterest hand-to-hand fighting. With a view to giving the ensigns some local protection, the rank of 'Colour Sergeant' was introduced in 1813. The Royal Warrant in respect of this stated "it is His Royal Highness' pleasure that the duty of attending the Colours on the field shall be performed by the sergeants.

Figure 4-1 Painting by Dawn Waring, depicting troops of 37 Regiment of Foot repelling a French cavalry charge at the battle of Minden, 1759. The Regimental Colours flying in the centre of the line.



4.8 This escort to the Colour was formed by five Colour Sergeants, armed with half pikes, and was chosen from the senior and bravest sergeants as they had to stand in the most exposed places in the field of battle. The practice of carrying Colours in battle gradually came to an end after 1879, when during the Zulu Wars, two subalterns of the South Wales Borderers received posthumous Victoria Cross for their endeavours to save the Colours at the Battle of Isandhlwana. The last time a Colour was taken into battle was in January 1881 when Lieutenant Ballie of the 58th Regiment of Foot (The Northamptonshire Regiment) lost his life while attending the

Colour at Laings Nek, during the first Boer War in South Africa. The Colour Party was in the past expected to fight to the death to defend the Colours. For the same symbolic reason today, the Colours (carried by a junior officer with an escort of two sergeants and a warrant officer) are paraded in the centre of a RAAF Squadron.

4.9 In 1747 the regimental colonel was no longer allowed to put his device on the Regimental Colour. Up to this time, Colours were personal standards and changed each time the colonel of the regiment was changed. At about the same time, the number of Colours was restricted to two for each regiment, being a King's or First Colour and a Regimental Colour or second Colour. In 1751 a Royal Warrant laid down that the King's Colour was to be the 'Great Union'. This was the flag of the United Kingdom at that time, since it was not until 1801 that the red saltire of St Patrick of Ireland was added to the red cross of St George of England and the white saltire of St Andrew of Scotland. The Regimental Colour was to be the colour of the facings (the colour of the jacket lining) of the regiment, with a small 'Union' in the canton (first quarter). The Royal Warrant of 1751 did not apply to regiments of foot guards, who's Kings Colours have always been crimson, while the Regimental Colours are the 'Union Jack'.

4.10 An important event in the evolution of Colours was the decision to add battle honours to Regimental Colours. The first of these distinctions was 'EMSDORF' granted to the 15th Light Dragoons in 1768. It was to be another 10 years before the second battle honour 'GIBRALTAR' was awarded to those regiments who had served through the siege of 1783-84.

COLOURS, STANDARDS AND BANNERS OF THE ROYAL AUSTRALIAN AIR FORCE

Origins of Air force Colours

4.11 As the Royal Air Force and the Royal Australian Air Force had their founding's in the British and Australian Armies, it was only natural that they both should adopt the army custom of awarding Colours. It was not until 1943, on the twenty-fifth anniversary of the RAF, that King George VI announced his intention to award a ceremonial flag (to be known as the 'Standard') to operational squadrons. Later, the King made it known that there should be Colours for the RAF as well as Standards. The first Colour was presented to the Royal Air Force College at Cranwell in 1948 and the first Standard was presented to No 1 Fighter Squadron (RAF) in 1953.

Queens Colour for the Royal Australian Air Force

4.12 The RAAF was the first Commonwealth Air Force to have Colours and Standards awarded. In 1948 when His Majesty King George VI approved the Ensign for the RAAF, he agreed in principle to a King's Colour for the Service. The design for the RAAF King's Colour was approved by His Majesty in 1950, but unfortunately the King died before the Colour could be presented. However, In May 1952 Her Majesty Queen Elizabeth II consented to the original Colour, bearing the King's cypher (GVIR), being presented to the RAAF as the Queen's Colour. The Queen's Colour for the RAAF, as it is now known, was presented to the RAAF on behalf of Her Majesty by the then Minister for Air, the Honourable W. McMahon MP, on the direct command of the Governor-General of the Commonwealth of Australia, Sir William J. McKell

GCMG, who was delayed in Canberra at the last moment, at RAAF Laverton on 17 Sep 1952. Her Majesty's wishes were that no changes be made to the cypher until the Colour wore out and then it should be replaced with a Colour bearing the cypher of the Sovereign of the day. On 2 March 1982, Her Majesty approved a new design for the Queen's Colour for the RAAF. This Colour was presented by Her Majesty on 5 March 1986 at RAAF Base Richmond.

Figure 4-2 Consecration of the Queens Colour for the Royal Australian Air Force, Richmond 5 March 1986



4.13 At the time of consecration, the transporting of Colours was always by road, and because of the great distances between RAAF bases, facsimiles of the Queen's Colour for the RAAF were also approved. These facsimiles were accorded the same precedence and ceremony as the original Colour. The original Queen's Colour with the King George VI Cypher is laid up at RAAF Williams, Point Cook, in the Holy Trinity Chapel. The facsimiles are on display at Air Command Headquarters, the RAAF Museum and the Australian War Memorial. In requesting approval for the new Queen's Colour for the RAAF, Her Majesty was advised that by tradition and usage, transporting of Colours in Australia was now by Service air. Facsimiles therefore were no longer required. When the new Queen's Colour for the RAAF was presented, the use of facsimiles ceased. When not being paraded, the Queen's Colour for the RAAF is held on display at Air Force Headquarters.

4.14 The Queen's Colour for the RAAF is to be honoured as a symbol of the trust which the Sovereign reposes in the Royal Australian Air Force and as an emblem of the Service's achievements. It also symbolizes our Service traditions and is a reminder of the devotion and sacrifices of our predecessors, and is an inspiration to those who serve in the Royal Australian Air Force. The Queens Colour for the RAAF is the preeminent Colour in the Air Force. The Order of Precedence for Colours is shown in [Annex 4A](#).

4.15 The original award of the Queen's Colour for the RAAF heralded the introduction of a series of subordinate Colours similar to the RAF. These were to be known as Unit Queen's Colours and Squadron Standards, each with their own prerequisite conditions covering their award. Almost 30 years later saw the introduction of the Governor-General's Banner.

Figure 4-3 The Queens Colour for the Royal Australian Air Force



4.16 The Queens Colour is a representation of the RAAF Ensign carrying the Royal Cypher in the centre. It is made from RAF light blue (azure) silk and measures 1.143 metres square. The Colour has a border of embroidered wattle, is fringed and tasselled in gold and red. The Colour is hung on a staff 2.59 metres in length surmounted by a gilded crown on which is mounted a standing, watchful lion imperially crowned. The Colour is carried on a Colour Belt of azure blue on the front of which is displayed the Royal Cypher and the General Badge of the RAAF; its edges are bordered with two bands of gold lace.

Unit Queens Colours

4.17 A Queen's Colour is awarded by order of Her Majesty to non-operational units that have completed 25 years of service in the Royal Australian Air Force or the Australian Flying Corps, and have earned the Sovereign's appreciation for especially outstanding service.

4.18 The Unit Queen's Colour for RAAF establishments or units is a silk flag in RAF light blue (azure) measuring 1.143 metres square. The Colour has a border of embroidered wattle and carries the approved unit badge in the centre. The Royal Cypher is carried in the canton (upper right-hand square). The Colour is fringed and tasselled in gold and red. The Colour is hung on a staff 2.59 metres in length

surmounted by a gilded crown on which is mounted a standing, watchful lion imperially crowned. The Colour is carried on a Colour Belt of azure blue on the front of which is displayed the Royal Cypher and the General Badge of the RAAF; its edges are bordered with two bands of gold lace.

Figure 4-4 Queens Colour for the Royal Australian Air Force School of Technical Training



Squadron Standards

4.19 A Squadron Standard is awarded by order of the Sovereign for 25 years of service in the RAAF or the Australian Flying Corps to an operational, combat support, intelligence or other squadron/unit that directly contributes to the air campaign. A Squadron Standard may be awarded regardless of qualifying time, for having earned the Sovereign's appreciation for especially outstanding operations. The Battle Honours awarded to the unit are emblazoned on the standard. Number 2 SECFOR Standard is illustrated below.

4.20 The first Squadron Standards awarded in the RAAF were presented to No's 1, 3 and 77 squadrons in 1957. The order of precedence for RAAF Squadron Standards is shown in [Annex 4B](#).

4.21 Squadron Standards are a rectangular silk flag in RAF light blue (azure), measuring 0.813 metres on the staff and 1.22 metres in length, originally with a border of roses, thistles, shamrocks, leeks and wattle. The officially approved squadron badge is positioned in the centre of the Standard with scrolls on each side of the badge, inscribed with the Battle Honours of the Squadron. Squadron Standards are fringed and tasselled in gold and blue, and hung on a staff 2.46 metres in length surmounted by an eagle in gold with wings elevated. The Standard is carried on a Standard Belt of dark blue, on the front of which is displayed the squadron badge. The edges are bordered with two bands of gold lace.

4.22 In 1983, Her Majesty approved a change of design to the Standard. The new design follows the same format as the original Standard; however, the border was replaced with one depicting the official floral emblems of each Australian State, the Australian Capital Territory and the Northern Territory.

Figure 4-5 Squadron Standard for 2 Security Forces Squadron



Governor-Generals Banners

4.23 Approval for the Governor-General's Banner was announced on 15 January 1981 by His Excellency The Right Honourable Sir Zelman Cowen AK, GCMG, GCVO, KStJ, the Governor-General of the Commonwealth of Australia. The Banner is awarded by order of the Governor-General to training, logistic, maintenance or other non-operational units that have completed 25 years of service in the Royal Australian Air Force or the Australian Flying Corps, or to non-operational units that have earned the Governor-General's appreciation for especially outstanding service. The order of precedence for RAAF Governor-General's Banners is shown in [Annex 4C](#).

4.24 The Governor-General's Banner is a silk flag 1.0 metre square, with an RAF light blue (azure) background and fringed and tasselled in royal blue and gold. The Banner (short title) carries the approved squadron or unit badge, surrounded by the Southern Cross, with the Governor-General's device carried in a dark blue canton (upper left-hand square) fringed in gold. The remaining three corners of the Banner have stylised sprigs of wattle. The Banner is hung on a staff 2.46 metres in length surmounted by an eagle in gold with wings elevated. The Banner Belt is dark blue and carries the Australian Coat-of-Arms above the General Badge of the RAAF, its edges are bordered with two bands of gold lace.

4.25 **AAFC Governor-Generals Banner.** The AAFC were presented a Banner by the Governor-General on 1 Oct 2016. Although based on the Air Force design the banner differs by displaying the AAFC badge, being fitted with a lion and crown finial and the colour belt displaying the AAFC badge. The AAFC Governor-Generals

Banner is not an ADF Colour so is not be paraded with Air Force Colours. The banner was presented by the Governor-General, therefore Air Force personnel are to pay the same compliments to the AAFC Governor-Generals Banner as they would for an Air Force Colour.

Figure 4-6 Governor-Generals Banner for 1 Combat Communications Squadron



Colour belts

4.26 Shown in Figure 4-7 are examples of the three styles of Colour belt. The belts for Queens Colours are azure blue with the Royal Cypher on the front. The Squadron Standard belt is dark blue with the squadron badge displayed and the Governor-Generals Banner belt is the same colour with the Australian Coat of Arms shown. All three have the same metal fitting to the rear that displays the Air Force badge and allows adjustment for length. All belts have a gold plated socket that supports the Colour.

Figure 4-7 Examples of Colour belts

Left to right: Colour Belts for, Queens Colour, Squadron Standard, Governor-Generals Banner

CUSTOMS AND TRADITIONS RELATING TO COLOURS

Consecration of the Colours

4.27 Colours have always been regarded with great reverence. Historians record that Colours have been associated with religion from the earliest times. The Israelites carried the social standard of the Maccabees which bore the initial letters of the Hebrew text. These early associations linking religion with battle flags and standards have their counterpart in the ceremonial attached to Colours today. Before a Colour is taken into use, it is consecrated at a special religious ceremony which is usually performed during the parade at which the Colour is presented.

4.28 The first recorded consecration of British Colours was in 1138 by the Archbishop of York. However, the consecration or blessing of Colours, as we now understand the ceremony, dates back to 1634 when it was laid down that 'the first thing a captain shall do is cause his Colours to be bleast'. Much later, a standard form of service was laid down by the Principal Chaplain to the Forces. Today, as part of the presentation ceremony the Colour is consecrated by the Principal Chaplains of all denominations. The procedure for a consecration service is detailed in Part 3, [Chapter 2](#).

Figure 4-8 Consecration of a Governor-Generals Banner in 2012.



Battle Honours

4.29 The Governor-General may approve the award of Battle Honours to Air Force units. If a unit has been awarded a Squadron Standard, it is to display the Battle Honours to which the unit is entitled. Further information about Battle Honours is contained in [Annex 4B](#).

Placement of Colours during Active Service

4.30 Where a unit or squadron is involved on active service, whether during independent operations or after a declaration of war, the following procedures for the placement of Colours is as follows:

- a. If a rear echelon of the unit or squadron remains behind, then the Colour can remain in its current place of lodgement, eg the headquarters building. A junior officer or warrant officer, is to be nominated as the custodian by the commanding officer, to ensure that normal care and custody procedures are observed.
- b. If for any reason, the entire unit or squadron is deployed on active service, the commanding officer is to ensure that the Colour is lodged in the Officers Mess for the duration of absence. The Colour is to remain cased until it is retrieved on the return of the unit or squadron. Arrangements are to be made for the care and custody of the Colour whilst the unit or squadron is absent.

Carrying Colours Overseas - Peacetime

4.31 Colours may be taken overseas in peacetime when the unit as a whole is posted to a non-operational area or, for any special reason as approved by Air Force Headquarters (COS-AFHQ). When taken overseas, the Colour is to be transported by Service aircraft and accompanied at all times by either an officer or a warrant officer. When the Colour arrives at its destination, it is to be escorted from the aircraft to the place of lodging. The Colour is to be lodged in a secure area and preferably kept under guard. At no time may a Colour be taken overseas with a unit on short term deployments or Exercises with other Nations.

Order of Precedence of Colours

4.32 Care must be taken to ensure that Colours are accorded correct ceremony and precedence. Precedence within Commonwealth countries is arranged by virtue of Service and date of consecration of each particular Colour. AFHQ CEREMONIAL¹ is to maintain a current list of Air Force Colours in order of precedence. The order of precedence for the RAAF is as follows:

- a. The Queen's Colour for the RAAF (takes precedence over all other RAAF Colours, irrespective of date of consecration)
- b. Unit Queen's Colours
- c. Squadron Standards
- d. Governor-General's Banners.

4.33 **Precedence with other ADF Colours.** Normally colours will be paraded within each service and parading with other ADF colours is reserved for special occasions. Note that under no circumstances is RAAF Colour drill to be changed to conform to another Service's drill and ceremonial procedures. As a guide and a starting point to ascertain the order of precedence and equivalencies, the following comparisons with the Australian Army are made:

- a. Queen's Colour for the RAAF - The RAN Queens Colour, The Army Banner
- b. Unit Queen's Colour - Infantry Queen's Colours and Armoured unit Standards
- c. Squadron Standards - Infantry Regimental Colours and Armoured unit Guidons
- d. Governor-General's Banners - Governor General's Banners for Army

4.34 **Note.** A RAAF Governor General's Banner is not senior to or equal to Banners presented to Army units by members of the Royal Family eg The Banners of HM Queen Elizabeth II, HRH Duke of Edinburgh, or HM the Queen Mother.

Precedence with Other Nations Colours

4.35 The Colour is never to be placed in an inferior position by placement or precedence to any other Nation's Colour of equivalent standing. It is difficult to present firm guidelines for precedence with foreign Services; however, a Colour presented by a Sovereign takes precedence over a Colour presented by a President or similar Head of State. On the other hand rigid insistence on this rule could be embarrassing. Therefore, grouping or parading of Colours overseas should be limited to each Nation forming up individually and parading independently.

4.36 When forming part of a parade overseas, a Colour is to be paraded with an armed escort squadron and is to remain within the squadron throughout the duration of the ceremony.

4.37 A Colour may be paraded indoors at an overseas location. In such cases, the Colour is to be marched to its position by an escort party and, if possible, the two SNCO escorts are to take post near or beneath the Colour. Similarly, after the ceremony the Colour is to be marched from the building by the escort party. Those

procedures for the parading of Colours in churches as detailed in Part 1, [Chapter 8](#) are to be observed at all times.

4.38 Under no circumstances are Colours taken overseas to be paraded or placed with the Australian National Flag or the RAAF Ensign.

Transporting Colours within Australia

4.39 Whenever Colours are transported within Australia, they are to be accompanied at all times by an officer or a warrant officer. The normal means of transport is by Service Air or, when circumstances dictate, by civilian aircraft. When being transported, the Colour, Colour belt and Gilded Crown or Eagle is to be removed from the staff and packaged to prevent damage. When travelling on civilian aircraft the Colour and accoutrements are to be checked in as additional baggage. When transporting Colours in aircraft or vehicles, units are to ensure that the Colour is handled with dignity and is safeguarded at all times from theft and damage. Units are encouraged to obtain containers of appropriate size and strength for the safeguarding of Colours when transporting them between locations.

4.40 Individual components of a Colour being sent for maintenance or inspection, may be dispatched using a tracked parcel (eg Express Post) or a courier service, provided the items are packed to prevent damage and tracked to prevent loss.

Draping of Colours

4.41 Colours are draped at funerals as a mark of respect. In the RAAF this custom is observed only at Service or State funerals. Colours are to be draped with a piece of black crepe 35cm wide and 2.5 metres long, tied in a bow around the foot of the gilt crown in such a manner that the span of the bow is 30cm. The ends, folded to a single point, should then hang about half way down the cloth of the Colour.

Compliments and Salutes

4.42 Colours are always to be accorded the highest honours and compliments. When Colours are uncased, the Colour Party and Escort Squadron are not to pay compliments except to those persons entitled to the compliment of having the Colour lowered or 'Let Fly'. When a Colour is cased, the Colour Party and Escort Squadron are to pay compliments as would be appropriate should there not be a Colour present. Individuals are always to salute an uncased Colour. An individual airman is to salute when passing a stationary uncased Colour and is to halt, turn to face the Colour and salute (present arms if carrying a rifle) when being passed by an uncased Colour.

4.43 When an uncased Colour passes an unarmed Flight on the march, the unarmed Flight is to halt, turn into line (facing the Colour), and the commander is to salute. If the Flight is armed, they are to halt, turn into line (facing the Colour) and present arms. In each situation, if the Colour is at the slope, the Colour is to be brought to the carry for the paying of compliments.

Lowering Colours in Salute

4.44 The custom of lowering the Colour is of ancient origin and is regarded as saluting in a most respectful manner with the highest honours. An early reference to this custom is made by Sir John Smithe in his 'Instructions, Observations and Orders Mylitarie', published in 1591, in which he states 'Also if any Ensigne bearer or Ensigne bearers in their hands, happen to march by an Emperor or King, or by the Lieutenant-General, they ought to carrie them displayed and advanced, and when they come almost over against such a Prince or his Lieutenant-General, they ought to pull downe their Ensignes lower and Bowe downe forward the point and taffeta of their Ensigne, not directly towards the Prince or Lieutenant-General, but directly towards the waie that they are marching'.

4.45 This custom of lowering Colours in salute was officially recognised in the earliest form of King's Regulations of 1786. All subsequent regulations to those of 1837 have the same instructions, but in that year, owing to the recent accession of Queen Victoria, a definite instruction was added to read "The Queen and other members of the Royal Family are to be saluted by Colours, Standards and Banners dropping; officers saluting and bands playing 'God Save the Queen'". The Queen's Regulations of 1868 are framed upon the modern model which reads "Her Majesty's Forces are on all occasions to receive the Sovereign with the highest honours, viz, with a Royal Salute and all Colours, Standards and Banners lowered".

4.46 The salute of lowering the colour is only made when a Royal salute is given or marching in slow time past Her Majesty, members of the Royal Family, foreign Sovereigns, Vice-Regal personages and those persons entitled to a Royal salute as detailed in Part 1, [Chapter 2](#). Colours are also lowered in salute to the head of state of a republic and the command National Salute may be called. All other personages are accorded a General salute where the Colours are 'let fly' (the Colour being allowed to fly free).

Point of War

4.47 In the days when Colours were taken into battle, they were positioned in the centre of the battle line which was normally the place from which the battle was controlled. Every unit took into battle its drummers, buglers, fifers and other musicians who might make up a band (they also doubled as stretcher bearers). Upon an attack developing, the commanding officer would order the various instruments to be beaten or blown as hard as their players could manage. The attention of the unit was drawn to the fact that the centre was threatened and the Colours were in danger. This action became the centre point of the war and the music became a rallying tune.

4.48 Today, after Colours are marched on and are in position, the band plays the stirring 'Point of War' as a salute to the Colours. The Colours are again saluted with 'Point of War' just prior to being marched off parade.

Showing the Colour

4.49 The custom of Showing the Colour originated as a procedure performed during periods of waiting, when at the discretion of the parade commander the Colour could be shown to the parade. Today the Showing of the Colour is more formal but is

still a useful method to permit the personnel on parade and spectators to view the Colour. In keeping with the procedures origins, Showing the Colour is always performed prior to the arrival of the Reviewing Officer. As it is a less formal display of the Colour, it is not to be conducted in conjunction with 'Trooping the Colour'. During the procedure the Colour bearer acts alone and the remainder of the parade stands easy. The bearer marches along the front of the parade with the Colour at the slope and 'free' to allow a full display of the Colour. The inclusion of a Showing of the Colour into a ceremony is optional.

Trooping the Colours

4.50 The origin of Trooping the Colour dates to an ancient ceremony of 'sending for and the lodging of the Colour'. As a ceremony, lodging the Colour has been traced back to the 16th century. In Sir John Smiths publication 'Instructions, Observations and Orders Mylitaire', he stated that 'the Ensigne (Colour bearer) should at all times ensure that when the Colour is lodged (put in the Colonel's or Ensigne's billet for safe custody) at the end of the day's battle, it should always be under a strong and very convenient guard, and, likewise when it is brought on parade the following morning'.

4.51 A somewhat informal ceremony at first, Lodging the Colour gradually acquired precision and dignity. Towards the middle of the 18th century it was an impressive performance, for at this time by order of the Duke of Cumberland, then Commander in Chief, it was definitely associated with, and made a part of the regular parade of mounting the guard. The procedure for the Trooping of a Colour is detailed in Part 3, [Chapter 2](#) - Consecration Parades.

Applying for Colours

4.52 Once a unit qualifies for a Colour the application process in [Annex 4C](#) is to be followed.

Laying Up of Colours

4.53 While the consecration of Colours has a long history, the laying up of Colours dates only from 1898. Prior to this date, Colours were virtually the property of the Colonel of the Regiment to do with as he saw fit. There are records of Colours being buried with the Colonel and of other Colours being cut up and distributed to each officer of the regiment.

4.54 **Modern Day Procedures.** When a Colour is to be laid up, units are to notify COS-AFHQ. The ceremony of laying up Colours is carried out with the same reverence that is observed during the consecration of the Colour, and is detailed in Part 3, [Chapter 3](#).

4.55 Where a unit or squadron is disbanded, its Colour is to be ceremonially laid up and moved to the RAAF Holy Trinity Chapel, where both the Colour and its Belt will be placed on display. The Colour Record Book is to be transferred to the RAAF Museum. If the unit or squadron is reformed, COS-AFHQ will authorise the Colour to be reissued, the process and ceremonial procedure is detailed in Part 3, [Chapter 3](#).

4.56 A Colour that has been replaced is to be ceremonially laid up and moved to the RAAF Holy Trinity Chapel and placed under the custodianship of the RAAF

Museum. The unit or squadron may apply to COS-AFHQ for the old Colour to be moved to a cathedral, church or local government building in a town or city where the unit or squadron has a close association, where it will remain in perpetuity.

DISTINGUISHED UNIT CITATION CERTIFICATES AND INSIGNIA

General

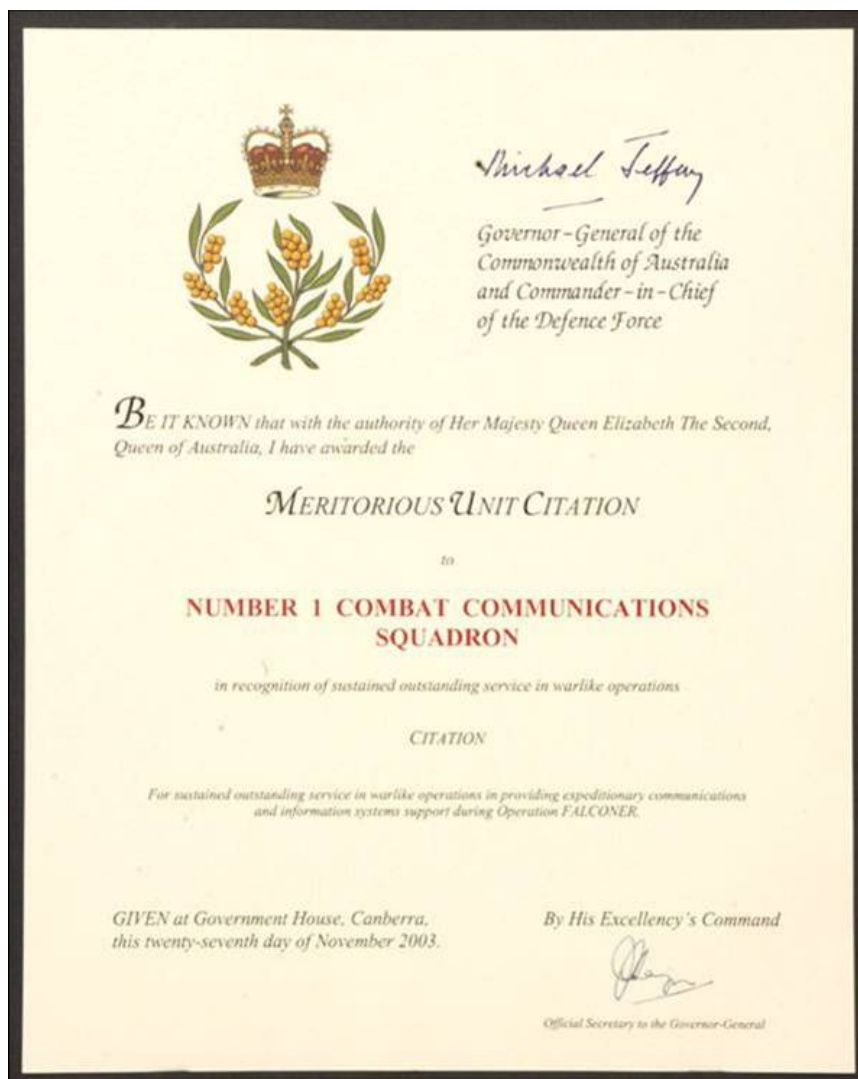
4.57 Unit citations recognise gallantry in action or outstanding service in warlike operations by units of the Australian Defence Force (ADF) or allied forces. Information about qualifying criteria, nomination and processing of Unit Citations can be found in [DHAM, Volume 1, Chapter 9](#). Each citation consists of a certificate of citation, signed by the Governor-General and insignia IAW the approved design. There are two categories of Unit Citations in order of precedence, they are as follows:

- a. Australian awards:
 - (1) Unit Citation for Gallantry (UCG)
 - (2) Meritorious Unit Citation (MUC).
- b. Foreign awards:
 - (1) United States Presidential Unit Citation
 - (2) Vietnamese Cross of Gallantry with Palm Unit Citation
 - (3) USAF Outstanding Unit Award (with combat V)
 - (4) Republic of Korea Presidential Unit Citation.

Certificate of Citation

4.58 The certificate of citation is raised by Government House and signed by the Governor-General or delegate. The certificate may be presented to the unit by the Governor-General, an appropriate officer (AVM or above) or eminent personage at an investiture ceremony, a ceremonial review or other similar event. The certificate of citation is to be displayed by the unit in a prominent location (the certificate of citation for No 1 Combat Communications Squadron is shown in Figure 4-9). Certificates for foreign awards are IAW with those nations' regulations. When a unit is disbanded the certificate is to be transferred to the RAAF Museum.

Figure 4-9 Meritorious Unit Citation Certificate.



Insignia and Streamer

4.59 **Insignia.** The insignia for individuals and a streamer are awarded in conjunction with the certificate of citation. Individual unit citation insignia is not to be presented or worn until after the presentation of the certificate of citation. Details of the individual insignia can be found in [DHAM, Volume 1, Chapter 9](#) and how they are worn is described in the Air Force Manual of Dress. The supply of UCG/MUC insignia without the Federation Star, to unit personnel is the responsibility of the unit concerned. The unit is to purchase the items in bulk from the clothing store, using unit funds and manage the issue and return to personnel posted into and out of the unit.

4.60 **Streamer.** CDF Directive 7/2004 of 13 May 2004 authorised the introduction of streamers in honour of Unit Citations and provided the guidelines for the issue, presentation and display of the streamer. The purpose of creating a streamer was to provide appropriate recognition of the Unit Citation honour by displaying it with a Colour. Streamers are not a part of the official awards within the Australian Honours System. The issue and display of streamers is managed under single-service arrangements.

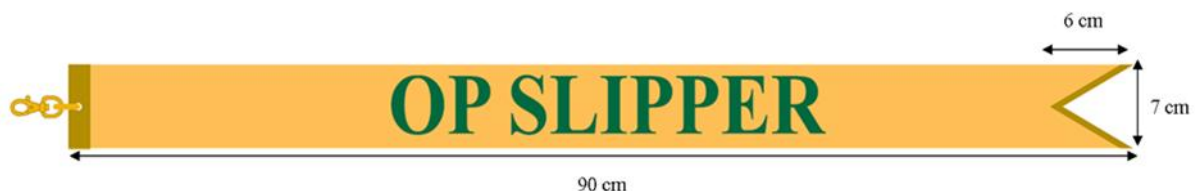
4.61 **Design, manufacture and procurement.** The streamer for the UCG and MUC are to be made of a single piece of medal ribbon fabric identical in colour to the insignia, with the fly-end notched to form a swallow tail. A clip is threaded through the hoist-end to attach the Streamer to the pike. The streamer is to be doubled sided and each side is to be embroidered with an inscription reflecting the action or conflict for which the Citation has been awarded. The design, manufacture and procurement of the streamer applicable to the battle, campaign, operation or conflict as follows:

a. **Design.** Design includes the following requirements:

- (1) When the streamer has been awarded for a battle, the single name of that action and date is to be displayed, eg BANDA SEA 1942.
- (2) If the streamer has been awarded for a campaign, operation or conflict, the name of that campaign, operation or conflict and when applicable the year of the action for which the award was earned is to be displayed, eg OP SLIPPER.
- (3) Where a unit was created for the purposes of the campaign, operation or conflict, the abbreviated form of the unit title is to be included on the streamer with the name of the campaign, operation or conflict and the year of the action for which the award was earned, eg TG633.4.2 2003-2004.
- (4) Size. Sizing of Australian award streamer is in Figure 4-10. Sizing of foreign award streamers is to be IAW the issuing nation's regulations.
- (5) Text. Font on Australian award streamers is to be Times New Roman Bold and 5 cm in height.
- (6) Colours. Australian awards are to be identical in fabric and colour to the Citation insignia and the text of the opposite Citation colour. The UCG is Deep Sea Green (Pantone 342C) with Gold (Pantone 130C) text. The MUC is Gold (Pantone 130C) with Deep Sea Green (Pantone 342C) text. Foreign awards are to be the same colour and design to the ribbon of the insignia (eg the streamer for the US PUC is ultramarine blue as per the insignia).

b. **Manufacture and procurement.** Once the award is announced in the Honours List, AFHQ will arrange the manufacture of the streamer. A new streamer is to be procured with the replacement of a Colour.

Figure 4-10 Dimensions of a Unit Citation streamer



4.62 **Presentation of Streamers.** A Distinguished Unit Citation is awarded with a certificate and a streamer; preferably these should be presented at the same ceremony. This may not always be possible and the streamer maybe presented by an appropriate officer (AVM or above) or eminent personage at a suitable ceremonial event. The streamer of a Distinguished Unit Citation is attached to the rings on the

pike above the Colour and below the finial. All members in receipt of the original Citation insignia should be present at the ceremonial presentation.

4.63 Displaying and parading of streamers. Streamers are only ever paraded when attached to a Colour. When not on parade, the streamer is displayed in the same manner and location as a Colour within the unit. When a Colour is uncased/cased the streamer should be clipped on/off after the finial has been attached and before it is removed. This is to ensure no damage is caused by the streamer being caught as the finial is screwed on/off. If the Colour is to be cased for a short period of time with the finial attached, the streamer may remain attached and laid along the staff prior to the Colour being folded over the top. Multiple streamers are attached to a Colour in chronological order of precedence and removed in the reverse order, eg a UCG is the superior award to the MUC and is to be attached first, and removed last. Only the streamers shown in Table 4-1 are to be attached to Air Force Colours, awards not approved by AFHQ are not to be displayed on Colours or other official flags.

4.64 Laying up and replacement Colours. When Colours are laid-up, any streamers are to be attached to the Colours. When a replacement Colour is sourced, new Distinguished Unit Citation streamer/s will be sourced with it. At the presentation ceremony, the streamer/s are to be attached by the uncasing officers when the replacement Colour is draped over the piled drums ie. the replacement Colour is presented with streamer/s attached.

4.65 Units without a Colour. If the unit receiving a Distinguished Unit Citation does not have a Colour, a streamer will still be presented with the citation, the streamer is not to be attached to an Air Force Ensign or any other flags. Units are to display the streamer in a frame or case in conjunction with the certificate. When disbanded the certificate and streamer are to be transferred to the RAAF Museum. If subsequently awarded a Colour, the streamer is attached during the ceremony immediately following the presentation. The streamer should be laid on the Drum Head during the uncasing, if in windy conditions it may have to be held by one of the uncasing officers. Following the presentation, once the Colour Bearer takes a pace back, the following is to occur.

- a. The Parade Commander takes up the streamer from the Drum Head.
- b. The Colour Bearer slowly lowers the Colour until the staff is parallel to the ground.
- c. The Parade Commander supports the finial in their left hand and passes the streamer to the Reviewing Officer with their right hand.
- d. The Reviewing Officer clips the streamer to one of the rings on the staff, then steps back.
- e. The Parade Commander releases the finial and steps back, the Colour Bearer returns the Colour to the carry.
- f. The ceremony continues as normal.

4.66 Unit Citations awarded to task forces and task groups. Where a Unit Citation is awarded to a task force/group or element that was raised specifically for an operation, the Citation and streamer are to be held by the higher HQ that contributed the majority of personnel to the task force/group or element. The HQ is to display the citation and streamer in a secure location where it can be easily viewed, the FEG or WG WOFF is to be the custodian. Subordinate units that contributed to

the task force/group may apply to the Commander or Officer Commanding for permission to parade the streamer attached to their Colours on suitable occasions (Freedom of Entry, unit birthday, etc). The custodian is to ensure accountability and protocol is adhered to.

Table 4-1 Unit Citations awarded to Air Force units

Serial	Unit	Operation	Approval date	Qualifying Dates
Meritorious Unit Citation				
1	2AFDS	WARDEN/STABALISE	25 March 2000	15 September 1999 to 23 February 2000
2	84WG-Det Manus	SLIPPER	29 September 2002	March 2002 to September 2002
3	1 CCS	BASTILLE and FALCONER	27 November 2003	18 March 2003 to 22 July 2003
4	75 SQN	FALCONER	27 November 2003	18 March 2003 to 22 July 2003
5	TG 633.4.2	FALCONER and CATALYST	14 September 2004	29 April 2003 to 19 August 2004
6	92WG	FALCONER/CATALYST/SLIPPER	22 March 2013	January 2003 to December 2012
7	5 FLT	SLIPPER	13 June 2016	January 2010 to November 2014
8	36 SQN	BASTILLE/FALCONER/CATALYST/SLIPPER	13 June 2016	January 2002 to June 2014
9	37 SQN	BASTILLE/FALCONER/CATALYST/SLIPPER	13 June 2016	January 2002 to June 2014
United States Presidential Unit Citation				
10	2 SQN	BANDA SEA 1942	11 July 1969	18 April to 25 August 1942
11	13 SQN	BANDA SEA 1942	1990	13 April to 25 August 1942
Vietnamese Gross of Gallantry with Palm Citation				
12	35 TFW USAF (incl 2 SQN RAAF)	Vietnam War	9 October 1970	1 September 1965 to 9 October 1970
United States Air Force Outstanding Unit Award (with V device)				
13	2 SQN	Vietnam War	1971	19 April 1967 to 31 May 1971
Republic of Korea Presidential Unit Citation				
14	77 SQN	Korean War	1 November 1951	25 June 1950 to 1 November 1951

CARE AND CUSTODY OF COLOURS

Care

4.67 Colours, Standards and Banners are fashioned by hand from the highest quality silks, gold braid and thread. It is therefore a costly and delicate article, requiring careful treatment at all times. It is estimated that with care Colours should

have a useful life of about fifteen to twenty years. The life of a Colour also depends upon its usage and may remain in use as long as the materials have not deteriorated.

4.68 The natural moisture and oil of the human hand stains delicate fabrics and causes rapid deterioration. For this reason, personnel who have to handle the silk of a Colour must wear clean dry white gloves. Similarly, the Colour bearer who has to handle the Colour on parade must always wear perfectly clean white cotton gloves. The general rules for care and custody are in [Annex 4D](#).

Custody

4.69 When not in use on ceremonial occasions, Colours were traditionally retained in the Officer's Mess, secured in a suitable display cabinet. However, many units now display their Colour in the Headquarters building. This is because the Colour is a focal point of the unit and should be stored where every member and visitor to the unit can have ready access to view and be proud of the unit's tradition and achievements.

4.70 When designing a display cabinet consideration is to be given to the position and type of cabinet in relation to sunlight and security. Lighting may be used within the cabinet; however consultation with an electrician is to be made to ensure no damage will occur to the Colour as a result of excessive heat and moisture. The Colour may be hung from its staff or on a separate pole within the cabinet. Colours are always to be displayed, uncased, and hung horizontally so that full view of the Colour can be seen and so that creases may be eliminated. The finial may be displayed attached to the staff or within the cabinet. The Colour, colour belt and finial are all to be stored within the same cabinet. CO's that are constructing a colour display cabinet in their HQ are to liaise with their local BWOFF in relation to type of display cabinet required. Annex D, [Appendix 4D1](#) depicts the standard and alternative methods of storing Colours.

4.71 The OC/CO of those units or squadrons with Colours is to appoint a Colour custodian to be responsible for their care and maintenance.

4.72 Whenever Colours are taken from the place where they are lodged, they are to be in the custody of an armed escort (sergeants), and are to remain cased until they reach the area where they are to be paraded. Colours may only be taken off the staff for storage, transportation or repair.

4.73 At least once a year, Colours are to be inspected for wear and tear by the designated unit or squadron Colour Custodian. The parts of a Colour are depicted in [Annex 4D](#), with the Custodians Annual Inspection Certificate in Annex D, [Appendix 4D2](#).

Colour Record Book

4.74 Units and squadrons awarded a Colour, Standard or Governor-General's Banner are to obtain, through the supply system, a RAAF Colour Record book, NSN 661450464. Using the Colour Record, the nominated custodian is to record details of where, when and why their particular Colour was paraded, the results of periodic inspections, and when applicable, the date of laying up.

Replacement Colours

4.75 As previously stated, Colours should be serviceable for at least fifteen to twenty years. However, regardless of their age, when Colours are deemed to be unserviceable, they are to be replaced. The actions to be taken to replace a Colour are shown in [Annex 4D](#).

PARADING QUEENS COLOURS, SQUADRON STANDARDS AND GOVERNOR-GENERALS BANNERS

Queens Colour for the Royal Australian Air Force

4.76 The Queen's Colour for the RAAF may be paraded on its own when the occasion is seen to be representational of the RAAF, eg a RAAF Anniversary Church Service. The Queen's Colour for the RAAF is only to be paraded on a review parade when the RAAF is seen to be parading as a whole or when all Unit Queen's Colours, Squadron Standards and Governor-General's Banners are paraded at the same time. The Queen's Colour for the RAAF is to be paraded only on the following occasions:

- a. By a RAAF Guard of Honour or ceremonial parade mounted for:
 - (1) Her Majesty the Queen or other members of the Royal Family
 - (2) the Governor-General of the Commonwealth of Australia
 - (3) the Governor-General of another Commonwealth Country
 - (4) the Governor, Lieutenant-Governor or Administrator of an Australian State or Territory within that State or Territory
 - (5) the Sovereign of a foreign State
 - (6) the Head of State of a foreign country
 - (7) a member of a reigning foreign Imperial or Royal Family.
- b. A parade in celebration of the birthday of the Sovereign
- c. A parade on the anniversary of the formation of the RAAF
- d. A parade for the laying up and/or replacement of the Queen's Colour for the RAAF
- e. On any other ceremonial occasion with considerable Service significance, with the approval of Air Force Headquarters (Chief of Staff-AFHQ).

Unit Queens Colours, Squadron Standards and Governor-Generals Banners

4.77 OCs and COs of units or squadrons with Unit Queen's Colours, Squadron Standards and Governor-General's Banners may authorize their Colours to be paraded on any appropriate ceremonial occasion, including:

- a. ceremonial parades
- b. route lining
- c. Service funerals

- d. significant occasions (unit birthday, welcome home parade, etc)
- e. Guards of Honour.

4.78 **Note.** Most Guards of Honour are mounted by the Australian Federation Guard, however requests for a single Service guard may occasionally be received from ADF CEREMONIAL.

Annexes:

- 4A [Order of Precedence - Queens Colours](#)
- 4B [Air Force Battle Honours](#)
- 4C [Applying for a Colour](#)
- 4D [Care, Custody and Maintenance of Colours](#)

ANNEX 4A

ORDER OF PRECEDENCE - QUEENS COLOURS

General Information

1. This Annex shows the order of precedence of Colours, Standards and Banners. There is a strict order of precedence between Colours as follows:
 - a. The Queen's Colour for the RAAF always takes precedence over all other Colours, Standards and Banners of the RAAF.
 - b. Unit Queen's Colours take precedence over Squadron Standards and Governor-General's Banners.
 - c. Squadron Standards take precedence over Governor-General's Banners.
2. The order of seniority between Colours within an order of precedence relates strictly to the date of presentation. Even where an original Colour has been laid up and replaced, regardless of the date of replacement, the precedence remains as the date of consecration and presentation of the original Colour.
3. Where a Colour is laid up because of unit disbandment and therefore can no longer be paraded, it will retain its position of precedence. Where the unit is subsequently reformed and the Colour reissued, its position in the order of precedence does not change.
4. Where a unit changes its name but maintains direct lineage to the previous unit, the colour is to remain unchanged and maintain its position in the order of precedence (eg School of Air Navigation (SAN) became the School of Air Warfare in January 2007 but maintained the SAN Queens Colour).

Table 4A–1 Order of Precedence - Queens Colours

ORDER	UNIT/SQUADRON	PRESENTED AT	DATE	REPLACED	LAID UP
1	Queen's Colour for the RAAF	RAAF LAVERTON, VIC	17 Sep 52	5 Mar 86	
2	RAAF School of Technical Training	RAAF WAGGA, NSW	19 Nov 71	24 Oct 91	18 Nov 91
3	RAAF Academy (a)	RAAF POINT COOK, VIC	7 Mar 74	13 Nov 92	
4	RAAF College	RAAF POINT COOK, VIC	13 Nov 92		
5	Central Flying School	RAAF EAST SALE, VIC	28 Sep 78		
6.	School of Air Navigation (a)	RAAF EAST SALE, VIC	28 Sep 78		5 Feb 16
7	No 3 Aircraft Depot (a)	RAAF AMBERLEY, QLD	26 Mar 80		1 Nov 93
8	No 1 Flying Training School	RAAF POINT COOK, VIC	22 Apr 81		8 Dec 92
9	No 1 Aircraft Depot (a)	RAAF LAVERTON, VIC	6 Nov 81		
10.	No 2 Aircraft Depot (a)	RAAF RICHMOND, NSW	24 Mar 82	16 Jun 95	
11.	No 503 Wing (a)	RAAF RICHMOND, NSW	16 Jun 95		

Notes:

- (a) Colour is no longer active.

Table 4A-2 Order of Precedence - Squadron Standards

ORDER	UNIT	PRESENTED AT	DATE	REPLACED
1.	1 SQN	RAAF TENGAH, SINGAPORE	12 Sep 57	18 Mar 86
2.	3 SQN	RAAF WILLIAMTOWN, NSW	12 Sep 57	19 Sep 86
3.	77 SQN	RAAF WILLIAMTOWN, NSW	12 Sep 57	23 Jun 88
4.	10 SQN	RAAF TOWNSVILLE, QLD	15 Sep 69	5 Nov 08
5.	11 SQN	RAAF EDINBURGH, SA	6 Aug 70	20 Sep 89
6.	21 SQN	RAAF LAVERTON, VIC	13 Sep 70	21 Nov 88
7.	75 SQN	RAAF BUTTERWORTH, MALAYSIA	5 Mar 71	20 Jun 91
8.	6 SQN	RAAF AMBERLEY, QLD	28 Mar 71	
9.	23 SQN	RAAF AMBERLEY, QLD	28 Mar 71	30 Mar 96
10.	36 SQN	RAAF RICHMOND, NSW	1 Apr 71	
12.	38 SQN	RAAF RICHMOND, NSW	1 Apr 71	
13.	2 SQN	RAAF AMBERLEY, QLD	9 Oct 71	
14.	24 SQN	RAAF EDINBURGH, SA	23 Apr 72	
15.	22 SQN	RAAF RICHMOND, NSW	17 Sep 72	
16.	34 SQN	RAAF FAIRBAIRN, ACT	29 Apr 73	
17.	9 SQN (a)	RAAF AMBERLEY, QLD	21 May 75	22 Nov 88
18.	25 SQN	RAAF PEARCE, WA	31 Oct 75	
19.	5 SQN (a)	RAAF FAIRBAIRN, ACT	31 Oct 82	12 Dec 89
20.	76 SQN	RAAF WILLIAMTOWN, NSW	8 Sep 89	
21.	114CRU	RAAF AMBERLEY, QLD	23 May 90	
22.	35 SQN	RAAF TOWNSVILLE, QLD	10 Mar 95	
23.	92 WG	RAAF EDINBURGH, SA	5 Nov 08	
24.	37SQN	RAAF RICHMOND, NSW	28 Mar 03	
25.	33SQN	RAAF AMBERLEY, QLD	2 Jun 10	
26.	1AOSS	RAAF TOWNSVILLE, QLD	23 Aug 10	
27.	2AFDS	RAAF AMBERLEY, QLD	19 May 11	
28.	13 SQN	RAAF DARWIN NT	24 Jun 14	

Notes:

- (a) Standard is no longer active.

Table 4A-3 Order of Precedence - Governor-Generals Banners

ORDER	UNIT	PRESENTED AT	DATE	REPLACED
1.	482 SQN (a)	RAAF AMBERLEY, QLD	17 Mar 83	1 Nov 93
2.	RADS (a)	RAAF LAVERTON, VIC	29 Mar 83	10 Nov 93
3.	ARDU	RAAF EDINBURGH, SA	2 Apr 87	
4.	2SD (a)	RAAF LAVERTON, VIC	26 Aug 87	4 Oct 94
5.	No 3TU (a)	RAAF PEARCE, WA	8 Mar 91	19 Nov 91
6.	MSQNESL (a)	RAAF EAST SALE, VIC	16 Jun 89	14 Jul 95
7.	2 OCU	RAAF WILLIAMTOWN, NSW	8 Sep 89	
8.	1 RTU	RAAF EDINBURGH, SA	4 Oct 89	
9.	CENBAN	RAAF LAVERTON, VIC	30 Nov 89	
10.	2 FTS	RAAF PEARCE, WA	30 Mar 90	
11.	BSWAG (a)	RAAF WAGGA, NSW	24 Oct 91	
12.	6 RAAF HOSP (a)	RAAF LAVERTON, VIC	3 Sep 96	
13.	3 RAAF HOSP	RAAF RICHMOND, NSW	6 Sep 96	
14.	486 SQN (a)	RAAF RICHMOND, NSW		6 Sep 96
15.	AVMED	RAAF EDINBURGH, SA	10 Feb 99	

ORDER	UNIT	PRESENTED AT	DATE	REPLACED
16.	ATTU	RAAF RICHMOND, NSW	2003	
17.	OTS	RAAF POINT COOK VIC	24 Oct 04	
18	27 SQN	RAAF TOWNSVILLE, QLD	23 Aug 10	
19	SATC	RAAF EAST SALE VIC	24 May 11	
20	RAAFSFS	RAAF AMBERLEY QLD	23 Nov 11	
21	292 SQN	RAAF EDINBURGH, SA	27 Sep 12	
22	AMTDU	RAAF RICHMOND NSW	12 May 14	
23	28 SQN	CANBERRA ACT	11 Sep 15	
24	CSTS	RAAF EAST SALE, VIC	9 Nov 16	

Notes:

- (a) Banner is no longer active.

ANNEX 4B

AIR FORCE BATTLE HONOURS

General Information

1. The award of a Battle Honour is recognition by the Head of State of the efficient or distinguished conduct of a military unit during a specific action or operation as part of a military campaign. Awarding of Battle Honours was originally a British tradition dating back to the 18th century but is now a military custom practiced in many countries. The oldest British Battle Honour is 'Tangier 1662–1680'.

2. A Battle Honour has always been awarded through the Royal Prerogative of the Monarch of Great Britain and the Commonwealth and by the late 20th century was granted only after lengthy review of a particular conflict. On 01 Oct 1954, Her Majesty The Queen approved a list of Battle Honours to the Royal Australian Air Force (RAAF) in recognition of service during the two World Wars. In 1981, Her Majesty delegated to the Governor-General the authority to approve the award of Battle Honours to the Australian Defence Force. In 1982 and 2009, the Governor-General approved RAAF Battle Honours for post-WWII conflicts.

Terminology

3. **Battle Honours.** The award of a Battle Honour to a unit is recognition of participation in a significant battle or single operation (eg El Alamein or Bismarck Sea). It should be noted that to be awarded a Battle Honour a unit must have made a major contribution to that action not just participated. An example is the battle of Long Tan in South Vietnam on 18 Aug 1966. Two Iroquois helicopters from 9SQN were involved in ammunition resupply to D Coy 6RAR during the battle. While their contribution was crucial to the outcome, the two aircraft were deployed in a support role. The Battle Honour "Long Tan", was awarded to the two units heavily involved in the battle, the 6th Battalion Royal Australian Regiment and 3rd Cavalry Regiment. Likewise the artillery units that provided fire support did not receive the Battle Honour.

4. **Theatre Honours.** A Theatre Honour (eg "Pacific 1941-1945" or "Korea 1950-1953") recognises the involvement of a unit in area of operations where the size of the region or number of actions would be impossible to recognise with individual Battle Honours. The participation by 9SQN in numerous actions, including the battle of Long Tan, in the Republic of South Vietnam resulted in the award of the Theatre Honour "Vietnam 1966-1971".

5. **Campaign Honours.** Campaign Honours recognise where a unit was involved in a series of actions that were combined into one honour (eg "Normandy 1944" or "Borneo 1945").

6. Due to the nature of airpower, Theatre and Campaign Honours are more common to Air Force units than Battle Honours. A Theatre Honour maybe awarded without a Battle Honour but a Battle or Campaign Honour is always awarded in conjunction with a Theatre Honour. In this publication the common generic term Battle Honour is used to refer to all three types of Honour.

Allocation of Battle Honours

7. All RAAF Battle Honours are listed in [Appendix 4B1](#). The list consists of Battle Honours in respect of operations in which RAAF units took part as formed units, or as force-assigned elements.
8. The Governor-General may approve the award of Battle Honours to a unit, from the list in [Appendix 4B1](#), according to the campaigns in which they have taken part. Units are to apply to Air Force Headquarters (AFHQ), Staff Officer Honours and Awards through the command chain for those Battle Honours which they consider they are entitled. AFHQ will process supported submissions through Government channels to the Governor-General for approval. Submissions are to include:
 - a. criteria for the Battle Honours requested
 - b. evidence of the unit meeting the criteria (this evidence must be primary source documents such as Operational Record Books, Unit History Sheets, etc).

Plaques

9. Each unit awarded Battle Honours is entitled to one Battle Honour plaque (or the existing plaque to be updated) at public expense. The unit is to display this plaque at its headquarters or other unit focal point. Battle Honours may also be displayed on war memorials and other appropriate places. The design of plaques incorporating Air Force symbols is to be in accordance with the Air Force visual identity guide and approved by the RAAF Brand Manager prior to manufacture.

Squadron Standards

10. Units that have been awarded a Standard may have up to 14 entitled Battle Honours emblazoned on the Standard. Battle Honours are to be placed on the Standard in chronological order of precedence. Where a period is identified against a Battle Honour (for example, 'Libya 1940-1943'), only that period during which the squadron actually operated in that campaign is to be shown (for example, 'Libya 1942'). When dates overlap the Theatre Honour takes precedence over a Campaign or Battle Honour (eg Pacific 1942-1944, Darwin 1942-1943, New Guinea 1943-1944).

Placement of Battle Honours

11. Up to 14 Battle Honours to which a unit is entitled are to be displayed on the Standard. Battle Honour scrolls are to be sewn onto the Standard as follows:
 - a. On the front side of the Standard, Battle Honours are to be displayed in symmetrical columns on either side of the unit badge. No Battle Honour scrolls are to be placed in a line above the tip of the Crown of the squadron badge. However, they may be arranged in a line slightly below the scroll of the squadron badge. A single Battle Honour scroll is not to be placed under the squadron badge. Where the battle honours are 14 or less, two rows of up to seven Battle Honours a row are to be arranged on each side of the badge, spaced in descending order as follows.

- (1) The first Battle Honour is placed on the top of the left-hand column (the side nearest the staff).
 - (2) The second Battle Honour is placed on the top of the right-hand column (the side nearest the fly).
 - (3) The third Battle Honour is placed beneath the first.
 - (4) The fourth Battle Honour is placed beneath the second, and so on. Examples shown in the following figures.
 - (5) Where there is an odd number of Battle Honours, the majority of honours must appear against the staff side of the squadron badge with the remainder on the fly.
 - (6) Battle Honours are to be spaced evenly above and below the horizontal centre of the unit badge.
- b. On the reverse side of the Standard, Battle Honours are to be displayed back-to-back with those honours appearing on the front. That is, the first Battle Honour will appear at the top of the right hand column against the staff, the second honour at the top of the left-hand column against the fly, the third beneath the first, the fourth beneath the second and so on. As with the front side of the Standard, where there is an odd number of Battle Honours the majority of honours must be placed against the staff with the remainder against the fly.
- c. Where there are less than 14 Battle Honours, they are to be spaced from the horizontal centre line of the squadron badge in a balanced presentation. However, individual scrolls must be spaced no further than eight centimetres apart.
- d. A single Battle Honour must be placed on the staff side on the horizontal centre line of the squadron badge, while two Battle Honours must be placed either side on the horizontal centre line of the squadron badge.
- e. Where a unit has more than 14 Battle Honours, the unit is to decide which Battle Honours are shown on the Standard. Consideration should be given that Theatre Honours not be displayed.

Figure 4B-1 Placement of a single Battle Honour



Figure 4B-2 Placement of two Battle Honours



Figure 4B-3 Placement of three Battle Honours



Figure 4B-4 Placement of five Battle Honours

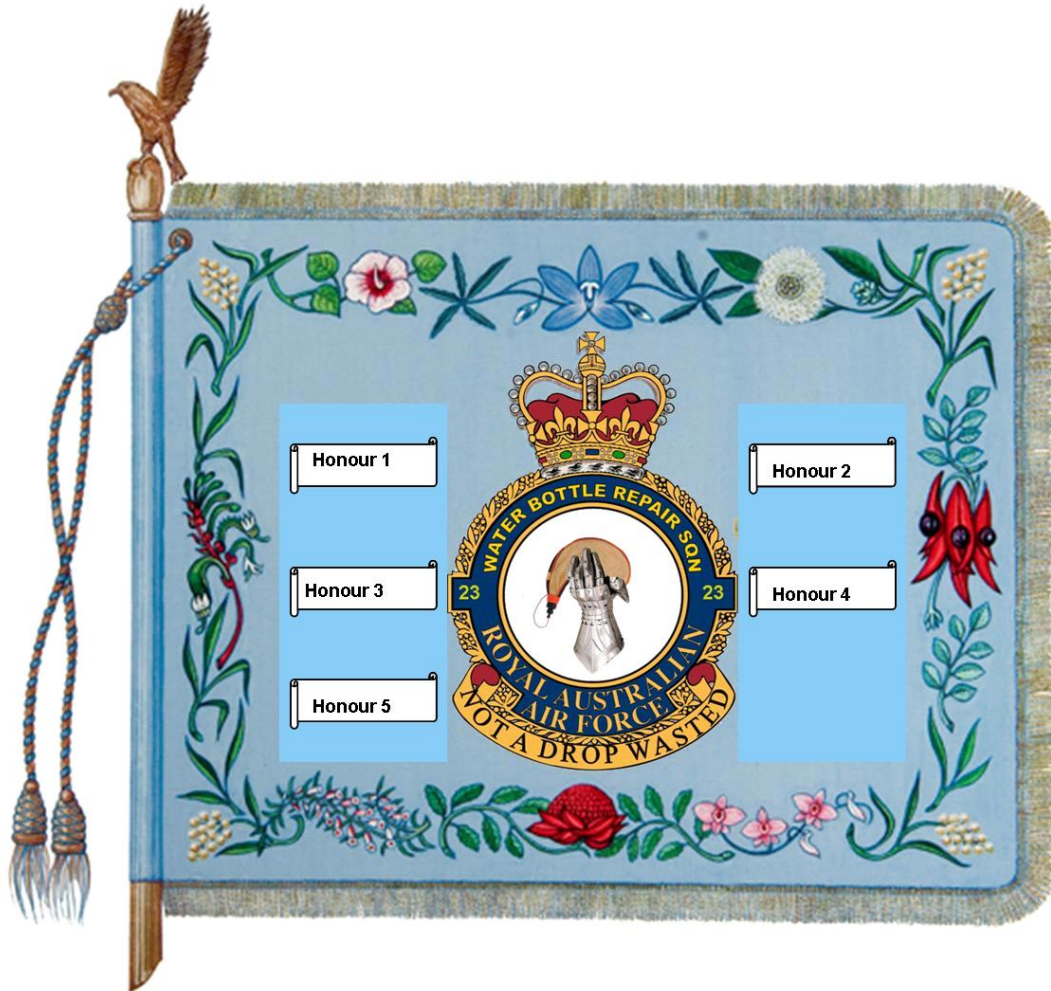


Figure 4B-5 Placement of six to fourteen Battle Honours



12. A unit with an existing standard is to apply to AFHQ for additional Battle Honours to be added to the Standard. For practical reasons any additional Battle Honours maybe enscrolled out of the sequence described above, where this occurs it is to be corrected when the standard is replaced. Likewise if an older Standard does not comply with the above, corrective action will be done when the Standard is replaced.

Appendixes:

4A1 [Theatre, Campaign and Battle Honours of the Air Force](#)

APPENDIX 4B1

THEATRE, CAMPAIGN AND BATTLE HONOURS OF THE
AIR FORCE

General

1. The dates shown below are limiting dates of the theatre/battle being honoured. The dates inscribed against a Battle Honour of a particular squadron are to reflect the time period that the squadron took part in the battle/operations. For example, a squadron that went to Darwin in 1942, then deployed to New Guinea in 1943, would be entitled to the honour—'Darwin 1942–1943'.

Table 4B1–1 Battle Honours - First World War 1914 - 1918

Battle Honour	Conditions of Eligibility
Mesopotamia 1915–1916	For operations over Mesopotamia and Persia in the liberation of Mesopotamia from the Turks. (T)
Palestine 1916–1918	For operations over Palestine, Transjordan and Syria in the liberation of those territories from the Turks. (T)
Egypt 1916	For operations by squadrons based in Egypt during the Turkish advance on the Suez Canal across Sinai and for operations in the Western Desert against the Senussi. (T)
Western Front 1917–1918	For operations in support of the Allied Armies in Belgium and France. (T)

Table 4B1–2 Battle Honours - Second World War 1939 - 1945

Battle Honour	Conditions of Eligibility
Defence of Britain 1940–1945	For interception operations after the Battle of Britain, in defence of Great Britain and Northern Ireland against enemy aircraft and flying bombs (November 1940 to 1945). (T)
Atlantic 1939–1945	For operations by aircraft of Coastal Command and others employed in the coastal role over the Atlantic Ocean from the outbreak of war to Victory in Europe (VE) Day. (T)
Bismarck	For operations by aircraft of Coastal Command associated with the action against the Bismarck (24 to 29 May 1941). (B)
English Channel and North Sea 1939–1945	For ship attack, anti-submarine and mining operations over the English Channel and North Sea from the outbreak of war to VE Day. (T)
Tirpitz	For operations resulting in the sinking of the Tirpitz. (B)
Baltic 1939-1945	For operations over the Baltic and its approach by squadrons of Bomber and Coastal Commands from the outbreak of war to VE Day. (T)
Fortress Europe 1940-1944	For operations by aircraft based in the British Isles, against targets in Germany, Italy and enemy-occupied Europe, from the fall of France to the invasion of Normandy. (T)
France and Germany 1944-1945	For operations over France, Belgium, Holland and Germany during the liberation of North-West Europe, and the advance into the enemy's homeland from the initiation of air action preparatory to the invasion of France to VE Day (April 1944 to 08 May 1945). (T)
Biscay Ports 1940-1945	For operations over the Bay of Biscay ports from the fall of France to VE Day.(C)

Battle Honour	Conditions of Eligibility
Ruhr 1940-1945	For bombardment of the Ruhr by aircraft of Bomber Command. (C)
Berlin 1940-1945	For bombardment of Berlin by aircraft of Bomber Command. (C)
German Ports 1940-1945	For bombardment of the German ports by aircraft of Bomber Command and Coastal Command. (C)
Normandy 1944	For operations supporting the Allied landings in Normandy, the establishment of the lodgement area, and the subsequent 'break-through' (June to August 1944). (C)
Walcheren	For operations in support of the capture of the Island of Walcheren (03 October to 09 November 1944). (B)
Rhine	For operations in support of the battle for the Rhine crossing (08 February to 24 March 1945). (C)
Biscay 1940-1945	For operations over the Bay of Biscay by aircraft of Coastal Command and Fighter Command, and Bomber Command aircraft loaned to Coastal Command, between the fall of France and VE Day (25 June 1940 to 08 May 1945). (C)
South-East Europe 1942-1945	For operations over Yugoslavia, Hungary, Romania, Bulgaria and Greece. (T)
Egypt and Libya 1940-1943	For operations in the defence of Egypt and the conquest of Libya, from the outbreak of war against Italy to the retreat of the Axis Forces into Tunisia (10 June 1940 to 06 February 1943). (T)
El Alamein	For operations during the retreat to El Alamein and subsequent actions (June 1942 to November 1942). (C)
El Hamma	For operations at El Hamma in support of the Battle of the Mareth Line by squadrons operationally controlled by Air Headquarters, Western Desert (including No 205 Group Squadrons engaged in tactical bombing), during the period 20 March to 28 March 1943 inclusive. (B)
North Africa 1942-1943	For operations in connection with the campaign in French North Africa, from the initial landings in Algeria to the expulsion of the Axis Powers from Tunisia (08 November 1942 to 13 May 1943). (T)
Mediterranean 1940-1943	For operations over Italy, Sicily and the Mediterranean and Aegean Seas by aircraft based in the Mediterranean area (including reconnaissance, convoy protection, mining, and attacks on enemy ports and shipping), between the entry of Italy into the war and the initiation of air action preparatory to the Sicilian campaign (10 June 1940 to 30 June 1943). (T)
Sicily 1943	For operations in furtherance of the conquest of Sicily (01 July to 17 August 1943) by aircraft based in Africa, Malta, and Sicily. (T)
Italy 1943-1945	For operations over Italy. (T)
Anzio and Nettuno	For operations in support of the Allied landings at Anzio and Nettuno (January 1944). (B)
Gustav Line	For squadrons participating in the operations against the Gustav Line (May 1944). (B)
Gothic Line	For air operations in support of the breaching of the Gothic Line (August to September 1944). (C)
Eastern Waters 1941-1945	For operations over waters east of the Mediterranean and Red Sea, including the Indian Ocean, the Bay of Bengal, the Java Sea, and South China Sea, throughout the war with Japan (this honour not only for coastal squadrons). (C)

Battle Honour	Conditions of Eligibility
Arctic 1940-1945	For operations over the Arctic by squadrons of Coastal Command based in Iceland, Russia and the Shetlands. (T)
Russia 1941-1945	For operations from Russian bases (1941-1945). (T)
Syria 1941	For operations over Syria during the campaign against the Vichy French (08 June to 12 July 1941). (T)
Pacific 1941-1945	For operations against the Japanese in the Pacific theatre, throughout the war with Japan (08 December 1941 to 15 August 1945). (T)
Malaya 1941-1942	For operations against the Japanese in Malaya, Sumatra and Java from 08 December 1941 until the final capitulation in Java on 12 March 1942. (C)
Darwin 1941-1944	For operations in defence of Darwin and offensive operations from bases in North-West Australia from 08 December 1941 until the capture of Morotai on 04 October 1944. (C)
Rabaul 1942	For squadrons directly participating in the defence of Rabaul January 1942. (B)
Coral Sea	For operations against Japanese aircraft and naval units in connection with the Coral Sea action between 20 April 1942 and 10 May 1942. (B)
New Guinea 1942-1944	For operations against the Japanese by squadrons based in New Guinea from 08 December 1941 until the capture of Morotai on 04 October 1944. (C)
Moresby 1942-1943	For operations against the Japanese in defence of Moresby and by offensive operations from Moresby from 08 December 1941 until the capture of Lae on 16 September 1943. (C)
Milne Bay	For squadrons operating against the Japanese from Milne Bay in the defence of Milne Bay from 25 July 1942 until the last Japanese large-scale attack on Milne Bay on 19 May 1943. (B)
Bismarck Sea	For those squadrons who directly participated in the Bismarck-Sea Battle between 01 and 05 March 1943. (B)
New Britain 1943	For squadrons employed on operations against New Britain from the first attack on Rabaul on 24 January 1942 until the landing in the Admiralty Islands on 29 February 1944. (C)
Markham Valley 1943-1944	For squadrons participating in the recapture of Lae, Nadzab, Finschhafen and in subsequent operations from Markham Valley aerodromes until the landing at Hollandia on 22 April 1944. (C)
Dutch New Guinea	For squadrons directly participating in the capture of Hollandia, Biak, Noemfor and in subsequent operations from Dutch New Guinea aerodromes until the capture of Morotai on 04 October 1944. (C)
Philippines 1944	For operations as preparation for or as part of the Allied invasion of the Philippines between 01 July 1944 and 31 December 1944 (C)
Morotai	For squadrons directly participating in the capture of Morotai and in subsequent operations from Morotai against the Japanese until the landing at Tarakan on 01 May 1945. (C)
South China Sea 1944-1945	For squadrons employed on bombing and mining attacks on sea communications in the South China Sea from 09 November 1944 until 15 August 1945. (C)
Borneo 1945	For operations in direct support of the capture of Labuan, Balikpapan and Tarakan, and for subsequent operations over Borneo from 16 April 1945 until 15 August 1945. (C)

Table 4B1-3 Battle Honour - Malaya 1948 - 1960

Battle Honour	Conditions of Eligibility
Malaya 1948-1960	For operations against Communist Terrorists on the Malay Peninsular between 16 June 1948 and 31 July 1960. (T)

Table 4B1-4 Battle Honour - Korea 1950 - 1953

Battle Honour	Conditions of Eligibility
Korea 1950-1953	For operations in Korea between 27 June 1950 and 27 July 1953. (T)

Table 4B1-5 Battle Honour - Thai - Malay Border 1960 - 1966

Battle Honour	Conditions of Eligibility
Thai-Malay Border 1960-1966	For air operations in direct support of ground combat forces operating in the Thai-Malay border region from 01 August 1960 to 30 March 1966. (T)

Table 4B1-6 Battle honour - Malaysia 1962 - 1966 (Confrontation)

Battle Honour	Conditions of Eligibility
Malaysia 1962-1966	For operations in the defence of Malaysian territories in Borneo between 08 December 1962 and 11 August 1966, or for operations in defence of the Malay Peninsular and Singapore from 17 July 1963 to 11 August 1966. (T)

Table 4B1-7 Battle Honour - Ubon Thailand 1962 - 1968

Battle Honour	Conditions of Eligibility
Ubon 1962-1968	For operations in the defence of Thailand from 31 May 1962 to 31 August 1968. (T)

Table 4B1-8 Battle Honour - Vietnam 1964 - 1973

Battle Honour	Conditions of Eligibility
Vietnam 1964-1973	For operations against communist forces in South Vietnam between 12 August 1964 and 27 January 1973. (T)

Table 4B1-9 Battle Honour - East Timor 1999 - 2000

Battle Honour	Conditions of Eligibility
East Timor 1999-2000	For operations as part of the International Force for East Timor (INTERFET) or in support of INTERFET within 100 nautical miles of East Timor between 1999 and 23 February 2000. (T)

Table 4B1-10 Battle Honour - Iraq 2003

Battle Honour	Conditions of Eligibility
Iraq 2003	For air operations within Iraq as part of operation FALCONER from 18 March to 16 July 2003. (T)

Notes:

- (a) Letters denote; Theatre (T), Campaign (C) or Battle (B) Honours

ANNEX 4C

APPLYING FOR A COLOUR

General

1. A Squadron Standard or Governor Generals Banner (Queens Colours are no longer issued) is awarded by order of the Governor-General to squadrons and units. To qualify for an award a unit must have:
 - a. completed 25 years of service in the RAAF or the Australian Flying Corps or
 - b. earned the Governor-General's appreciation for especially outstanding service.
2. Squadron Standards are awarded to operational units (eg flying squadrons, security forces squadrons, etc) while Governor Generals Banners are awarded to support units (eg training units, schools, etc). If a unit has Battle Honours it must apply for a Squadron Standard as Battle Honours cannot be applied to a Governor Generals Banner.
3. In the modern Air Force the status of a unit as operational and non-operational may no longer be as clear as it once was. If any uncertainty exists about the present or future operational or support role of the unit, then a Squadron Standard should be applied for.

Application

4. Once a unit is eligible, the Commanding Officer is to forward an application for the award of the relevant colour (containing a brief history of the unit) through their chain of command to Chief of Air Force (CAF). The application will be processed by AFHQ staff through the Minister for Defence and the Prime Minister to the Governor-General. A digital image of the proposed Banner (commissioned by AFHQ) will accompany the submission. This digital image, once signed by the Governor-General, will be forwarded to the unit for permanent retention.
5. When the appropriate approval has been given for the award of a Standard or Banner, AFHQ will advise the unit concerned and will also request the Clothing Systems Program Office (CLOSPo) within Capability Acquisition and Sustainment Group (CASG) to supply the item. It will then be the responsibility of AFHQ Ceremonial to liaise with the unit and CASG CLOSPo regarding the progress of manufacture and final delivery details.

Consecration and Presentation

6. The parade and presentation procedures and the service of Consecration for a Standard or Banner awarded to a unit are to follow the procedures detailed in this manual. Squadron Standards may be presented by the Governor General, a State Governor, CDF (if RAAF), CAF or ACAUST. Only the Governor-General may present the Governor-General's Banner.
7. The process for inviting dignitaries is detailed in Part 2, [Chapter 1](#).

ANNEX 4D

CARE, CUSTODY AND MAINTENANCE OF COLOURS

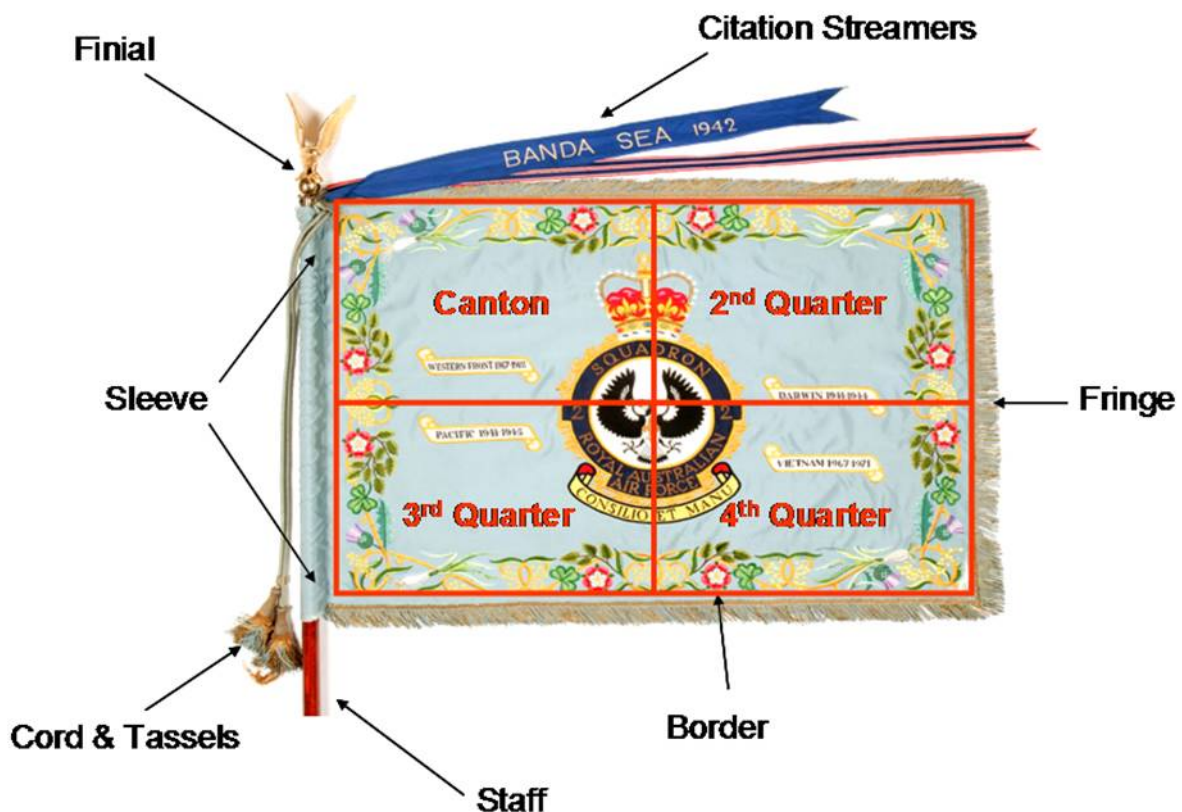
General Information

1. Besides the value given to Colours by virtue of their status, a Colour has considerable monetary value. Colours are hand made by Defence contractors using high quality imported silk, gold braid and thread and other expensive materials. They are heavy and reasonably strong, however, they can be damaged by excessive sunlight, dust, damp, insects such as silverfish and white ants, by mice and rats, by ironing and direct heat of any sort, by natural oils and moisture from hands and by being rolled and cased for excessively long periods.

Mandatory Rules

2. Custodians of Colours are to observe the following mandatory rules:
 - a. At least once every calendar month, the Colour must be taken from their display cabinet and placed horizontally, allowing the Colour to hang freely so that any creases will be eliminated. Ideally, a Colour should hang horizontally in its display cabinet.
 - b. At least every calendar month, the Colour should be thoroughly inspected for any damage or deterioration. Should any damage be detected, the source of the damage is to be eliminated. If any damage is detected, refer to paragraph 4.
 - c. When Colours are paraded or displayed at Dining-in-nights, or are placed on display for any reason, the Colour is not to be pinned, stapled or similarly fixed in any way, but is to hang freely.
 - d. When stored, the Colour is to be securely placed in a clean dry environment.
 - e. When conducting inspections or reporting damage the terminology shown in Figure 2D-1 is to be used.

Figure 4D-1 Parts of a Colour



Rules for Maintenance

3. To avoid possible sources of damage outlined in paragraph 1, custodians are to observe the following maintenance rules:
 - a. **Sunlight.** Colours, either cased or uncased, are not to be left standing in direct sunlight, except when being paraded.
 - b. **Heat.** No attempt must be made to dry a Colour by ironing or by placing it in front of a fire, radiator, electric heater or any other form of direct heat.
 - c. **Damp.** A Colour is not to be cased, rolled or furled when damp.
 - d. **Drying a Colour.** To dry a Colour, the staff is to be placed horizontally on a rack allowing the Colour to hang freely without wrinkles or folds, not touching the floor, in a dry warm room with a temperature of 21 to 24°C.
 - e. **Finger Marks.** Perspiration moisture will mark a Colour, therefore, all personnel must wear clean white cotton gloves when handling the Colour.
 - f. **Pests.** As insects and rodents will eat and soil Colours if allowed the opportunity, regular and careful inspections are to be conducted. Colours are to be stored in an insect and rodent free environment.
 - g. **Chemicals.** If there is a need to use pesticides and /or other chemical preparations as a preventative, they are not to be applied or sprayed onto the Colour, its staff, case or any other surface with which the Colour will come into contact. Insecticides which can be hung in the same room or display cabinet and which will not come into contact with the Colour may be used whenever practicable.

- h. **Dust.** Colours are not to be stored in a dusty environment. Should a Colour become dusty for whatever reason, then the dust may be removed by gentle brushing with a soft brush.
- i. **Dry Cleaning.** Colours that become damaged and are in need of cleaning, are in the first instance to be reported to AFHQ Ceremonial for advice on the most effective and safe method to clean the Colour. Units are not to dry clean a Colour without first contacting AFHQ. Some dry cleaning fluids may cause the colours of the silk fabric to deteriorate or run. As a guide, a Colour would probably be dry cleaned only once in its serviceable lifetime.

Damage Reports

- 4. If it is found that a Colour has become damaged, discoloured by heat, damp or sunlight, by pests or stained:
 - a. the custodian is to report the damage to the commanding officer
 - b. the custodian is to prepare a report, describing the damage and the cause, and forward the report to AFHQ CEREMONIAL
 - c. AFHQ CEREMONIAL is to liaise with AFHQ Logistic Branch, to arrange repair.
- 5. To assess how badly a Colour is damaged, the unit may be required to arrange for the Colour to be transported to CASG CLOSPO for assessment and/or repairs to be carried out.

Replacement of Colours

- 6. When a unit considers a Colour, Standard or Banner has deteriorated beyond the point of repair and that a replacement Colour may be required it is to take the following action:
 - a. Having judged that a Colour may need to be replaced, the unit is to contact AFHQ for an appraisal to be conducted as to whether the Colour can be repaired or needs to be replaced. The unit will be required to arrange transport to CASG CLOSPO for inspection.
 - b. If the Colour is declared unrepairable, the unit is to apply to AFHQ for a replacement. The application is to include a copy of the inspection report.
 - c. DCOS-AFHQ is to then seek approval from CAF requesting an order be placed with CLOSPO for the replacement of the Colour and Colour Belt. The Colour Belt remains with each Colour.
 - d. Normally the production of a Colour will take at least two years to complete, therefore there is adequate time to issue invitations to an appropriate reviewing officer for the presentation of the new Colour. Guidelines for the issuing of invitations are detailed in Part 2, Chapter 1, [Annex 1A](#).
 - e. Her Majesty is then to be advised of the replacement and laying up action of either a Queen's Colour or Squadron Standard. Her Majesty is not required however, to give approval for their replacement.

- f. Similarly, the Governor-General is not required to give approval for a replacement Governor-General's Banner, but must be advised of a replacement Banner.
- g. The advice to the Sovereign and/or Governor-General of the replacement action is to include the date the new Colour was consecrated, and the dignitary who presented it. This advice is to be provided by the unit to COS-AFHQ who will process the advice through Government channels.
- h. The old Colour is not to be laid up until the replacement Colour has been presented. It is permissible to conduct the presentation of a replacement Colour on the same parade as the laying up of the old Colour.

Inspection Reports

- 7. In February of each year, custodians are to complete the inspection certificate shown in [Appendix 4D2](#) and forward it to AFHQ CEREMONIAL.
- 8. AFHQ CEREMONIAL is to organise a technical inspection of a Colour 15 years after its presentation. The technical inspection report will detail any repairs required and the expected remaining life of the Colour.

Appendixes:

- 4D1 [Method of Mounting Colours for Display](#)
- 4D2 [Custodians Annual Colour Inspection Certificate](#)

APPENDIX 4D1

METHOD OF MOUNTING COLOURS FOR DISPLAY

General

1. Shown below are two common methods of mounting Colours for display.

Figure 4D1-1 Method of mounting Colours to a wall

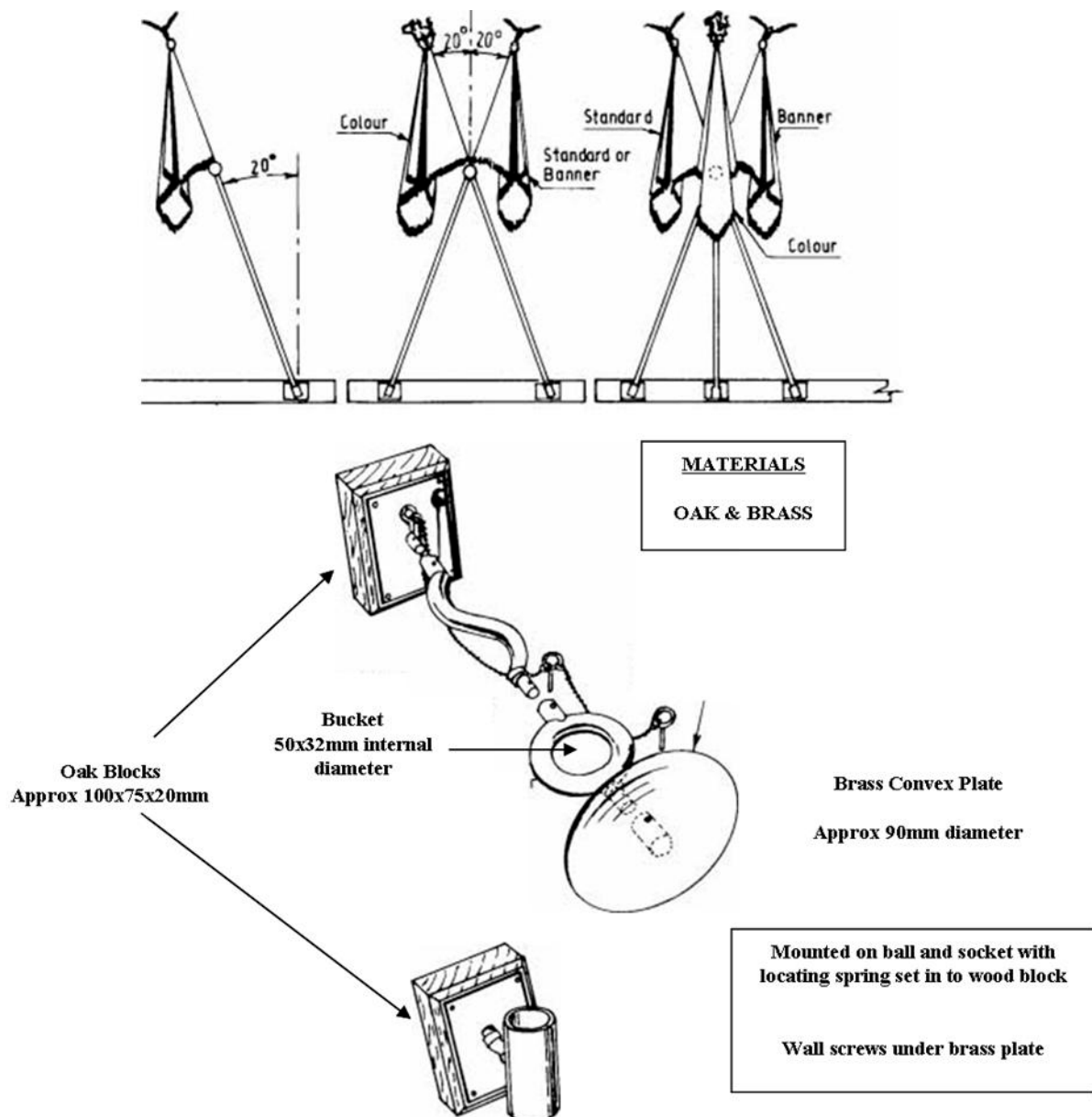


Figure 4D1-2 Alternative method of displaying Colours



APPENDIX 4D2

CUSTODIANS ANNUAL COLOUR INSPECTION
CERTIFICATE

1. Name of Colour/Standard/Banner.....
2. I, (insert name/rank/number) the custodian, certify that I inspected the Colour/Standard/Banner (delete as appropriate) on ... /.../.... (insert date).
3. As a consequence of that inspection the following comments are made:
 - a. General condition of the Colour/Standard/Banner is:
.....
.....
 - b. The condition of the silk material is:
.....
.....
 - c. The Colour, with approval, was last dry cleaned at (name of company) on the (insert date):
 - (1) Name of Company.....
 - (2) Date.....
 - d. When the Colour is held up to a light, are there any obvious flaws in the silk? YES/NO.
 - (1) If yes, plot length and position of flaws on a photo of the Colour.
 - e. What is the condition of the finial?
.....
.....
 - f. Does the finial require refurbishing? YES/NO.
If yes, then advise of action taken to refurbish the item.
.....
.....
 - g. Condition of Staff.
.....
.....
 - (1) Length cm.
 - (2) Does the staff require refurbishing? YES/NO
If yes, then advise of action taken to refurbish the item.
.....
.....
 - h. What is the condition of the Colour Belt?
 - (1) General condition.
.....
 - (2) Does the belt require cleaning?
.....
.....

- (3) Is the stitching serviceable?
.....
.....
- i. Condition of the Cord and Tassels:
- (1) Is the cord frayed?
.....
.....
- (2) What is the condition of the tassels?
.....
.....
- j. Condition of the fringe:
- (1) Is the fringe securely stitched to the silk border? YES/NO
If no describe the fault.
.....
.....
- (2) What is the condition of the fringe?
.....
.....
- k. What is the condition of the embroidery of the following:
- (1) Canton
.....
.....
- (2) Hoist
.....
.....
- (3) Fly
.....
.....
- (4) Sleeve
.....
.....
- l. What is the condition of any Citation streamers?
.....
.....
- m. Write a brief statement on any general repair, refurbishment or preservation carried out by the custodian.
.....
.....
- n. List the number of times the Colour has been paraded since the last report.
.....
.....
- o. List the number of times the Colour has been paraded at a Mess function.
- (1) Officers Mess
- (2) SGT's Mess

p. Any other remarks.
.....
.....

Custodian Signature Rank PMKeys No Date
Name

Commanding Officers Comments

A brief resume of the expected remaining life of the Colour/Standard/Banner and general comments.
.....
.....
.....
.....
.....

CO Signature Rank PMKeys No Date
Name

Air Force Headquarters Comment/Action

Technical Inspection required? YES/NO.
15 year inspection due
Comments

.....
.....
.....
.....

AFHQ Ceremonial Signature Rank PMKeys No Date
Name

q. **Note.** A PDF version of the certificate is available from AFHQ Ceremonial.

CHAPTER 5

BADGES AND MOTTOES

Introduction

5.1 The General badge of the Royal Australian Air Force (RAAF) and Air Force unit badges (often incorrectly referred to as crests) are a major part of Air Force identity and history. This instruction details their history, and provides guidance for developing a unit badge and its usage.

History and Development

5.2 During the early years of the RAAF unit badges were not in use but as the RAAF grew squadrons began to use unofficial badges and emblems to enhance unit identity. By 1930 this practice became widespread and the Air Board issued an order that unit badges and mottoes were to be submitted to the Air Board for approval. As there was no standard format set out by the Air Board, each unit design was unique.

5.3 In March 1935 the British Royal Air Force (RAF) appointed Sir John Heaton-Armstrong who was the Chester Herald at the time, as Inspector of RAF Badges. The Chester Herald is one of the thirteen “officers of arms” who make up the College of Arms in the UK. In 1937 the RAAF followed the precedence set by and appointed the Chester Herald as Inspector of RAAF Badges.

5.4 The first act for the Inspector of RAAF Badges was to create a standard frame for unit badges based on his 1935 design for the RAF. The Air Board approved the standard frame design after changing the base colour from “ensign light blue” to ‘tunic dark blue’. The first RAAF badge to be designed by the Chester Herald and approved by King George VI, was the general badge for the RAAF. Based on the RAF badge, the RAAF version was modified by the use of Australian symbols and the colour changed to RAAF Blue. The general badge for the RAAF is shown in [Annex 5A](#).

5.5 The Inspector RAAF Badges was also tasked to prepare the first unit badges for the RAAF. Many of the badge designs incorporated the heraldic symbols submitted to the Air Board in 1930 and had been in use by the squadrons since the mid 1920s. The declaration of war on 3 Sep 1939 resulted in an Air Board Order in Oct 1939 stating that ‘No action will be initiated in connection with unit badges until the war is over but action in progress at this date will be finalised and completed badges issued to unit’. The first unit badges for the RAAF were approved by the King in May 1940 and were for 1, 3, 6, 9, 21, 22 and 25 SQN's as well as 1 FTS. Other units to receive badges during WW2 are shown in Table 5-1.

Table 5-1 Unit Badges approved during World War 2

Unit	Approval Date
2 SQN, 12 SQN	September 1943
461 SQN, 1 Aircraft Depot, 2 Aircraft Depot	June 1944
450 SQN, 460 SQN	October 1944
455 SQN, RAAF Overseas HQ	November 1944
10 SQN	January 1945
463 SQN	April 1945
464 SQN	July 1945

5.6 Originally, all designs for RAAF badges were registered in the College of Arms in London and then approved by the sovereign, who signed the original painting. Current policy is that all unit badges are approved by the Chief of the Air Force (CAF). The original painting of the badge, signed by the sovereign or CAF is kept by the unit and usually displayed in the headquarters. Original paintings of the badges of disbanded units are kept by the RAAF Museum.

5.7 **Crowns.** Up to the early 20th century various crown symbols had been used to represent the monarchy and 'the crown', meaning the sovereign as source of government authority. The Tudor Crown design (with its single surmounting arch) was standardised at the request of King Edward VII in 1902. The Tudor Crown design was never intended to represent any actual physical crown and continued in use until the death of King George VI in 1952.

5.8 When Queen Elizabeth II acceded to the throne, an order announced that the Royal Crown to be used during Her Majesty's reign should be the crown she wore at her coronation ie 'Saint Edward Crown' (St Edward the Confessor), with its surmounting paired half-arches. This meant that badges, emblems, crests and so forth which previously carried the Tudor Crown would need to be altered. Many RAAF squadrons and units that were active during the reign of George VI, but were disbanded before his death, still have the Tudor Crown on their unit badge.

5.9 For historical accuracy it may sometimes be desirable to reproduce badges with the Tudor Crown surmounting. Publications or memorials to WW2/Korea units may display the badge with a Tudor crown. However histories or memorials to units that were or are active post 1952 should use the St Edwards crown. For example a publication about 10SQN in RAF Coastal Command (1940-1945) would be correct to use the unit badge with a Tudor crown. A publication about the history of 10SQN (1930-Present) would display the unit badge with a St Edwards crown.

General Badge for the RAAF

5.10 The Royal Australian Air Force (RAAF) Badge, known as the General Badge of the RAAF, was designed by the Chester Herald, as Inspector of RAAF Badges and approved by King George VI in January 1939.

5.11 The General Badge of the RAAF features a circle inscribed with the words 'Royal Australian Air Force' surmounted with the Imperial Crown; in front is a wedge-tailed eagle in flight. Beneath the circle is a separate scroll with the Latin motto: 'Per Ardua Ad Astra'. Although no specific record of the translation exists, the Chief of Air Force (CAF) formally accepted the meaning: 'Through Struggle to the Stars' in January 2002. The official design of the General Badge of the RAAF is illustrated in

the Air Force Visual Identity Guide. The official design is not to be altered under any circumstances.

5.12 The General Badge of the RAAF may be used by units without an approved unit badge in accordance with the Visual Identity Guide. Air Force sporting bodies and other Air Force related organisations may use the badge with the approval of the Air Force Brand Manager.

Unit Badges

5.13 **Description.** A unit badge comprises a standard frame, as illustrated in [Annex 5B](#), with the heraldic design displayed in the centre of the frame and the motto shown in the scroll at the base. The unit title occupies the upper half of the frame and the words 'Royal Australian Air Force' occupy the lower half.

5.14 Originally the operational function of a flying unit appeared on its badge but during WW2 the Air Board ordered they be removed as a security measure. Post war the squadron's role returned to some unit badges, until an Air Board order issued in 1963 discontinued the practice. Base and Wing Headquarters followed in 1975 with their badges adapted to today's Base and Wing Badges. In 1978 the 400 series maintenance squadrons deleted the function from their title.

5.15 Up to the 1960's mottoes in Latin were common, unit mottoes in French, Malay and Aboriginal have also been approved in the past. However, modern practice is to have the motto in English and only in exceptional circumstances would the motto in another language be accepted.

5.16 Units are not to adopt or use badges or mottoes without AFHQ approval. Requests for approval are to be submitted in accordance with this Instruction.

5.17 **Eligibility for unit badges.** Joint task groups or tri-service units are ineligible for an Air Force badge. Air Force units, bases, installations and commands are eligible for a badge if:

- a. they have a life expectation of more than two years
- b. they have been in existence for more than two years, or exceptionally, made some conspicuous and meritorious contribution to the good name of the RAAF
- c. their status is such as to merit the award of a badge, where AFHQ will decide the status of the unit.

Note: A unit is defined as an independent organisation under the authority of a Commanding Officer or Officer Commanding. Exceptions to this definition can be made eg Air Force Headquarters and will be examined on a case by case basis.

New Badges

5.18 **Unit procedures.** Units seeking approval for a unit badge are to forward submissions to AFHQ Staff Officer Honours and Awards (SO H and A) through normal channels. Submissions are to contain:

- a. a detailed description of what the unit badge is intended to symbolise in the heraldic design

- b. the proposed heraldic design and any other relevant material that would assist in expressing the symbol (for example, if an animal is proposed for the design, a colour photograph of the animal)
- c. a list of at least four mottoes in English, in order of preference.

5.19 **AFHQ procedures.** On receipt of a unit submission for a new badge, AFHQ will review the acceptability of the proposed design and ensure the suggested mottoes have not been previously used. AFHQ will process the application and keep the unit informed of its progress.

Production and Other Associated Costs

5.20 Original badges approved for units are provided at public expense. Units may incur reasonable costs at public expense for the framing of original unit badges.

Close Copy

5.21 The original design of a unit badge may not be altered. Any changes to a unit badge would only be when the unit undergoes a change of title without changing its identity. Changes of this nature are done by the raising of a 'Close Copy' of the existing badge that is then approved by CAF. The issue of a signed close copy by CAF may only change the unit title, the heraldic design or motto of the badge may not be altered.

5.22 A unit that wishes to obtain a close copy of a badge is to submit a request to AFHQ, SO H and A through normal channels. The unit is to include the following information in the application for a close copy:

- a. the reason for the change in unit title.
- b. official documentation of the name change, eg AFOD, FEGCDR directive.

Close Copies - AFHQ Procedure

5.23 On receipt of a unit request for a close copy AFHQ SO H and A, subject to concurrence by DCAF, will engage the Brand Manager to provide a digital reproduction of the copy. CAF will sign the finished close copy. This approved close copy then becomes the official unit badge.

Change of Heraldic Design

5.24 The heraldic design on a badge cannot generally be changed. However, in exceptional circumstances, slight changes of the design may be approved. As an example, a unit may wish to improve the appearance of an animal, or the definition of an object in the design. Such requests for alterations will be considered at AFHQ and, where agreed, CAF will be requested to comment on the alteration proposal. If CAF agrees with the proposal he will give approval for the change. Where approval is granted a close copy will be raised at public expense.

Display and Safe Custody by the Unit

5.25 The Commanding Officer (CO) is responsible for the safe custody of both the original or close copy of the unit badge. They are to make appropriate arrangements for mounting the badge (preferably under ultraviolet resistant glass) and for ensuring that it is displayed in a suitable location (preferably the unit HQ) and not in direct sunlight. Where a close copy is raised at public expense, the original and copy are to be displayed together. However, the close copy is to be suitably annotated, on a plaque attached to the picture frame, that the close copy is the official unit badge. The CO is to make periodic inspections of the badge to ensure that the digital image has not been affected by dampness, excessive heat or any other deterioration.

5.26 Units are to ensure that the heraldic description and any other relevant information is reproduced and fixed on the back of the frame containing the unit badge. This is to ensure that the reasons for selecting the heraldic device and motto are not lost over time, particularly if the unit is disbanded and later reformed.

Reproduction of Unit Badges

5.27 The unit badge may be used on stationary, signage, placards and other corporate identity products. A CO may authorise the reproduction of the unit badge on wall plaques, cloth patches, cuff links and similar unit memorabilia. For cuff links and the like where size is a determinant, the heraldic charge need only be reproduced. However, the CO is to ensure that the reproduction is a faithful representation of the unit badge (except where the original design of a unit badge carries the Tudor Crown, all reproductions of the badge are display the St. Edward's Crown).

5.28 The CO is to ensure all usage of the unit badge is in accordance with the Visual Identity Guide and where applicable has the approval of the Air Force Brand Manager.

Use by Ex-Service Organisations and Individuals

5.29 A unit badge/s maybe displayed by affiliated ex-service organisations (eg 3 Squadron Association, RAAF Bomber Command association, etc) provided the use is in accordance with the Visual Identity Guide and is approved by the Air Force Brand Manager.

5.30 Unit badges are not to be displayed on headstones or other grave markers for individuals. The Air Force Brand Manager may approve the use of the general badge for the RAAF on the headstone, grave marker or other memorial of an ex Air Force member.

Loss or Damage to Unit Badges

5.31 When an original badge or close copy suffers loss or damage the CO is to report the circumstances of the loss or damage to AFHQ SO H and A. Units may seek a replacement badge bearing CAF's signature.

Disposal of Unit Badges

5.32 When a unit is disbanded or otherwise loses its identity, the CO is to ensure that the original badge and any close copies are transferred to the RAAF Museum. On receipt, the RAAF Museum is to take appropriate action to safeguard any such badges and approved copies. AFHQ SO H and A is to be advised of the transfer.

5.33 In time of conflict, the CO is to dispatch the original badge and any approved copies to the RAAF Museum, Point Cook for safekeeping.

Annexes:

- 5A [General Badge of the Royal Australian Air Force](#)
- 5B [Air Force Standard Unit Badge Frame](#)

ANNEX 5A

GENERAL BADGE OF THE ROYAL AUSTRALIAN AIR FORCE

Figure 5A–1 The General badge of the Royal Australian Air Force



Blazon. In front of an Annulet dark Azure edged and inscribed 'ROYAL AUSTRALIAN AIR FORCE' in letters Or and decorated in base with a Sprig of Acacia also Or ensigned with the Royal Crown proper and at the base a Scroll Or doubled gules bearing the motto 'PER ARDUA AD ASTRA' in letters Sable an Eagle volant and affrontee head lowered and to the sinister Or armed Gules.

Motto. PER ARDUA AD ASTRA (Through Struggle to the Stars).

Original Badge. January 1939.

Amended. June 1943.

Close Copy. July 1955.

Approved by. King George VI.

ANNEX 5B

AIR FORCE STANDARD UNIT BADGE FRAME

1. With the exception of now using the St Edwards crown the unit badge frame remains the same as the version approved by the Air Board in 1937. The badge frame differs for numbered and un-numbered units. The version for numbered units has 'tabs' on the side of the frame for the unit number.
2. When developing a new badge the application needs only to include the heraldic device. There is no requirement to have the complete unit badge to be displayed. Air Force Headquarters will arrange for the unit name, number (if applicable), heraldic device and motto to be placed into the appropriate frame by graphic designers.

Figure 5B-1 Standard Badge frame for numbered units



Figure 5B-2 Standard Badge Frame for un-numbered units



CHAPTER 6

PROTOCOLS AND ORDER OF PRECEDENCE

REGAL AND VICE-REGAL PROTOCOLS

Introduction

6.1 This chapter deals with the protocols to be observed when being presented to or addressed by Regal or Vice-Regal personages and, by extension due to their governing role and status, Administrators of Commonwealth Territories. For this reason members of the Australian Defence Forces (ADF) must be aware of the correct procedure when addressing these Personages.

REGAL PROTOCOL

6.2 Much of the strict procedure once associated with both Regal and Vice-Regal Personages is now out of character with modern concepts of Royalty. Nevertheless, certain procedures do exist and are to be followed. The two basic rules when either being presented to Regal or Vice-Regal Personages are for the member involved to be courteous and to act naturally. Members are not to act over formally or pompously as this will embarrass the Personages as well as make them look foolish. Members are to listen intently to questions asked, answer clearly and concisely looking directly at the Personage, and not ask questions of a contentious or political nature.

6.3 It was customary for women to curtsy before royalty but a gesture of respect such as a bow or bob is now acceptable practice for both men and women. In the guidelines below the traditional curtsy has been retained, the choice to curtsy or bow is up to the individual.

Method of Addressing Royal Personages

6.4 On presentation to Her Majesty the Queen, the member does not commence the conversation. The member will answer, using in the first instance the title 'Your Majesty', and subsequently 'Ma'am'.

6.5 For all Royal Princes the same rules apply; the title used in the first instance being 'Your Royal Highness', and subsequently 'Sir'. Royal princesses, whether married or unmarried are called in the first instance 'Your Royal Highness', and subsequently 'Ma'am'. Dukes and Duchesses of the Blood Royal (ie, those with the title 'Royal Highness') are also called 'Your Royal Highness' in the first instance, and 'Sir' or 'Ma'am' subsequently.

Procedure on being Presented to Her Majesty or other members of the Royal Family

6.6 Male Members.

a. Outdoors.

- (1) Headdress is worn.
- (2) Salute with the hand.

- (3) If the hand is offered by the Royal personage bow and shake hands lightly in the same movement. The bow is a court bow and is a simple nod with the head. It should not be exaggerated or sharply executed. The handshake is not a pumping movement, and should be executed lightly with very little pressure on the Personage's hand.
 - b. Indoors.
 - (1) Carry headdress under the left arm with the peak forward.
 - (2) Bow, and if the hand is offered by the Royal Personage, shake hands lightly in the same movement.
- 6.7 Female Members.
- a. Outdoors.
 - (1) Headdress is to be worn.
 - (2) Salute with the hand.
 - (3) Curtsy, where the curtsy in uniform is a half curtsy and not a full curtsy.
 - b. Indoors.
 - (1) When the Royal Personage is in uniform, the headdress is not to be removed. However, where the Royal personage is female, and that personage has removed her headdress, then female Service personnel may remove their headdress. In either case, Service personnel do not salute, but are to curtsy.
 - (2) When the Royal Personage is not in uniform, headdress is not to be removed. Service personnel are not to salute, but are to curtsy.

Royal Personage Passing By

- 6.8 When a Royal Personage passes by (eg indoors at a reception, outdoors at a garden party), Service personnel are to:
- a. **Outdoors.** Salute, but are not to bow/curtsy.
 - b. **Indoors.** Bow/curtsy, but are not to salute.

Introducing Royal Personages

- 6.9 Where members of the ADF are to be presented to Regal Personages, the Regal Personage is addressed first.

Your Majesty, may I present members of my staff. Ma'am, may I present Squadron Leader Black who.....'

Or

Your Royal Highness ... etc ...; Sir /Ma'am, may I present ... etc ...

- 6.10 Once the introduction has been made it is acceptable for the conversation to flow naturally, a question-and-monosyllabic-answer exchange is to be avoided. Discontinuing the conversation remains the prerogative of royalty. As with any conversation, it is impolite for a third person to interrupt when others are speaking.

VICE-REGAL PROTOCOL

The Governor-General

6.11 The Governor-General is the Sovereign's Representative, and as such is entitled to similar honours as the Sovereign. Members should act naturally in the presence of the Governor-General, and answer questions simply and clearly. As with Royalty, the Governor-General's hand is only shaken if offered. The Governor-General will commence the conversation, and it is bad manners to ask questions of the Governor-General of a contentious or political nature.

6.12 The Governor-General is addressed as 'Your Excellency' in the first instance and 'Sir' or 'Ma'am' thereafter. The partner of the Governor-General is addressed always as 'Your Excellency'. Children of the Governor-General are not entitled to any official form of address, but should be accorded simple Service courtesy.

Attendance at Government House

6.13 Procedures at Government House are slowly evolving as they reflect the changing Australian attitudes to Vice-Regal Personages. It is, therefore, difficult to lay down exact procedures to be followed. If possible, members should ascertain from the Governor-General's Military Secretary before attendance, any changes to procedures.

6.14 The following guidelines are provided on what is accepted for ADF personnel when in uniform at Government House:

- a. Headdress is not worn inside Government House.
- b. Swords are not to be worn at Government House.
- c. Gloves are not worn.
- d. A court bow will be given by both male and female members.
- e. At investitures, recipients wear Service Dress 1A (ribbons of orders, decorations or medals are worn).
- f. Guests at investitures wear Ceremonial Dress 4A.

Introducing Vice-Regal Personages

6.15 As with Regal personages, Vice-Regal personages are addressed first. As an example:

'Your Excellency, may I present Wing Commander White, the Commanding Officer of Number Squadron'. 'Your Excellency, may I present Wing Commander White, the Commanding Officer of Number Squadron'.

6.16 Conversation with Vice-Regal personages are to follow the same procedure detailed in Paragraph 6.10.

Governor-General as Commander-in-Chief of the ADF

6.17 As the Constitutional Commander-in-Chief of the ADF, the Governor-General will always be accorded the honours of a superior officer.

State Governors

6.18 State Governors are addressed initially as 'Your Excellency' then subsequently as 'Sir' or 'Ma'am'. However, the Governor's partner is addressed only by his or her own title (eg Lady Smith or Mr /Mrs Smith). As the Queen's representative for their State, Governors are accorded similar honours to the Governor-General within their States. However, there are differences, and when ceremonies on RAAF establishments involve a State Governor, the State Government House is to be contacted for advice on the correct procedures to be adopted. Presentation to Governors also differs from State to State; therefore members are to ascertain from Government House the accepted procedure to be followed.

Lieutenant-Governors

6.19 Where a Lieutenant-Governor is administering a Government, they are entitled to the same honours and salutes accorded the Governor-General or Governor.

Administrators of Commonwealth Territories

6.20 Administrators of Commonwealth Territories are not Vice-Regal Personages, as they represent the Australian Federal Government and not the Sovereign. They are addressed as 'Your Honour' initially and subsequently as 'Sir' or 'Ma'am'. The partners of Administrators are addressed by their own title.

6.21 Administrators are entitled to a general salute, and are accorded the precedence of a superior officer.

6.22 The exception to this rule is when an Administrator is temporarily acting as the Governor General, therefore inheriting the powers of that office.

ORDER OF PRECEDENCE

Corresponding Ranks of the ADF

6.23 Details of the order of precedence and the ranks of members of the RAN, Australian Army and RAAF are in Table 6-1.

Table 6-1 Corresponding Ranks of the Australian Defence Force

	Officers of Flag, General and Air Rank		
	Admiral of the Fleet *****	Field Marshal *****	Marshal of the Royal Australian Air Force *****
O10	Admiral ****	General ****	Air Chief Marshal ****
O09	Vice Admiral ***	Lieutenant General ***	Air Marshal ***
O08	Rear Admiral **	Major General **	Air Vice Marshal **
O07	Commodore	Brigadier	Air Commodore

	*	*	*
	Senior Officers		
O06	Captain	Colonel	Group Captain
O05	Commander	Lieutenant Colonel	Wing Commander
O04	Lieutenant Commander	Major	Squadron Leader
	Junior Officers		
O03	Lieutenant	Captain	Flight Lieutenant
O02	Sub Lieutenant	Lieutenant	Flying Officer
O01	Acting Sub Lieutenant	Second Lieutenant	Pilot Officer
O00	Midshipman	Officer Cadet	Officer Cadet
	Warrant Officers and equivalents		
E10	Warrant Officer of the Navy	Regimental Sergeant Major of the Army	Warrant Officer of the Air Force
E09	Warrant Officer	Warrant Officer Class 1	Warrant Officer
E08	Chief Petty Officer	Warrant Officer Class 2	Flight Sergeant
	Senior Non Commissioned Officers		
E07	(a)	Staff Sergeant	(a)
E06	Petty Officer	Sergeant	Sergeant
	Junior Non Commissioned Officers		
E05	Leading Seaman	Corporal (c)	Corporal
E04	(a)	Lance Corporal (c)	(a)
	Other Ranks and Classifications		
E03	Able Seaman	Private Proficient (d)	Leading Aircraftman/woman
E02 (b)	Seaman	Private (d)	Aircraftman/woman
E01 (b)	Seaman Star	Private Trainee	Aircraftman/woman Trainee
E00	Recruit	Recruit	Aircraftman/woman Recruit

Notes:

- (a) No equivalent.
- (b) For practical purposes E01 and E02 can be considered the same rank.
- (c) In the Royal Australian Artillery the rank of E05 and E04 are termed Bombardier and Lance Bombardier respectively.
- (d) Depending on the Corps a Private may be known as Commando, Craftsman, Gunner, Musician, Patrolman, Sapper, Signaller or Trooper.

Precedence

6.24 For formal ceremonial occasions involving the other two services the precedence to be followed is Navy, Army then Air Force. However, for less formal occasions, seniority in corresponding rank may be used.

6.25 For RAAF only ceremonial occasions, precedence will be by seniority in rank.

Armed Forces of the Commonwealth of Nations and Foreign Forces

6.26 **Armed Forces of the Commonwealth of Nations.** More commonly referred to as the British Commonwealth, member nations comprise those countries that where former territories of the British Empire. Armed Forces in the Commonwealth use similar the same ranks as the Australian Defence Forces (ADF). Precedence with Commonwealth Armed Forces will therefore follow the examples listed in this chapter. However, it is impossible to lay down precedence for all occasions; therefore the following guidelines are provided:

- a. **Tri-Service functions.** Precedence should be determined by the organisers, taking into consideration the reason for the function. However, excluding guests of honour, precedence will be by rank seniority within the ADF, followed by Commonwealth (including British) Armed Forces. A simple example of this is:
 - (1) For Group Captains and equivalents, precedence would be RAN, ARMY, RAAF and then Commonwealth Armed Forces in their precedence of Navy, Army, Air Force.
 - (2) All Group Captain equivalents would then be followed by Wing Commander equivalents, and so on.
- b. **RAAF sponsored occasions.** Commonwealth Servicemen will take precedence after their RAAF equivalents, except that those officers on exchange will take precedence as though they were RAAF officers.

6.27 **Foreign Armed Forces.** Where foreign armed forces are involved in ceremonial occasions, they are to take precedence in rank after the ADF. Where other Commonwealth Armed Forces are included, precedence of foreign armed forces is to be by rank after those of the Commonwealth. However, officers from overseas on exchange with the ADF will take precedence as though they were officers of the ADF.

Australian Commonwealth, State and Inter-Service Precedence at Australian Functions

6.28 At ceremonial functions or occasions sponsored by Australian Commonwealth Authorities, the Australian Commonwealth Table of Precedence is to be used.

6.29 At functions or occasions sponsored by state or local authorities, the relevant State Table of Precedence is to be used. These tables can be obtained from the appropriate Premiers Department.

6.30 Regardless of the type of function, all ceremonial functions or occasions on a RAAF establishment are to follow the Australian Commonwealth Order of Precedence in Table 6-2.

Table 6-2 Australian Commonwealth Order of Precedence

Position	Appointment
1	The Governor-General.
2	The Governor of the State
3	Governors of the other States according to the date of appointment.
4	The Administrators of the Northern Territory and Norfolk Island within their own Territories.
5	The Prime Minister
6	Premiers within their own State. The Chief Ministers of the Northern Territory, Australian Capital Territory and Norfolk Island, within their own Territories.
7	The President of the Senate and the Speaker of the House of Representatives according to the date of appointment; if they are appointed at the same time, the President shall have precedence
8	The Chief Justice of Australia
9	Ambassadors and High Commissioners according to the date of presentation of their Letters of Credence or Commission, or, in the case of High Commissioners who do not present Letters of Commission according to the date of arrival in Canberra.
10	Charges d'Affaires en pied or titre according to the date of presentation of their Letters of Credence.
11	Charges d'Affaires and Acting High Commissioners according to the date of assumption of duties.
12	Members of the Federal Executive Council under summons (i.e. Ministers of State).
13	The Administrators of the Northern Territory and of Norfolk Island.
14	The Leader of the Opposition
15	Former Governor-Generals according to the date of leaving office
16	Former Prime Ministers according to the date of leaving office
17	Former Chief Justices of Australia according to the date of leaving office
18	The Premiers of the States according to the population of their respective States and then the Chief Ministers of the Northern Territory, Australian Capital Territory and Norfolk Island
19	The Lord Mayor within that City
20	Justices of the High Court according to seniority
21	The Chief Judge of the Federal Court of Australia
22	The President of the Australian Conciliation and Arbitration Commission, The Chief Justice of the State and, then, other Chief Justices according to seniority.
23	Privy Councillors
24	The Chief of the Defence Force
25	Chief Judges of Federal and Territory Courts according to the respective dates of first appointment to any one of those offices.
26	Members of the Parliament of the Commonwealth
27	Other Judges of Federal Courts and the Deputy President of the Australian Conciliation and Arbitration Commission according to the respective dates of first appointment to any of those offices.
28	Lord Mayors of Capitol Cities according to population
29	Heads of religious communities according to the date of assuming office in Australia.
30	Presiding officer or officers of the State legislature and, then, the presiding officers of the other State legislatures according to the date of appointment, then the Presiding Officers of the Northern Territory, Australian Capital Territory and Norfolk Island legislatures.

Position	Appointment
31	Members of the State Executive Council under summons to the Council (ie, State Ministers) and, after them, the members of the other State Executive Councils according to the population of their States, then the members of the Executive Councils of the Northern Territory and Australian Capital Territory.
32	The Leader of the Opposition in the State and, after him, the Leaders of the Opposition in the other States according to the population of their States, then the Leaders of the Opposition in the Northern Territory and Australian Capital Territory.
33	Judges of State and Territory Supreme Courts according to seniority.
34	Members of the Federal Executive Council not under summons.
35	Members of the State legislature and, after them, members of the other State legislatures according to the population of their States, then Members of the Legislative Assemblies of the Northern Territory, Australian Capital Territory and Norfolk Island.
36	The Permanent Heads of Departments of the Australian Public Service and their peers and the Chiefs of Navy, Army and Air Force, according to the date of first appointment to an office within this group
37	Consuls-General, consuls and vice-consuls according to the date on which recognition was granted.
38	Recipients of decorations and honours taking precedence over Knights Bachelor and Knights of Various orders (including Knights Bachelor), all according to the precedence promulgated in Commonwealth of Australia Gazette No S 187 of 31 August 1982.

Notes:

- (a) A Lieutenant-Governor of a State who is not also the Chief Justice in that state shall, when not administering the Government of the State, have precedence immediately after the Chief Justice of the State.
- (b) A person acting on behalf of any of the foregoing shall enjoy the precedence of the person for whom they are acting with the understanding that, where there is more than one person in the class, the person acting on behalf of another will take precedence after other persons in that class who are attending in their own right.
- (c) A married couple shall enjoy the precedence of the spouse with the higher precedence and a husband or wife shall enjoy the precedence of the spouse.
- (d) An officer of the consular service will rank with an RAAF officer as follows:
- Consul-General - with but after Air Vice-Marshal
 - Consul - with but after Group Captain
 - Vice-Consul - with but after Squadron Leader
 - Consular Agent - with but after Flight Lieutenant.

CHAPTER 7

SERVICE WEDDINGS

General

7.1 Service Weddings are an unofficial but accepted Air Force tradition, while common in the past they are seldom observed in modern Australia. Any serving member may apply to their Commanding Officer for permission to have a Service Wedding. A Service Wedding consists of personnel wearing uniform and the provision of a Guard of Honour. Dress for a wedding should be either Ceremonial or Mess Dress.

Figure 7-1 Leading Aircraftman Hayes and Private Collis, Australian Women's Army Service, about to walk through a guard of honour comprised of Army and Air Force personnel



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7.2 The Guard of Honour should not exceed 12 members and can consist of uniformed personnel and civilians. The Guard of Honour maybe armed with swords, rifles or be unarmed. Note that civilians are not to be armed with service weapons under any circumstances. A guard composed of Air Force officers traditionally wear swords, and form an archway with drawn swords immediately outside the church or place of marriage, as shown in Figure 7-2. An unarmed Guard of Honour may stand fast for the bridal party or form an archway of headdress, as shown in Figure 7-3, or of items of significance to the Bride and Groom (eg an Airfield Engineer may have an arch of shovels, medical personnel an arch of crutches, etc). However, the dignity of a Service Wedding is to be maintained and trivial items such as toy swords, broom handles, toy light sabers, etc should not be used to form an arch. The Guard of Honour does not salute the Bride and Groom, as a Service Wedding is not an official

parade and by saluting, the procedure would then mirror that of a Service Funeral. Permission to use swords or other items of ADF equipment for a Service Wedding is to be obtained from the member's CO.

7.3 The carriage of weapons in to some churches is a sensitive issue, so it is imperative that this be discussed with the member's local minister or priest.

7.4 When approving a request for a Service Wedding the CO is to take into consideration:

- a. reputation management
- b. security implications
- c. transport and security arrangements for swords, rifles and/or other ADF equipment
- d. any safety considerations.

7.5 The wedding is not to incur a cost to the Commonwealth.

Procedure for the Guard of Honour at a Wedding

7.6 As a Service wedding is not regarded as an official ceremonial event, the procedure outlined in this chapter is only a guide.

7.7 The guard of honour is to form up outside the church, in two ranks, on either side of the entrance, and facing inwards. The member nearest to the entrance on the right hand rank should give all commands to the guard of honour.

7.8 When the guard of honour has formed up the following commands are to be given:

'GUARD OF HONOUR, DRAW – SWORDS'

7.9 As the bridal party reaches the entrance and steps outside the church, the following orders are given:

'GUARD OF HONOUR, PRESENT – ARMS'

7.10 On this command the sword is brought to the recover position, then after a pause the sword is raised the fullest extent of the right arm; with the blade of the sword at an angle of approximately 45°. The point of the sword should touch the point of the sword of the member in the opposite rank, effectively forming an arch.

7.11 After the Bride and Groom have passed through the arch, the usher should stop other members of the bridal party from passing through the guard of honour to allow the returning of swords. The following commands are given:

'GUARD OF HONOUR, CARRY – SWORDS'
'RETURN – SWORDS'
'FALL – OUT'

Figure 7-2 A Royal Air Force wedding with the Guard of Honour armed with swords



Figure 7-3 A Royal Air Force service wedding with the Guard of Honour making an arch with headdress



Figure 7-4 The wedding of Captain Richard Williams, Central Flying School, and Constance Griffiths, at Melbourne on 21 August 1915



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PART 3: COMPLEX CEREMONIAL EVENTS

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CHAPTER 1

CEREMONIAL REVIEWS

Review format

- 1.1 The ceremonial review of a flight, squadron or wing is to consist of:
- a. the parade forming up on the parade ground
 - b. reception of the reviewing officer
 - c. inspection by the reviewing officer
 - d. march past in review
 - e. advance in review order
 - f. address by and departure of the reviewing officer
 - g. the parade marching off.

Parade formations

- 1.2 The following parade formations are to be used:
- a. **A flight.** When a flight is to be paraded independently, it is to be formed up in line and is to march past in review in that formation.
 - b. **A squadron.** When a squadron is to be paraded, it is to form up on the receiving base, in line of flights or close column of flights. The squadron is to march past in review by flights independently. The Advance In Review Order, is to be carried out in line of flights or close column of flights.
 - c. **A wing.** When a wing is to be paraded, it is to be formed up on the receiving base in squadron mass or in line of squadrons in close column. The wing is to march past in review by squadrons independently.
 - d. The advance In Review Order is to be carried out in squadron mass or in line of squadrons in close column.
 - e. **Review with colours.** The procedures set out in paragraphs 1.18 to 1.61 are to be adopted for a ceremonial review when parading with any combination of Queen's Colours, Squadron Standards and Governor General's Banners. Only the Escort Squadron is to march past in review, however, the whole parade is to advance in review order, except for the holding squadron which is to stand fast.

Parade composition with Colours

- 1.3 The basic composition of parades has already been discussed in Part 1, and ceremonial review parades can be conducted with or without Colours. Without Colours, units parade in either wing or squadron strength. Where Colours are paraded, they are attended by a Colour Escort Squadron with a strength of 24 airmen per flight and relevant executives. This number extends to 48 airmen per flight for the Queen's Colour for the RAAF. In addition wherever possible, the Colour Escort Squadron is accompanied to the rear by a Representative Squadron. A Holding

Squadron, delineating the perimeter of the parade ground, is optional. Figure 1-1 and Figure 1-2 show the configuration of a full ceremonial parade with Colours.

Figure 1-1 Layout of a Ceremonial Review with Colours

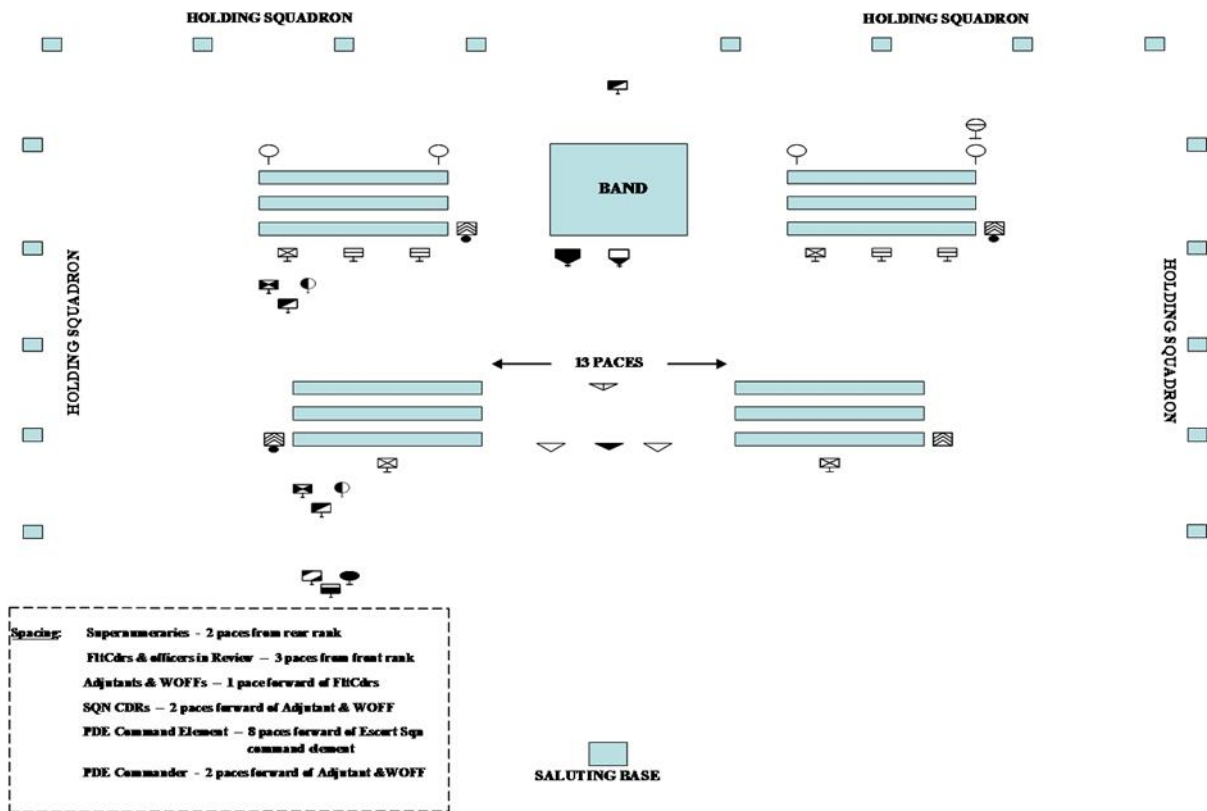


Figure 1-2 Parade with two Colours in Review Order



1.4 Where a unit or Wing is on parade without Colours, the whole unit or wing will march past. So that two flights are not on the saluting base at the same time when marching past in review, a distance of 20 paces is to be maintained between flights (measured from marker to marker) and 25 paces between squadrons.

Positioning flight/squadron/wing

1.5 The flight, squadron or wing is to be formed up on the receiving base with its centre opposite the saluting point. Units are to be at the open order during the reception and inspection by the reviewing officer. Officers are to be in review order.

The band

1.6 The band is to be formed up in the rear centre and 10 paces distance from the flight, squadron or wing. The band is to provide drum taps to enable the executive personnel to execute their individual drill movements.

The march past in review

1.7 The following parade format for a march past in review by a flight, squadron or wing is to be carried out for all ceremonial reviews (in this part flight, squadron or wing are referred to as 'parade'):

- a. After the reviewing officer has been escorted back to the dais at the completion of the inspection, the parade commander is to order the parade to carry on with the review.
- b. The parade is to turn to the right in column of threes and slow march towards point 1. At this point the parade is to turn left into line and slow march towards point 2. At point 2 the parade is to change direction to the left by forming and slow march towards the saluting point. At point A, individual flight commanders are to order 'eyes right' and at point B 'eyes front'. At point 3 the parade is to change direction to the left by forming and slow march towards point 4, where another left form is executed.
- c. Between points 4 and 1 the parade is to break into quick time. The band is to cease playing and break into the normal seven beat drum roll after the normal four beats in slow time, then continue playing for the remainder of the review. At this stage no words of command are necessary.
- d. The parade is to change direction left by forming as it approaches point 1 and continue the review as described in sub-paragraph b, by forming. The remainder of the review is conducted in quick time.
- e. When the parade has marched past in review in quick time and is on the receiving base between points 4 and 1, individual flights are to mark time at their pre-determined left marker discs. The band is to cease playing and commence playing the normal two 3 beat drum rolls. The parade is then to change direction left by forming, and halt without further word of command.

Advance in review order

1.8 The advance in review order is executed over a distance of 15 paces. If because of limited space, the parade cannot advance the full 15 paces, a restricted advance in review order is to be executed over a lesser odd number of paces. The parade then halts without further word of command. The dressing when advancing in review order is normally by the right, however, when Colours are on parade the dressing is always by the centre (dressing on the Colours).

Position of the band when marching off

1.9 Traditionally, when a wing is to march past in column of route, the band is to be 10 paces in front of the commander, and after the march past is to return to its original position in rear of the parade, leaving the parade ground following the last flight. With squadrons and flights, the band is to remain at the rear of the parade following the last flight from the parade ground.

DRESSING**General**

1.10 Dressing is the act of taking up an alignment and interval correctly. Dressing may be carried out by the right or left according to the directing flank. When Colours, Standards and Banners are paraded, the dressing is always to be by the centre.

Right/left dressing

1.11 Dressing is not to be corrected until the command is given. The right/left dress is to be carried out in accordance with normal drill.

Centre Dressing

1.12 When Colours are paraded, all dressing is to be on the Colours. The Colour party is to stand fast on the command 'Inwards Dress'. The flight on the right of the Colours is to dress from the left. The flight on the left of the colours is to be dress by the right; respective Markers are to act in accordance with flight drill.

Officers

1.13 During the review of a wing, squadron or flight, squadron commanders, squadron adjutants (position optional), squadron warrant officers, flight commanders and other officers in review are to turn about and face their units and dress by their left on the command 'Right Dress'. They are to turn about and face the front on the command 'Eyes Front'.

Responsibility of directing flank Markers

1.14 On the move, the markers on the directing flank are responsible for maintaining the correct distances and direction. Markers on the directing flank of the

flight are not to turn their head and eyes towards the reviewing officer on the command 'Eyes-Right' during the march past, but are to look to the front.

Position of officers, warrant officers and non-commissioned officers

1.15 The positions of officers, warrant officers and senior non commissioned officers for ceremonial reviews are as follows:

- a. During the review of a flight, the flight commander is to be three paces in front of the flight.
- b. The parade warrant officer is to be two paces to the rear and left of the parade commander, when facing the front of the parade ground, and is to remain in position as for Wing Drill.
- c. SNCO right and left guides (Colour Escort Squadrons only) are to be two paces to the right and left of the flanking markers of the escort squadron.

1.16 When officers take post in review order, the following positions are to be adopted:

- a. **Escort squadron commander.** Six paces in front of the second file of number 1 flight.
- b. **Escort squadron adjutant (optional).** Two paces to the rear and right of the squadron commander, when facing the front of the parade ground.
- c. **Escort squadron warrant officer.** two paces to the rear and left of the squadron commander, when facing the front of the parade ground.
- d. **Escort squadron flight commanders.** Retain their normal position as for flight drill.
- e. **Representative squadron commanders.** Six paces in front centre of their squadrons (where there is more than one representative squadron). Where there is only one representative squadron, the flights will be positioned equidistant either side of the Band. The squadron commander will therefore take up position six paces in front of the second file of No 1 flight. The Adjutant and SQNWOF will take up their relative positions to the rear of the squadron commander.
- f. **Representative squadron adjutant (optional).** Two paces to the right rear of the squadron commander, when facing the front of the parade ground (more than one squadron).
- g. **Representative squadron warrant officer.** Two paces to the rear and left of the squadron commander, when facing the front of the parade ground.
- h. **Representative squadron flight commanders.** Three paces in front of the second file of their respective flights, but are to remain in their normal position if supernumerary officers are not included.
- i. **Representative squadron supernumerary officers (optional).** Three paces in front of their respective flights, in line with the flight commander and equidistantly spaced after taking post.

Saluting general

1.17 All officers and warrant officers holding executive positions on parade, are to salute when compliments are to be given. This may occur when the parade receives a guest or the reviewing officer and during any form of march past.

1.18 All officers in review order salute when receiving guests or the reviewing officer and also when Colours are marched on or off the parade ground.

1.19 Personnel in supernumerary positions do not salute during a march past, but do execute an eyes right/left as required.

1.20 Saluting may be executed with or without weapons, depending on the type of parade format being conducted.

CEREMONIAL REVIEW PARADE PROCEDURE

1.21 The format detailed below assumes that there is a Parade Adjutant (PA), which is an optional parade appointment. Where there is no PA, the Parade Commander (PC) is to absorb those duties.

Forming up the parade

1.22 The parade is to fall in away from the parade ground, where swords are drawn. Squadron commanders should carry out an inspection at this time, ensuring that dress and weapons are in inspection order. Markers are then to report to their positions at the rear of the receiving base.

Ceremonial Review under arms with Colours

1.23 Colour parties are to be positioned in the escort squadron at the form up point as follows:

- a. **Consecration Parade.** The Colour Warrant Officer (CWOFF) with the cased Colour and escorts are to fall in three paces to the left of the left guide of the escort flight. The Colour Bearer (CB) is to be in line with the flight commander of number one escort flight, and marches with the escort flight onto the parade ground.
- b. **Colour Parade.** The CB with the cased Colour, CWOFF and escorts are to fall in three paces to the left of the left guide of the escort flight.
- c. As the Parade approaches the parade ground the Colour party exits and takes up its position 25 paces from and 10 paces forward of the left flank of the escort squadron.

Holding squadron

1.24 The holding squadron is optional on ceremonial parades. Its purpose is to both 'hold' and define the perimeter of the parade ground. Normally the holding squadron is formed from officers, warrant officers and senior non commissioned officers who do not have parade appointments, but may include the ranks of corporal

and below to provide a squadron of adequate strength. If possible, the holding squadron is to be armed.

Forming up the holding squadron

1.25 Where the review parade area permits, the holding squadron is to form up at the rear of the parade ground, in two ranks and under the command of a senior officer.

1.26 Unless otherwise directed in this chapter, the holding squadron is to act on those orders given to the parade as a whole. On a Royal salute members of the holding squadron are to salute. On a general salute, members are to remain at attention. However, the holding squadron does not advance in review order.

Markers

1.27 Five minutes prior to the appointed time for the march on, the Parade Warrant Officer (PWOFF) is to march onto the parade ground from the right of the dais, halting 15 paces in front of the 'markers' position on parade and give the orders:

'MARKERS, TAKE - POST'

- Markers are to come to attention, pause equal to two beats in quick time, then march to their positions on the parade ground and halt.

'MARKERS - STEADY'. 'MARKERS, STAND - AT - EASE'

- The PWOFF is to remain in this position until the band approaches.

Marching on the holding squadron

1.28 When the markers are stood at ease, the holding squadron under direction from the squadron commander is to march to their designated positions around the perimeter of the parade ground. The squadron commander is to order:

HOLDING SQUADRON, OUTWARDS – TURN'

- The front rank turns to the right and the rear rank turns left

'QUICK – MARCH'

- Members of the squadron are to halt independently at a spacing of 15 paces between each member around the perimeter of the parade ground, excluding the march past base.

1.29 When all members of the squadron have halted, the holding squadron commander is to give the orders:

'HOLDING SQUADRON, INWARDS - TURN'

'HOLDING SQUADRON, STAND - AT - EASE'

Marching on the parade

1.30 When the holding squadron has been stood at ease the parade is to begin marching onto the parade ground. As the parade approaches, the PWOFF is to order:

'MARKERS, ATTEN - TION'

1.31 Immediately after the markers have been stood to attention, the Holding Squadron Commander is to order:

'HOLDING SQUADRON, ATTEN - TION'

1.32 Led by the band, the parade is to march in column of threes through the spaced members of the holding squadron onto the respective markers. The parade is halted, turned into line and stood at ease by individual flight or squadron commanders.

1.33 The Colour Party, acting independently under the command of the Colour bearer, is to halt 25 paces from and 10 paces forward of the left flank of the escort squadron, facing the centre of the parade ground. The PWOFF is to turn towards the front of the parade area and stand at ease with the escort squadron and await the arrival of the Parade Adjutant (PA).

1.34 After the parade has been stood at ease, the Holding Squadron Commander is then to order:

'HOLDING SQUADRON, STAND - AT - EASE'

1.35 The PA is then to march onto the parade ground from the right side of the dais and halt two paces in front of the PWOFF. The PWOFF is to salute and hand the parade over to the PA, left incline and march forward two paces on the same alignment as the adjutant, halt and turn to face the front. The PA is then to give the following orders:

'PARADE, ATTEN - TION'
'OPEN ORDER - MARCH'
'PARADE RIGHT - DRESS'

- a. A Right Dress is conducted at this point as the Colours are not yet on parade.
- b. On the command 'Right Dress' the PWOFF and all other parade executives and officers in review order are to about turn and face their squadrons/flights. The band is to play a ten second drum roll.

1.36 The PA is then to order:

'PARADE, EYES - FRONT'

1.37 The PA, PWOFF, squadron executives and officers in review order are to turn and face the front. The PA is then to order:

'PARADE, STAND - AT - EASE'

1.38 The PA and PWOFF are to remain at the 'Attention'. The PA is to order:

'UNCASE THE QUEEN'S COLOUR FOR THE ROYAL AUSTRALIAN AIR FORCE'
or
'UNCASE THE QUEEN'S COLOUR FOR...(Name of unit) '
or
'UNCASE THE SQUADRON STANDARD FOR...(Name of unit).'

or
'UNCASE THE GOVERNOR-GENERAL'S BANNER...(Name of unit).'

NOTE: Where there is more than one Colour, the command will be simply be:
'UNCASE THE COLOURS'

1.39 On completion of the uncasing, the PA is then to order:

'PARADE, ATTEN - TION'

1.40 The PC is to march onto the parade ground and halt two paces in front of the PA who is to salute and hand the parade over to the PC. The PA is then to salute again, right turn and march to a position two paces to the right of the PC and turn left to face the front of the parade ground.

1.41 As this format is for a ceremonial review with Colours, the parade executive consisting of the PC, PA and PWOFF will be positioned in front of the Escort Squadron executives. The PA and PWOFF eight paces forward of the Escort Squadron Commander. This spacing may need to be reduced, depending on the parade ground size. The PC will be two paces front and centre of the PA and PWOFF.

Marching on the colours

1.42 With the PA and PWOFF in position, the PC is to order:

'MARCH ON...(Name of Colour)

or for more than one Colour

'MARCH ON THE COLOURS'

Where the Queen's Colour for the RAAF is also on parade, it will be marched on separately once all other Colours are in position.

'PARADE, GENERAL SALUTE, PRESENT - ARMS'. (Royal Salute for the Queen's Colour for the RAAF)

1.43 The Colour Bearer (or senior Colour Bearer for more than one Colour) is then to order:

'COLOUR PARTY, BY THE CENTRE, QUICK

The band is to play the Air Force march while the colour party marches to its position between the escort squadron and halts. When the Band have ceased playing, the CB is then to order:

'COLOUR PARTY, ABOUT - TURN'

'COLOUR PARTY, PRESENT - ARMS'

The CB is to march forward three paces in time with the movements of the Escorts.

The band is then to play 'Point of War'.

As Point of War is a salute to the Colour(s), the CB does not 'Let Fly'.

When the Queen's Colour for the RAAF is on parade, all other subordinate Colours are to be 'let fly' during the playing of Point of War.

1.44 The parade commander is then to order:

'PARADE, ATTEN - TION'

When Colours are not to be shown, the CB is to about turn, then march back in between the Escorts and halt. The CB is to about turn and bring the Colours to the order.

If the Colours are to be shown, the CB remains in position and brings the Colours to the Order. For the showing of a Colour, the PC will order:

'PARADE, STAND - AT - EASE'

'STAND- EASY'

'SHOW THE COLOUR'

On this command the PA and PWOFF are to come to attention, about turn to face the parade and stand at ease then stand easy so that they may observe the 'showing'.

Depending on the circumstances of the parade, the unit may 'Show the Colour' or 'Troop the

Colour' but not both on the same parade. Normally 'Troop the Colour' is conducted with the presentation of Colours and 'Beating the Retreat' parades. Showing the Colour is not a trooping, therefore, salutes are not given.

1.45 Showing the Colour. The CB is to come to attention and then to the 'carry', march three paces forward in quick time and wheel out to the right flank of the escort squadron, halt, turn about, release and slope the Colour. The CB is to step off in slow time along the front of the escort squadron to the left flank and halt. The CB is to about turn, return the Colour to the carry. The CB is to march in quick time back to the Escorts, halt and turn about, bringing the Colour to the order and then stand at ease. The band is to play appropriate music for the showing of the Colour, and also for when the CB returns to the Colour Escorts.

1.46 After the Colour has been shown, the PC is to order:

'PARADE'

1.47 The entire parade is to revert to the stand at ease position. The PA and PWOFF are then to come to attention, about turn and stand at ease together. The PC is then to turn about and face the front to await the arrival of the Host Officer. Door openers are then to march to their positions on the parade ground in front of the dais. The parade is then ready to receive the Host officer, invited guests and the Reviewing Officer.

Arrival of the Host Officer

1.48 As the reviewing officer's vehicle approaches the dais the parade is brought to attention:

'PARADE, ATTEN - TION'

When the Host Officer has taken position on the dais, the PA is to order:

'PARADE, GENERAL SALUTE, PRESENT - ARMS'

The band is to play the appropriate musical salute (refer to Part 1, [Chapter 2](#)). The CB 'lets fly' the Colour.

1.49 On completion of the music the PC is to order:

PARADE, ATTEN - TION'

The Colours are 'caught' and brought to the order.

'PARADE, STAND AT – EASE'

1.50 Invited VIP guests are now received by the Host Officer with the parade at attention, while the Host officer salutes on their behalf. A Guide for Host officers is in [Annex 1A](#).

Arrival of the reviewing officer

1.51 A guide for Reviewing Officers is in [Annex 1B](#).

1.52 As the Reviewing Officer's vehicle approaches the dais, the PC brings the parade to attention:

'PARADE, ATTEN – TION'

1.53 As the Reviewing Officer alights from the vehicle, their personal flag or distinguishing flag is broken at the masthead.

1.54 When the Reviewing officer is positioned on the dais, the PC is to order:

'PARADE, ROYAL SALUTE, PRESENT – ARMS'

Or

'PARADE, GENERAL SALUTE, PRESENT – ARMS'

The Band plays the appropriate musical salute in accordance with Part 1, [Chapter 2](#).

Queen's Colours, Squadron Standards and Governor General's Banners are only lowered during a Royal Salute or when the General Salute is played for the Marshal of the RAAF. On all other occasions the CB simply 'lets fly' the Colour.

1.55 Once the music has finished, the PC will order:

'PARADE, ATTENTION'

The Colours are to remain at the carry, in readiness for the inspection.

Inspection of the parade

1.56 If the Reviewing Officer does not desire to inspect the parade, the PC will seek permission to carry on with the review. However, if an inspection is desired, the following procedure is to be used:

- a. The PC will ask the Reviewing Officer who they wish to inspect. If it is only to be the Escort Squadron, the PC will request permission to stand the Representative and Holding Squadrons at ease and order:

'ESCORT SQUADRON STAND FAST; REMAINDER, STAND AT – EASE'

1.57 If the Reviewing Officer wishes to inspect the whole parade, only the Holding Squadron is stood at ease.

1.58 During the inspection, the inspecting party are positioned as follows:

- a. Reviewing Officer - nearest the rank being inspected
- b. Parade Commander - at the side of the Reviewing Officer
- c. Aide - two paces in rear of the Reviewing Officer
- d. Host Officer - to the side of Aide and rear of Parade Commander.

1.59 For the inspection of the Band the PC is to introduce the Band Master to the Reviewing Officer, then step back. The Reviewing Officer and Band Master will conduct the inspection by moving around the outside of the band. On completion, the Band Master will salute the Reviewing Officer and move back to the front of the Band. The Reviewing Officer will rejoin the inspecting party and return to the dais.

1.60 Once the Reviewing Officer is on the dais, the PC is to request permission to carry on with the review. The PC will then salute, about turn and return to their position on the parade ground.

March past in review

1.61 On returning to their original position, the PC is to order:

'ESCORT SQUADRON, CARRY ON WITH THE REVIEW'
'REMAINDER, STAND - AT - EASE'

1.62 The Escort Squadron Commander is then to salute the PC. The PC is to about turn and then together with the PA and PWOFF, march in quick time to a position five paces to the right of the saluting point. They are to halt, turn about and stand at ease.

1.63 As the PC, PA and PWOFF are marching to their positions, the Escort Squadron Commander is to turn about to face the squadron and give the following orders:

'ESCORT SQUADRON, CLOSE ORDER - MARCH'
'ESCORT SQUADRON, INWARDS – DRESS'
'EYES – FRONT'
'ESCORT SQUADRON, MOVE TO THE RIGHT IN COLUMN OF THREES, RIGHT - TURN'
The Escort Squadron Executives (Commander, Adjutant, Warrant Officer) and Colour Party stand fast, as the squadron turns to the right in column of threes. Flight commanders also turn, retaining their relative positions.
The Colour party is then to 'Take Post'.
The Escort Squadron Executives, having observed that all movement has ceased, then turn to face the direction of march, retaining their relative positions for column of three

1.64 The PC is to order:

'ESCORT SQUADRON WILL MARCH PAST IN SLOW AND QUICK TIME'
'BY THE LEFT, SLOW.....'

1.65 The Band Bass Drummer is to begin playing the normal four beats on the drum. On the fourth beat the left foot is to be moved smartly to the balance step position and completing the pace on the fifth beat continuing to march in slow time towards the parade ground perimeter between points 1 and 2.

1.66 At a point marked on the parade ground before the perimeter. The flight commander of No 1 escort flight is to give the command

'No 1 FLIGHT, INTO LINE, LEFT - TURN'
The Escort Squadron executives act on the commands of No1 flight commander' No 1 FLIGHT, INTO LINE, LEFT - TURN'.
The Escort Squadron executives act on the commands of No1 flight commander.

1.67 The Colour Party is to execute a left form at the same point as No 1 flight.

1.68 The flight commander of No 2 flight is to turn that flight to the left at the same point as No 1 flight.

1.69 As No 1 flight approaches point 2 the flight commander is to give the command:

'No 1 FLIGHT, CHANGE DIRECTION LEFT, LEFT - FORM'
The Escort Squadron executives execute a left turn.

1.70 The flight commander is to give the command 'FOR - WARD' as the last file of the flight reaches the new alignment (normally on the 21st pace each flight is moving forward).

1.71 The Colour Party is to execute a left form at the same point as No 1 flight.

1.72 The flight commander of No 2 flight is to order a change direction left at the same point as No 1 flight.

1.73 As the squadron commander approaches point A, the flight commander of No 1 flight is to order:

'No 1 FLIGHT, EYES - RIGHT'

The escort squadron executives are to act with No 1 flight for the 'eyes right'.

1.74 As the Colour party approaches point A, the Colour bearer is to order:

'COLOUR PARTY, EYES - RIGHT'

1.75 On this command:

- a. The right escort remains looking to the front.
- b. The CB 'lets fly' the Colour, and remains looking to the front, but if the Reviewing Officer is of Regal or Vice Regal status, then the Colour bearer is to lower the Colour as for Colour drill on the march.
- c. The left escort is to turn their head to the right.
- d. The CWOFF is to turn head and eyes to the right and salute.

1.76 The flight commander No 2 flight is to act independently of No 1 flight commander and execute the same words of command at point A.

1.77 As the Escort Squadron Commander passes Point B, the commander is to order:

'EXECUTIVES, EYES - FRONT'

The commander, adjutant and warrant officer are to complete their salute.

1.78 As the last file of No1 flight passes Point B, the flight commander is to order:

'No1 FLIGHT, EYES - FRONT'

1.79 The CB will order:

'COLOUR PARTY, EYES - FRONT'

The CB is to 'catch' the Colour. Only one effort is made to 'catch' the Colour. If the CB is unable to do so, another attempt is only to be made during the next march past in quick time, or when the Colour is eventually returned to the order.

The left escort is to turn their head to the front, and the CWOFF is to complete the salute.

1.80 No 2 flight commander will similarly order the 'EYES FRONT' once the rear rank have passed Point B.

1.81 As the squadron commander approaches point 3, the flight commander of No 1 flight is to give the command:

'No 1 FLIGHT, CHANGE DIRECTION LEFT, LEFT - FORM'

The Colour Party conducts a left form at the same point as No 1 flight.

The flight commander of No 2 flight is to order a left form at the same point as No 1 flight.

Flight commanders are to give the command 'FOR - WARD' as the last file of each flight reaches the new alignment.

1.82 The Escort Squadron is now in line, marching toward point 4. The Escort Squadron is then to conduct another left form, which will bring the flights on to their original position on the reviewing area. The left markers are to align themselves so that they march over the squadron's marker discs.

1.83 When the Escort Squadron is on the same alignment, and midway between points 4 and 1, the Band is to cease playing. The bass drummer is to continue with 4 beats in slow time. On the fifth beat all personnel are to begin marching in quick time while the side drummers play the normal two 3 beat drum rolls indicating the change of step from slow time to quick time.

1.84 The Escort Squadron is to continue marching across the parade ground, performing a left form just before the parade ground perimeter between points 1 and 2.

1.85 The remainder of the march past in review is in quick time and to be carried out as per the march past in slow time. The exception now is that where Regal or Vice Regal personages are on the dais, the Colours are not lowered as in slow time, but simply 'let fly' as they march past.

1.86 After the left form at point 3, the squadron is now marching toward point 4. This time, they are to march 5 paces past their original alignment where the marker discs are placed, and execute another left form. Individual flights and the Colour party are to continue marching to their respective left marker/escort points and mark time.

1.87 When each flight has attained their position and dressing, the Band is to cease playing. The side drummers are to play the normal two 3 beat drum rolls, signalling that the Escort Squadron is to execute, a final left form, without word of command, halting in section of threes together on their original alignment on the reviewing area.

Actions of the representative squadron

1.88 During the march past in review, representative squadron commanders or flight commanders (where there is only one representative squadron) are to independently give the command 'PRESENT ARMS' whenever the Colour passes directly in front of their squadron or flight. This is only to be carried out when the Colour is on the reviewing area and not the march past base. When the Colour has passed by their squadron or flight, the command 'ATTEN - TION' is to be given by individual squadron or flight commanders. The representative squadron is to be at the 'STAND - AT - EASE' position after the escort squadron resumes their original alignment on completion of the march past in review.

Advance in Review Order

1.89 When the Escort Squadron has halted, the PC, PA and PWOFF are to return to their original positions on the parade ground. The PC is then to order:

`REPRESENTATIVE SQUADRON, ATTEN - TION'
 `CLOSE ORDER - MARCH
 `PARADE, INWARDS DRESS'
 `PARADE, EYES – FRONT'
 `PARADE WILL ADVANCE IN REVIEW ORDER, BY - THE – CENTRE, QUICK.....'

1.90 The Band is to play the normal two 3 beat drum roll intro signalling the commencement of the Advance In Review Order.

1.91 The parade is to step off on the first note of the music and advance 15 paces in quick time and halt without further word of command. When a `fly'-past is arranged, the `fly-past is to coincide over the dais, with the salute to the Reviewing Officer. Timings are to be accurate and therefore a practice parade will be necessary.

1.92 The PC orders

`PARADE, ROYAL SALUTE, PRESENT - ARMS'
 All Colours are lowered for a Royal Salute or
 `PARADE, GENERAL SALUTE, PRESENT - ARMS'
 Colours are 'let fly'
 `PARADE, AT TEN - TION'
 The Colours are brought to the `order' position.

Reviewing Officer's Address

1.93 The PC is then to march in quick time towards the Reviewing Officer, halting five paces from the dais salute and request permission to stand the parade at ease. The PC is to complete the salute, about turn and return to the parade ground and give the command:

`PARADE, STAND - AT - EASE'

1.94 The Parade Announcer should now introduce the Reviewing Officer to the guests and spectators.

1.95 Before addressing the parade, the Reviewing Officer should order:

`PARADE, STAND EASY'

1.96 At the end of the address, the PC is to bring the parade to Attention, ready for the departure of the Reviewing Officer.

Departure of the Reviewing Officer

1.97 At the completion of the address, the Reviewing Officer and other guests accorded ceremonial honours on arrival at the parade are to depart. The Reviewing Officer is to depart first, being accorded the appropriate salute by the parade. As the vehicle carrying the Reviewing Officer passes by the saluting point, their distinguishing flag is to be lowered. The remaining departure of guests will follow in

the reverse order of precedence to their arrival. They are also accorded the appropriate salute on departure. The departures are to be by vehicle, with the appropriate salute being executed as the vehicle moves and maintained until the vehicle is clear of the saluting base. The Host Officer is to remain on the dais for the march off.

Marching Off the Parade

1.98 After the departure of all guests, the PC is to come to attention, call the parade to attention, and march in quick time to the Host Officer, halt and, salute. The PC is to request permission to march the parade off the parade ground. The PC is to salute again, about turn and return to the parade ground, facing the parade, and give the commands:

'OFFICERS, TAKE POST, LEFT - TURN'

'OFFICERS, QUICK - MARCH'

'OFFICERS, INWARDS - TURN'

The above commands are only given where there are officers in Review Order in the Representative Squadron.

'PARADE WILL MARCH PAST IN COLUMN OF ROUTE'

'SUPERNUMERARIES, TAKE - POST'

This command is only given where there are supernumerary officers and SNCOs in the Representative Squadrons(s). Where this is the case, the supernumeraries are to left turn and march to their positions on the left flank of their respective flights.

'MOVE TO THE RIGHT IN COLUMN OF ROUTE, RIGHT - TURN'

1.99 The PC, PA, PWOFF and Colour Party are to stand fast, while the remainder of the parade execute a right turn. After a pause of two beats in quick time, the squadron command elements and flight commanders of both the Escort Squadron and Representative Squadron(s) march to their positions for column of route. After a single drum beat from the bass drum, they are to turn to face the direction of march.

1.100 The Colour Party now 'Take Post.'

1.101 When all movement has ceased, the PC orders the PA and PWOFF:

'TURN'

The PC turns to the left, while the PA and PWOFF turn right.

'QUICK - MARCH'

The PC, PA and PWOFF march to their respective positions at the head of the Escort Squadron, halt and turn together to face the direction of march.

1.102 When the parade is ready to march past, the PC is to give the command:

'PARADE, BY THE LEFT, QUICK.....'

1.103 The Band is to immediately commence playing the normal two 3 beat drum rolls signalling the commencement of the march past. The Escort Squadron is to step off on the first note of the music marching towards the perimeter of the parade ground. Upon reaching a pre-designated point before the parade perimeter, the Escort Squadron is to left wheel and march toward Point 2.

1.104 At a suitable time which will allow clearance between the units, the Band is to cease playing and commence a two 3 beat drum roll signalling that the Representative Squadron is to begin the march past. They too will wheel at the edge of the parade ground and follow behind the Escort Squadron to Point 2

1.105 Where there is a second Representative Squadron, the above actions will be repeated to step them off for the march past.

1.106 Each squadron will wheel left on reaching Point 2 and continue marching towards the Saluting Base.

1.107 Before reaching point A, flight commanders are to give the command:

'No.....FLIGHT, EYES - RIGHT'

The command is to be given in sufficient time to allow all executives to execute the salute before point A.

The Colour Party are to conduct the 'Eyes Right' independently and 'let fly' the Colour.

The eyes right position is to be maintained until all supernumeraries of the flight have passed point B, at which time the flight commander is to give the command:

'No FLIGHT, EYES - FRONT'

The parade executives are to complete their salute independently of number 1 flight after passing point B.

The Colour party are to complete their 'Eyes Right' independently and catch the Colour.

1.108 The PC, PA and PWOFF are to leave the parade at point B and move to a position five paces to the right of the saluting base, facing the parade, saluting the Colours as they march past.

1.109 As the Band leaves the parade area, the Host Officer is to move from the dais. At the same time, the PC, PA and PWOFF are to return swords, right turn and march from the parade ground.

1.110 Where a flying display is programmed immediately after the parade, the PC, PA and PWOFF are to march off as the band leaves the parade ground.

Marching Off the Colour

1.111 Having left the parade ground, the Escort Squadron is to march to the dismissal area. The Escort Squadron Commander, Adjutant and Warrant Officer are to wheel to their left away from the Squadron, halt and turn to face the squadron as it marches past. As the Colour Party draws level with the Squadron Commander, the Squadron Commander is to halt the squadron, and turn them in to line. Colours are to take post.

1.112 The Band is to march to a pre-designated position and halt. Where possible, the Representative Squadron(s) are to halt at a position to the rear of the Escort Squadron. If this is not possible, the Representative Squadron(s) is to march to a separate dismissal area, and dismiss away from the Escort Squadron.

1.113 When ready, the Escort Squadron Commander is to order:

'MARCH OFF THE(name of Colour).....FOR.....(Name of Unit)'

'GENERAL SALUTE, PRESENT – ARMS' (Royal Salute for Queen's Colour For The RAAF)

1.114 The parade will present arms. However, the Colour Escorts remain at the attention. The Band will play 'Point of War'. On completion of the 'Point of War', the parade is to remain at the 'Present Arms', while the Band commences two 3 beat drum rolls. The Colour Party is to step off on the first note of the music, march forward 10 paces and left wheel, in front of the No2 flight commander, departing via the left flank to the designated casing area. When the Colours are clear of the left flank of the Squadron, the Squadron Commander is to order:

'ESCORT SQUADRON, ATTEN – TION'

If a Representative Squadron is present, the squadron commander will then also order the 'Attention'.

1.115 The parade may now be dismissed by individual squadrons.

Marching Off the Holding Squadron

1.116 When the Host Officer has left the dais, the Holding Squadron Commander is to order.

'HOLDING SQUADRON, INWARDS - TURN'

'HOLDING SQUADRON, QUICK - MARCH'

1.117 The Holding Squadron is to reform in to their two ranks at the rear of the parade ground, and then march to its own area to be dismissed.

Spectators

1.118 At certain points during the parade, guests and spectators will be advised what is required of them. Therefore it is essential that a Parade Announcer is appointed. A Guide for Parade Announcers can be found in [Annex 1C](#).

Annexes:

- 1A [Guide For Host Officers](#)
- 1B [Guide for Reviewing Officers](#)
- 1C [Guide for Announcers at Ceremonial Parades](#)

ANNEX 1A

GUIDE FOR HOST OFFICERS

Before the Parade

1. Where a host officer is required to welcome a reviewing officer for a parade and is unable to be present, a senior officer is to be detailed for this duty. Guests arriving at the parade area are to be escorted to their seats by another senior officer detailed for this duty by the host officer. If the host officer is detained, a senior officer is to be nominated to receive guests on behalf of the host officer.

At the Parade

2. The host officer and partner (if applicable) are to position themselves at the dais before the arrival of the first VIP guest. Where such guests are accompanied by a partner, the host officer's partner (or a suitable senior officer) is to assist the host officer. Normal introductions should be made before the host officer accompanies the guest and partner to their seats. The reviewing officer's partner is to be shown to his/her seat by the host officer's partner or assistant.

3. Once the host officer has arrived at the parade and received a general salute, their responsibilities and actions are as follows:

- a. **Arrival of VIP Guests.** The host officer is to salute and greet the VIP guests on behalf of the parade. They are then escorted to their seats.
- b. **Arrival of Reviewing Officer.** The host officer is to salute and greet the reviewing officer, then escort him/her onto the dais. The host officer's partner is to accompany the reviewing officer's partner to his/her seat before the parade accords the reviewing officer a salute. The host officer is to be positioned to the rear left of the reviewing officer with the ADC to the rear right. When a Royal Guard of Honour is mounted, the reviewing officer only is to be on the dais.
- c. **Royal or General Salute on the Arrival of the Reviewing Officer.** The reviewing officer acknowledges the salute. The Host Officer and ADC as Officers in Attendance, do not salute.
- d. **Parade Inspection.** The reviewing officer is to be next to the rank being inspected. The parade commander is to be on the reviewing officer's right, with the ADC to the rear of the reviewing officer and the host officer to the rear of the parade commander, as shown in Figure 1A-1.

Figure 1A-1 Inspection party; Reviewing Officer in civilian attire, Parade commander, Navy Aide and Host Officer



- e. **Compliments to be paid by the Inspecting Party.** When applicable, compliments are to be paid by all members of the inspecting party as they pass across the front of the Colours during the inspection of the front rank of the Escort Squadron. No further compliments are paid to the Colours for the remainder of the inspection.
- f. **Other Compliments during the Inspection.** Compliments to the reviewing officer are only to be paid by officers joining or leaving the inspecting party.
- g. **Presentation of Colours.** After the consecration of the new Colour, the Colour is marched to its position between the Colour Escorts. The parade will present arms. The reviewing officer, host officer and ADC are to pay compliments also.
- h. **Marching Past Of Colours.** The reviewing officer will acknowledge salutes of personnel marching past. The host officer and ADC are to only to pay compliments as the Colours pass the dais, as shown in Figure 1A-2.

Figure 1A-2 Governor-General as Reviewing Officer, Air Commodore as Host Officer and Flight Lieutenant Aide salute as the Colours march past



- i. **Advance in Review Order, and the Royal or General Salute.** The reviewing officer is to acknowledge the salute. The host officer and ADC do not salute.
 - j. **Departure of the Reviewing Officer and Other Guests.** The host officer is to escort the reviewing officer and other guests to their vehicles (in reverse order to their arrival), saluting as the vehicles depart.
 - k. **Marching off of the Parade.** The host officer will acknowledge the salutes of personnel as they march past, and is to salute when the Colours march past.
4. The host officer is to wear the same form of dress as the reviewing officer. When a parade is armed, the reviewing officer (if a member of the ADF) and the host officer will wear swords.

ANNEX 1B

GUIDE FOR REVIEWING OFFICERS

Arrival at the Parade

1. The reviewing officer is to alight from the vehicle on that side nearest the parade, with the reviewing officer's partner alighting from that side nearest the dais. Upon arrival at the parade ground, the reviewing officer is to be received by the host officer who is normally the officer commanding or the commanding officer of the unit parading. After the introductions, partners are escorted to their seats by the host officer's partner, while the reviewing officer is escorted to the saluting base by the host officer.
2. Positions on the dais are as follows:
 - a. Reviewing Officer - front and centre
 - b. Host Officer - left rear of the Reviewing Officer
 - c. Aide de Camp - right rear of the Reviewing Officer.
3. The reviewing officer is to be received upon taking position on the dais or saluting base, with the appropriate salute by the unit on parade. The Band is to play the appropriate musical salute. The host officer and ADC do not salute and they do not salute during any other salute to the reviewing officer. However, ALL will salute when the Colours are marched past in review.

The Inspection

4. The reviewing officer will be required to inspect various types of ceremonial parades and on those occasions will be accompanied as follows:
 - a. **When Inspecting a Flight.** By the host officer, aide, and the flight commander.
 - b. **When Inspecting a Squadron.** By the host officer, aide and the parade commander.
 - c. **When Inspecting a Wing.** By the host officer, aide and the parade commander.

Positions during the Inspection

5. During the inspection of a flight, squadron or wing, the reviewing officer is to be nearest the rank being inspected, with the other members of the inspection party in the following positions:
 - a. The flight commander or parade commander on the outside of the reviewing officer.
 - b. The aide two paces behind the reviewing officer.
 - c. The host officer on the outside of the aide.
6. During the inspection, the Band will play appropriate music. The reviewing officer is to pass along the front rank of each flight from right to left, returning along the centre rank from left to right and then inspecting the rear ranks from right to left.

When inspecting large numbers of flights or squadrons, the reviewing officer may confine the inspection to just the front ranks of each flight on parade.

7. **Inspecting the band.** The Parade Commander will escort the Reviewing officer to the Band Master. The Band Master will salute and escort the Reviewing Officer around the out side of the band. On completion the Band Master will escort the reviewing Officer back to the Parade Commander.

Compliments to be paid to the Colours during the Inspection

8. When Colours are on parade, the whole of the inspecting party pay compliments as they pass the front of the Colours during the inspection of the Escort Squadron, as shown in Figure 1B-1. No other compliments are paid to the Colours during the remainder of the inspection.

Figure 1B-1 The Inspection Party salutes as they pass in front of the Colours



March Past in Review, Advance in Review Order and Departure

9. After the inspection, the reviewing officer will return to the saluting base to take the salute during the march past in review. The reviewing officer will also take the salute at the conclusion of the Advance In Review Order, after which he may deliver a short address. After the address, the reviewing officer is to depart the parade area, being accorded ceremonial honours. The parade is then to march past the host officer and off the parade ground.

ANNEX 1C

GUIDE FOR ANNOUNCERS AT CEREMONIAL PARADES

Parade Announcer

1. Wherever possible, a Parade Announcer is to be appointed. During ceremonial parades, spectators will be asked to act in response to requests from the Parade Announcer during certain phases of the parade. In addition, a printed program should be provided for spectators as a guide to the proceedings.
2. At all ceremonial parades, a public address system is to be used to advise spectators of details of the parade being performed, and when spectators are expected to stand and pay compliments. However, once the reviewing officer has arrived, the announcer is only to advise spectators when to stand or be seated.

Announcements

3. Announcements to spectators should be as follows:
 - a. Before the arrival of the reviewing officer, the announcer should welcome spectators as follows:
 - (1) 'On behalf of (Host Officer's name and appointment) I would like to take this opportunity to welcome each of you to (name of base or unit) on the occasion of (state the occasion)'
 - (2) acknowledgement to country (if no welcome to country is included)
 - (3) a short history of the unit performing the parade
 - (4) an explanation of various aspects of the parade and to advise spectators that at certain times throughout the ceremony, they are expected to observe traditional Service courtesy by standing and paying appropriate compliments
 - (5) on arrival of the various dignitaries being welcomed on a timed arrival at the parade, inform the spectators of the name and position of the person and of what action is required by the spectators.
 - b. Throughout the parade the announcer is also to advise spectators of the particular movement to be performed and of any compliments to be paid.

Marching On Colours

4. Once the parade has formed on the parade ground and the command is given to march on the Colours, spectators are asked to stand at the playing of 'Point of War'. The announcer should remind spectators that those in uniform are to salute and male civilians should remove their head-dress. Spectators are to remain standing until the parade has completed the salute to the Colours or until the command of 'Attention' or 'Shoulder Arms' is given after the playing of 'Point of War'. This normally occurs when the Colour has been positioned within the Escort Squadron. The Parade Announcer will then direct spectators to 'Please be seated'.

Arrival of the Reviewing Officer

5. Where the Reviewing Officer is of Regal or Vice Regal status, the personage will receive a Royal Salute from the parade. In this instance, the Parade Announcer will advise spectators to stand as the vehicle carrying the personage arrives, and remain standing during the salute. Members in uniform are to salute, while male members in civilian dress are remove their head-dress. Spectators do not stand for a General Salute.

Presentation of New Colours

6. During a presentation parade of a new Colour, the Colour will first be consecrated and then presented to the unit by the Reviewing Officer. Once the Colour has been received from the Reviewing Officer by the Colour Bearer, the Colour will be marched in to the waiting Colour Escort Squadron in slow time to the Band playing the National Anthem. The parade will be at the present arms and spectators are to be asked to stand. On the command, 'March in the (name of Colour)', spectators in uniform are to salute and male civilians should remove their head-dress. Spectators resume their seats at the completion of the salute. This normally occurs when the 'Colour' has been positioned within the Escort Squadron.

March Past with Colours

7. The protocol associated with the arrival on parade of the Colours has already been observed by spectators, and as such there is no longer a requirement to pay further compliments to the 'Colours', other than when 'Colours' are marched off parade.

Advance in Review Order

8. On the completion of the Advance in Review Order, the parade will salute the reviewing officer with either a General Salute or a Royal Salute. Where a Royal Salute is to be given, spectators will be asked to stand for the Advance in Review order and remain standing for the salute. Members in uniform are to salute, while male members in civilian dress are to remove their head-dress. Spectators do not stand for a General Salute.

Marching Colours off the Parade

9. At the conclusion of the parade when the Colours are marched off accompanied by the entire parade, spectators are asked to stand when the Colours pass immediately in front of their position. Spectators in uniform are to salute and male civilians should remove their head-dress, completing the salute or replacing head-dress once the Colours have passed.

10. If the Colours are marched off while the parade remains on the parade ground, spectators should stand on the command 'Parade Present Arms'. Spectators in uniform are to salute during the playing of 'Point of War'; all spectators remain standing until the Colours have left the parade ground.

CHAPTER 2

COSECRATION AND PRESENTATION OF COLOURS

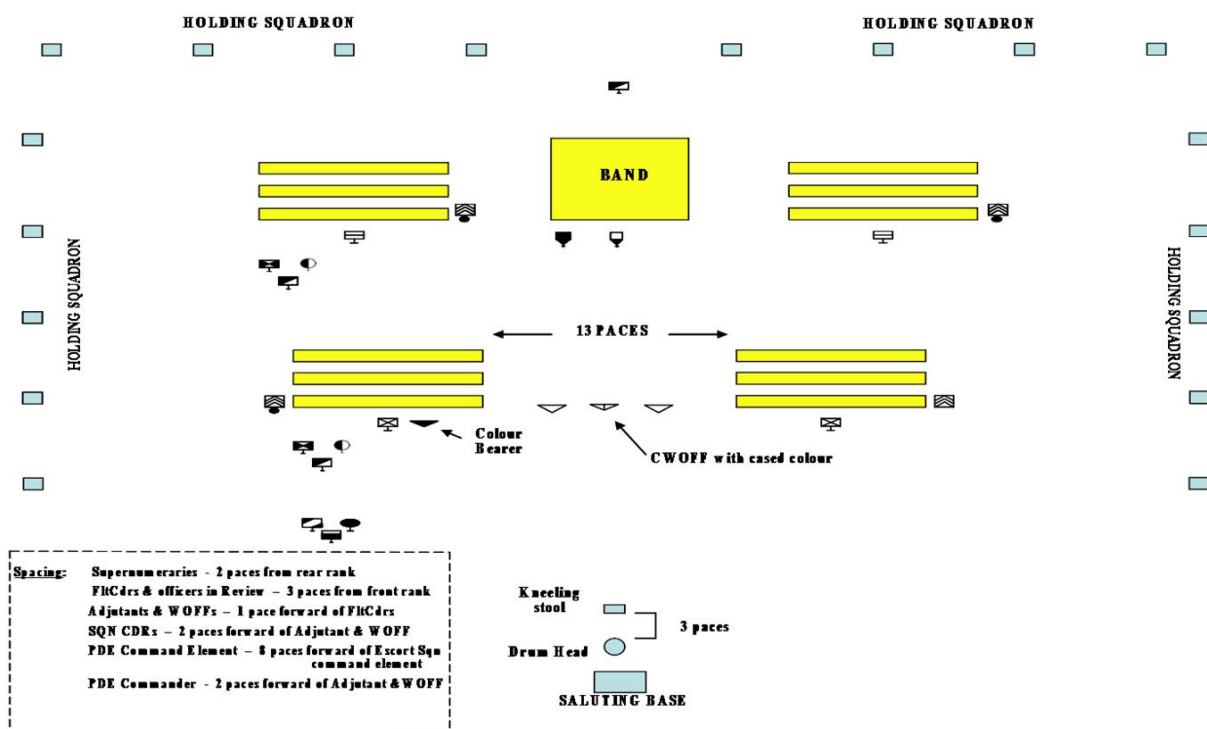
General

2.1 The award of a Colour, whether a Queen's Colour, Squadron Standard or Governor General's Banner, is a significant event in a unit's history, and is to be acknowledged with the appropriate respect befitting the occasion. A ceremonial parade is to be mounted. The parade will include in order, the following:

- a. religious consecration of the new Colour
- b. presentation of the Colour (usually by persons of Regal or Vice Regal status)
- c. Trooping of the Colour
- d. march past in review.

For the remainder of this chapter, the parade will be referred to as a Consecration Parade. A diagram of the parade layout including position of Piled Drums and Kneeling Stool is in Figure 2-1.

Figure 2-1 Layout of a Consecration Parade



2.2 An explanation of the reasons for consecrating Colours is detailed in [Annex 2A](#), Guide for Announcers. This is provided for the Parade Announcer when explaining the various aspects and protocols of the parade to the spectators.

Representative Squadrons

2.3 Unlike a standard ceremonial review parade where some latitude is allowed to parade only a colour escort squadron, a consecration parade requires the inclusion of at least one representative squadron. On these occasions, the representative

squadron plays a significant role in the procedures, forming part of a hollow square later in the proceedings, where the newly presented Colour will be trooped through the ranks. Initially, the squadron(s) will form up on the parade ground in line of flights.

Chaplains, Uncasing Officers, Piled Drums and Kneeling Stool

2.4 The positions of flights and squadrons and their respective executives are the same as for a ceremonial review. The addition of chaplains, uncasing officers, piled drums and a kneeling stool are the only embellishments for a consecration parade.

2.5 **Chaplains.** As the new colour is to be consecrated prior to its presentation to the unit, the Director General Chaplaincy – Air Force (DGCHAPS-AF) is required to be consulted as part of the planning process. The consecration of colours is a Christian tradition however, the inclusion of a non-Christian chaplain maybe considered in consultation with DGCHAPS-AF. Seating for Chaplains is to be reserved on the right side of the dais, on the end of the rear row of seats, nearest to the dais.

2.6 **Uncasing Officers.** Two junior officers are to be detailed to uncase the Colour, senior non-commissioned officers maybe used if the unit has insufficient numbers of junior officers. The cased Colour will be positioned on piled drums, and at the appropriate time, the two officers will be required to uncase the Colour, replacing it on to the piled drums so that the Colour is open and draped over the drums. The two officers are to be positioned five paces behind Points A and B, and are to stand at ease or attention with the parade.

2.7 **Piled Drums.** Piled drums are used during the parade as a parade ground altar for the consecration ceremony of the new colour. For the consecration, the new colour will be uncased and draped across the piled drums. Prior to the commencement of the parade, the drums are to be piled centrally in front of the saluting point. Three side drums will form the base, on to which will be placed a bass drum. A tenor drum placed on top of the bass drum will form the “altar”. This set up of drums is known as the Drum Head. Personnel detailed for this duty are to be practiced in the procedures. The ceremonial drums for the Drum Head are held by the Air Force Band.

2.8 On an historical note, the piling of drums dates back to the 17th century when drums were used as makeshift furniture and in particular as altars, where prayers were conducted both before and after the battle.

2.9 **Kneeling Stool.** The kneeling stool is to be placed at the same time as the drums, and positioned three paces front and centre of the drums. The kneeling stool is provided for the Colour Bearer (CB), and is used by the CB when receiving the Colour from the Reviewing Officer. The Colour is presented on completion of its consecration. A kneeling stool is held by the Air Force Band.

Parade Form Up

2.10 The parade is to form up with squadrons in line away from the parade ground. A dress inspection should be conducted, after which swords are drawn and the participants prepare to march on. Markers are to march out to their respective positions at the rear of the parade ground to await the order from the Parade Warrant Officer (PWOF) to march on.

2.11 Position of the Colour Party. The Colour Escorts are to form up three paces to the left of the Left Guide of the Escort Squadron. The Colour Warrant Officer (CWOFF) is in between the Escorts carrying the cased colour at the slope. At this point, the Colour Bearer (CB) is positioned in line with the flight commander (FLTCDR) of No1 Escort Flight.

2.12 Inspection Distances. The distance between ranks for inspection purposes are the same as for normal ceremonial review parades. However, where the reviewing officer is inspecting by vehicle, the distances should be adjusted accordingly.

The Holding Squadron

2.13 The Holding Squadron is optional on ceremonial parades. Its purpose is to both 'hold' and define the perimeter of the parade ground. The holding Squadron originates from when lines of sentries were placed out at sufficient distances to give alarm and therefore prevent the unit being overrun before reorganizing to face the attack. The Holding Squadron may vary in size or composition depending on personnel available. In keeping with its origins the Holding Squadron may consist only of pairs of sentries in each corner of the parade ground or may even use vehicles or Military Working Dogs. Whenever possible, the Holding Squadron is to be armed. For the purposes of the chapter the commands for a full ceremonial Holding Squadron are shown.

2.14 Forming up the Holding Squadron. Where the review parade area permits, the Holding Squadron is to form up at the rear of the parade ground, in two ranks and under the command of a senior officer.

2.15 Unless otherwise directed in this chapter, the Holding Squadron is to act on those orders given to the parade as a whole. On a Royal salute members of the Holding Squadron are to salute. On a general salute, members are to remain at attention. However, the Holding Squadron does not advance in review order.

Calling of Markers

2.16 Five minutes prior to the appointed time for the march on, the parade warrant officer is to march onto the parade ground from the right of the dais, halting 15 paces in front/centre of the 'markers' position on parade and give the orders:

'MARKERS, ATTENTION'

'MARKERS, TAKE POST'

Markers are to come to attention, and on the command 'Take Post', march to their positions on the parade ground and halt.

'MARKERS - STEADY, STAND - AT - EASE'

Marching On the Holding Squadron

2.17 When the markers are stood at ease, the Holding Squadron under direction from the squadron commander is to march to their designated positions around the perimeter of the parade ground. The squadron commander is to order:

'HOLDING SQUADRON, OUTWARDS - TURN'

The front rank turns to the right and the rear rank turns left.

'QUICK – MARCH'

Members of the squadron are to halt independently at a spacing of 15 paces between each member around the perimeter of the parade ground, excluding the march past base.

2.18 The parade is now ready to be marched on.

Marching On the Parade

2.19 When the Holding Squadron has been stood at ease the parade is to begin marching onto the parade ground. As the parade approaches, the PWOFF is to order:

'MARKERS, ATTEN – TION'

2.20 Immediately after the markers have been stood to attention, the Holding Squadron Commander is to order:

'HOLDING SQUADRON, ATTEN – TION'

2.21 Led by the band, the parade is to march in column of threes through the spaced members of the holding squadron onto the respective markers. The parade is halted, turned into line and stood at ease by individual flight or squadron commanders.

2.22 The Colour Party, acting independently under the command of the CWOFF, is to halt 25 paces from and 10 paces forward of the left flank of the escort squadron, facing the centre of the parade ground. The PWOFF is to turn towards the front of the parade area and stand at ease with the Escort Squadron and await the arrival of the Parade Adjutant (PA).

2.23 After the parade has been stood at ease, the Holding Squadron Commander is then to order.

'HOLDING SQUADRON, STAND – AT – EASE'

2.24 The PA is then to march onto the parade ground from the right side of the dais and halt two paces in front of the PWOFF. The PWOFF is to salute and hand the parade over to the PA, left incline and march forward two paces on the same alignment as the adjutant, halt and turn to face the front. The PA is then to give the following orders:

'PARADE, ATTEN – TION'

'PARADE, OPEN ORDER – MARCH'

'PARADE, RIGHT – DRESS'

A Right Dress is conducted at this point as the Colours are not yet on parade. Only when the Colours have been marched on, will dressing change to the centre.

On the command 'Right Dress' the PWOFF and all other parade executives and officers in review order are to about turn and face their squadrons/flights. The band is to play a ten second drum roll.

2.25 The PA is then to order:

'PARADE, EYES – FRONT'

2.26 The PA, PWOFF, squadron executives and officers in review order are to turn and face the front. The PA is then to order:

'PARADE, STAND AT – EASE'

2.27 The PA and PWOFF are to remain at the 'Attention'. The PA is to order:

'PARADE, ATTEN – TION'

2.28 This is the indication for the Parade Commander (PC) to march on. The PC is to halt two paces in front of the PA. The PA is to salute and hand over the parade to the PC. The PA is to salute again; right turn and march forward two paces, halt and turn left to face the front. The PC is to about turn.

Marching On the Cased Colour

2.29 The PC is to order:

'MARCH ON THE CASED COLOUR'

2.30 The CWOFF and the two Escorts are to come to attention, then march forward across the front of the Escort Squadron. As they pass the right marker of No2 Escort Flight, the party executes a left turn and marches towards the Drum Head, halting five paces in front of the drums. The CWOFF is to then step smartly forward, remove the cased colour from the shoulder and place it upon the top of the tenor drum, with the staff facing towards the Right (as viewed from the parade). The CWOFF is to step back then about turn and march back between the escorts, halt and order the escorts to about turn. On command from the CWOFF, the party is to march forward to their positions between the Escort Squadron. The CWOFF and Escorts are to halt together in line with the front rank.

2.31 The CWOFF is to order:

'COLOUR ESCORTS, ABOUT - TURN'

The CWOFF and the two Colour Escorts are to about turn.

2.32 When the Colour Party has taken position, the PC is to order:

'PARADE, STAND AT - EASE'

2.33 The Door Openers are to march out to their positions in front of the dais to await the arrival of the dignitaries being received by the parade. The Host Officer and other dignitaries entitled to receive ceremonial honours are to arrive on a timed schedule not exceeding three minute intervals.

Arrival of the Host Officer

2.34 As the Host Officer's vehicle approaches the dais the parade is brought to attention by the PC.

'PARADE, ATTEN – TION'

2.35 When the Host Officer (HO) has taken position on the dais, the PC is to order:

'PARADE, GENERAL SALUTE, PRESENT – ARMS'

The band is to play the appropriate musical salute as per Part 1, [Chapter 2](#).

2.36 On completion of the music the PC is to order:

'PARADE, ATTEN – TION'

'PARADE, STAND AT – EASE'

2.37 Invited VIP guests are now received by the HO with the parade at attention, while the HO salutes on their behalf.

Arrival of the Reviewing Officer

2.38 As the Reviewing Officer's vehicle approaches the dais, the PC brings the parade to attention:

'PARADE, ATTEN – TION'

2.39 As the Reviewing Officer (RO) alights from the vehicle, their personal flag or distinguishing flag is broken at the masthead.

2.40 When the RO is positioned on the dais, the PC is to order:

'PARADE, ROYAL SALUTE, PRESENT – ARMS'

or

'PARADE, GENERAL SALUTE, PRESENT – ARMS'

The Band plays the appropriate musical salute.

2.41 Once the music has finished, the PC will order:

'PARADE, ATTEN – TION'

2.42 The PC is to march forward to the dais and ask the RO to inspect the parade.

Inspection of the Parade

2.43 If the RO does not desire to inspect the parade, the PC will seek permission to carry on with the consecration of the Colour. However, if an inspection is desired, the following procedure is to be used:

2.44 The PC will ask the RO who they wish to inspect. If it is only to be the Escort Squadron, the PC will request permission to stand the Representative and Holding Squadrons at ease and order:

'ESCORT SQUADRON STAND FAST. REMAINDER, STAND AT - EASE'

2.45 Initially, the PC will fall in to the left of the RO, moving to the right side as they approach the right flank of the Escort Squadron so that they are on the outside of the RO during the inspection.

2.46 As the Inspecting Party passes the PA and PWOFF, they are to about turn to face the parade.

2.47 The Inspecting party consists of the RO, PC, HO and Aide to the RO. During the inspection, their positions are as follows:

- a. RO nearest the rank being inspected
- b. PC on the outside of the RO
- c. HO to the rear of the PC
- d. Aide behind the RO.

Inspection of the Band

2.48 Normal parade protocols include an inspection of the Band once the main inspection has been completed. As the Inspecting Party approaches the Band, the Band Master is to march forward, halt and salute the RO. The RO will detach from the Inspecting Party and accompany the Band Master on the inspection of the Band. On completion, the Band Master will salute and return to the Band, while the RO rejoins the Inspecting Party. The PC will now lead the Party back to the dais.

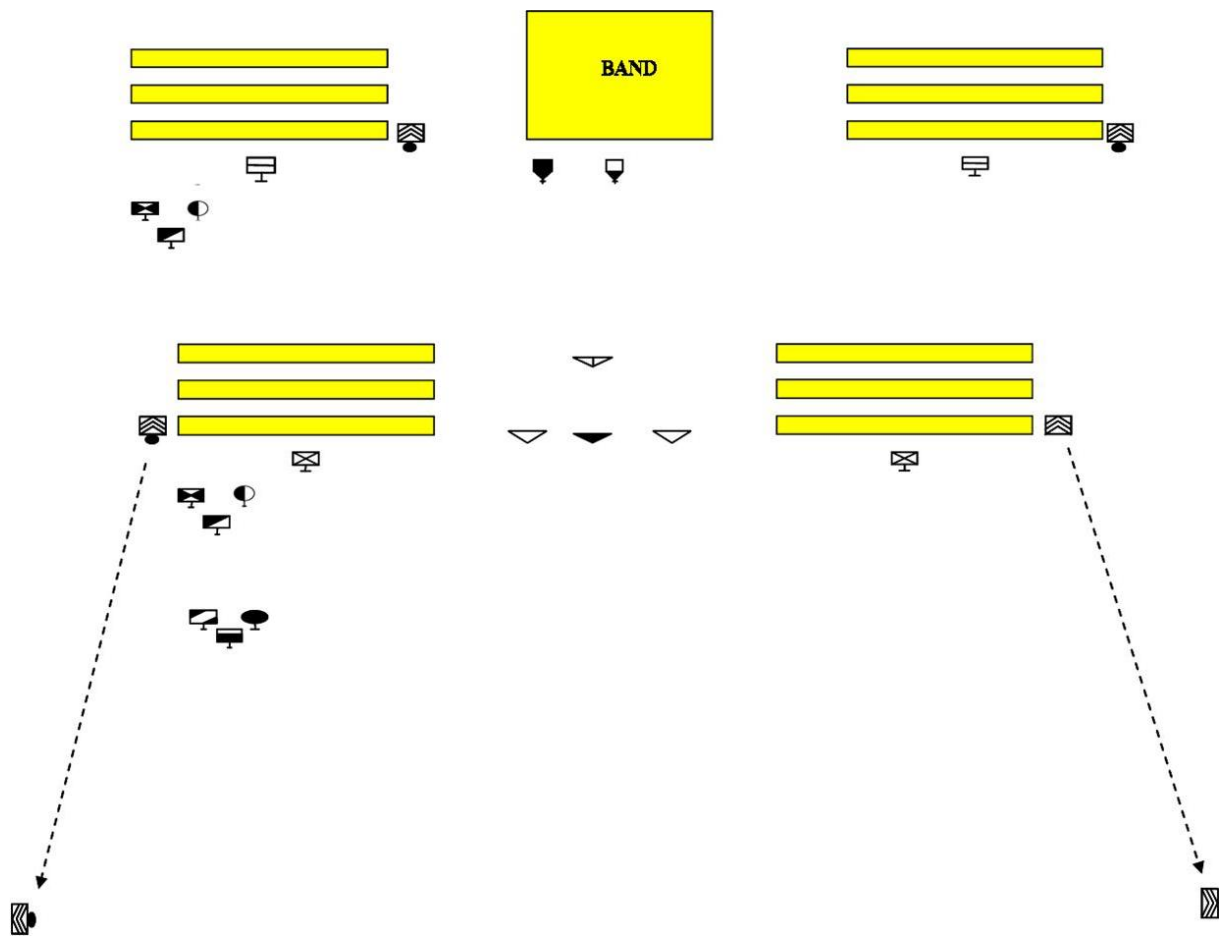
Consecration and Presentation

2.49 When the RO is on the dais, the PC will request permission to carry on with the consecration and presentation of the Colours. When permission has been granted, the PC is to salute, about turn and return to the parade ground. The PC will order:

'PARADE WILL FORM HOLLOW SQUARE'
'ESCORT SQUADRON GUIDES, TAKE - POST'

2.50 The Band will commence with the standard 2 x 3 beat drum roll. On the first note of the music, the Right and Left Guides step off in quick time, marching outwards diagonally right and left respectively to pre-designated positions and halt together. Once halted, the Guides will inwards turn to face each other on a single drum beat from the bass drum. The Guides are now the markers for the Representative Squadron flights forming the left and right sides of the hollow square. The distance marched by the Guides will depend on the number of flights in the Representative Squadron. Movement of the Guides is shown in Figure 2-2.

Figure 2-2 Route taken by the guides



2.51 When the Guides are in position, the PC will order:

'REPRESENTATIVE SQUADRON(S), OUTWARDS - TURN'

Where there are two squadrons, No1 SQN will turn to the right and No2 SQN will turn left. Where there is only one squadron, No1 Flight will turn to the right (together with the SQN command element), while No2 Flight turns to the left.

2.52 The PC will then order:

'FORM HOLLOW SQUARE, QUICK.....'

2.53 The Band commences the 2 x 3 beat drum rolls, and on the first note of the music, the two halves of the Representative Squadron(s) step off in quick time, wheeling left and right towards the Guides. For the purpose of Hollow Square, the FSGT for No2 Flight is to move across to the left, in line with the rear rank. When halted, this will put the FSGT behind the Left Guide. The two halves are halted independently by either the SQNCDRs or FLTCDRs on reaching their respective Guides.

2.54 The PC will then order:

'REPRESENTATIVE SQUADRON(S), INWARDS - TURN'

'OPEN ORDER - MARCH'

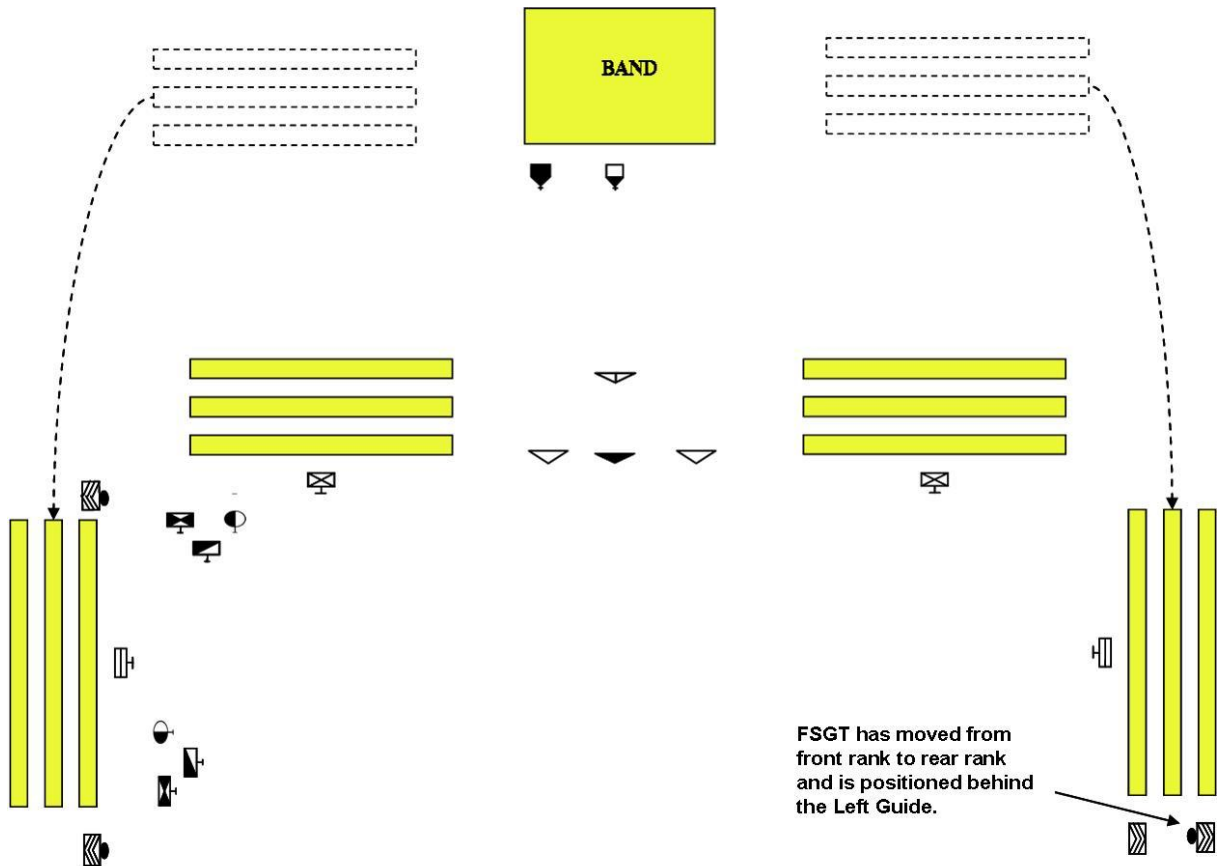
'REPRESENTATIVE SQUADRON(S), RIGHT AND LEFT - DRESS'

'EYES - FRONT'

'PARADE, STAND AT - EASE'

2.55 A diagram showing the parade in Hollow Square is in Figure 2-3.

Figure 2-3 Parade in Hollow Square



The Consecration, Blessing and Dedication

2.56 The PC, PA and PWOFF are to march to a position three paces to the left of the dais, facing the Drum Head.

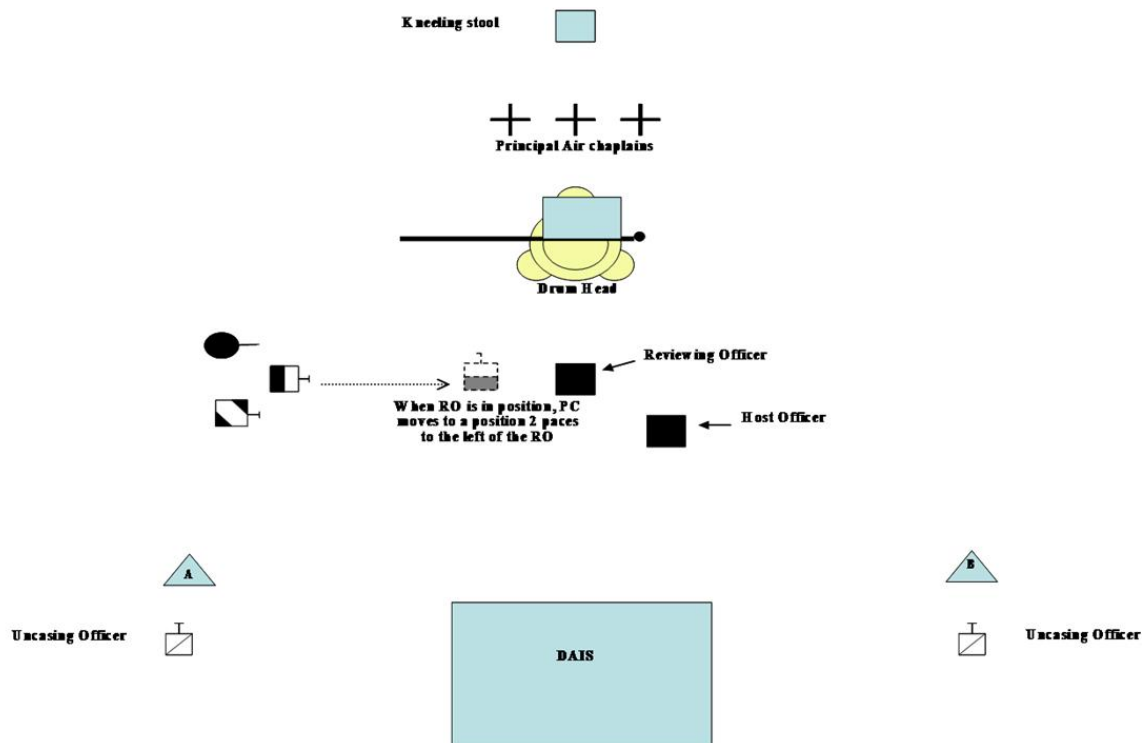
2.57 All three are to return swords (unless PWOFF is a WOD), and then on command from the PC, stand at ease.

2.58 The two Junior Officers designated to uncase the Colour, are to march forward from their positions behind Points A and B and commence uncasing the Colour Figure 2-4. The uncased Colour is to be replaced on the Drum Head with the badge pointing to the right (looking towards the parade), with the open Colour draping the front of the drums Figure 2-5. The two officers are then to return to their positions, unless due to prevailing windy conditions, they are needed to remain and steady the Colour Figure 2-6.

Figure 2-4 Uncasing the Colour**Figure 2-5 The Colour draped over the piled drums**

2.59 Once the Colour has been uncased, the Chaplain is to move to a position two paces in front of the drums facing the Colour. The HO is to escort the RO from the dais to a position two paces to the rear of the drums. The HO will step back and the PC will move two paces to the left of the RO. The PA and PWOFF will remain in their positions, and will render assistance, if required. Positions for the consecration are in Figure 2-6.

Figure 2-6 Positions at the Drumhead



2.60 The PC will salute the Chaplain, and commence the consecration service with:

'REVEREND SIR, ON BEHALF OF.....(NAME OF UNIT)....., WE ASK YOU TO BID GOD'S BLESSINGS ON THIS COLOUR/STANDARD/BANNER'

2.61 The Chaplain will then commence with the opening prayer.

2.62 Upon the completion of the opening prayer, the PA is then to come to attention and bring the parade to attention for the consecration, blessing and dedication of the Colour.

'PARADE, ATTEN - TION'

2.63 The Chaplain will move forward to conduct the consecration, blessing and dedication of the Colour. When completed, the parade is to be stood at ease.

2.64 From the PA:

'PARADE, STAND AT - EASE'

2.65 The Chaplain will then offer further prayers to finalise the consecration.

2.66 The consecration service now completed the Chaplain will be seated.

Figure 2-7 Consecration of two Colours. Note that staffs are being held due to wind



Presentation of the Colour

2.67 The PC is now to march to a position between the Drum Head and the kneeling stool. The CB is to march toward the kneeling stool, halting one pace in front of it, and return sword.

2.68 As the CB steps off towards the kneeling stool, the CWOFF is to order:

'COLOUR ESCORTS, ATTEN - TION'
'SEVEN PACES, QUICK - MARCH'

2.69 The Colour Escorts and CWOFF march forward, and halt on the seventh pace.

2.70 Meanwhile, the HO escorts the RO to the front/right of the drums. The CB is to move forward and lower the right knee on to the stool.

2.71 When the CB is in position, the PC removes the Colour from the Drum Head, and passes it to the RO. With the aid of the CB, the RO places the staff of the Colour in to the socket of the Colour Belt, Figure 2-8. Whilst still in the kneeling position, the CB is to arrange and prepare the Colour, then stand and adopt the proper 'carry' position'. When ready, the CB is to step back one pace.

Figure 2-8 Presentation of the Colour

2.72 The RO and HO are to return to the dais. The PC, PA and PWOFF (if not carrying a pacesstick) are to draw swords. The PC is now to take control of the parade and order:

'PARADE, ATTEN - TION'.

'MARCH ON THE...(Colour/Standard/Governor General's Banner) FOR...(Name of Unit)'

On this command, the CB is to about turn and face the parade.

'PARADE, ROYAL/GENERAL SALUTE, PRESENT - ARMS'

Queen's Colours and Squadron Standards receive a Royal Salute. Governor General's Banners are accorded a General Salute.

2.73 The Band is to play the National Anthem. The CB is to step off in slow time to the Anthem, marching towards the Colour Escorts. During this procedure, the RO, HO and Aide are to salute. As the CB approaches the Escorts, the CWOFF is to step back two paces. When the CB is in between the Escorts, the CB is to halt, wait for the music to cease and then about turn.

2.74 The PC is to order:

'PARADE, ATTEN - TION'

The Colour is brought to the 'order'.

Trooping the Colour

2.75 The PC is then to march forward and request permission from the RO to Troop the Colour and for the Escort Squadron to march past in review. Having received permission, the PC is to march to a position six paces in front of the drums.

2.76 On this occasion, so that they may observe the 'Trooping', the PA will take up a position two paces to the left rear of the PC and the PWOFF, two paces to the right rear. The PC will then order:

'COLOUR PARTY WILL TROOP THE COLOUR'
'COLOUR PARTY, TAKE - POST'

2.77 The Colour Party is to step off in quick time and then march diagonally toward the Right Guide. As they approach, the Colour Party is to wheel to the right and then wheel again halting so that they are facing down the ranks of No 1 flight of No1 Representative Squadron. Their positions are:

- a. The CB one pace forward of the front rank opposite the Right Guide;
- b. The Right Escort one pace to the right of the CB;
- c. The Left Escort, centrally between the rear of the front rank and front of the centre rank, and in line with the CB; and
- d. The CWOFF two paces behind the CB.

2.78 When the Colour Party is in position the PC will order.

'PARADE, TROOPING OF THE COLOUR, ROYAL/GENERAL SALUTE, PRESENT - ARMS'

2.79 The CB is to 'let fly' the Colour on the last movement of the Present Arms, and order:

'COLOUR PARTY, BY THE CENTRE, SLOW.....'

2.80 After a four beat bass drum intro, the Colour Party steps off in slow time and troops the Colour across the frontage of the Hollow Square. The CB, Right Escort and CWOFF passing between the front ranks and FLTCDRs of each flight; the Left Escort between the front and centre ranks, maintaining dressing off the Colour, Figure 2-9.

Figure 2-9 Trooping the Colour

2.81 The PC is then to march forward and request permission from the RO to Troop the Colour and for the Escort Squadron to march past in review. Having received permission, the PC is to march to a position six paces in front of the drums.

2.82 On this occasion, so that they may observe the 'Trooping', the PA will take up a position two paces to the left rear of the PC and the PWOFF, two paces to the right rear. The PC will then order:

'COLOUR PARTY WILL TROOP THE COLOUR'
'COLOUR PARTY, TAKE - POST'

2.83 The Colour Party is to step off in quick time and then march diagonally toward the Right Guide. As they approach, the Colour Party is to wheel to the right and then wheel again halting so that they are facing down the ranks of No 1 flight of No1 Representative Squadron. Their positions are:

- a. CB one pace forward of the front rank opposite the Right Guide
- b. Right Escort one pace to the right of the CB
- c. Left Escort, centrally between the rear of the front rank and front of the centre rank, and in line with the CB
- d. CWOFF two paces behind the CB.

2.84 When the Colour Party is in position the PC will order.

'PARADE, TROOPING OF THE COLOUR, ROYAL/GENERAL SALUTE, PRESENT - ARMS'

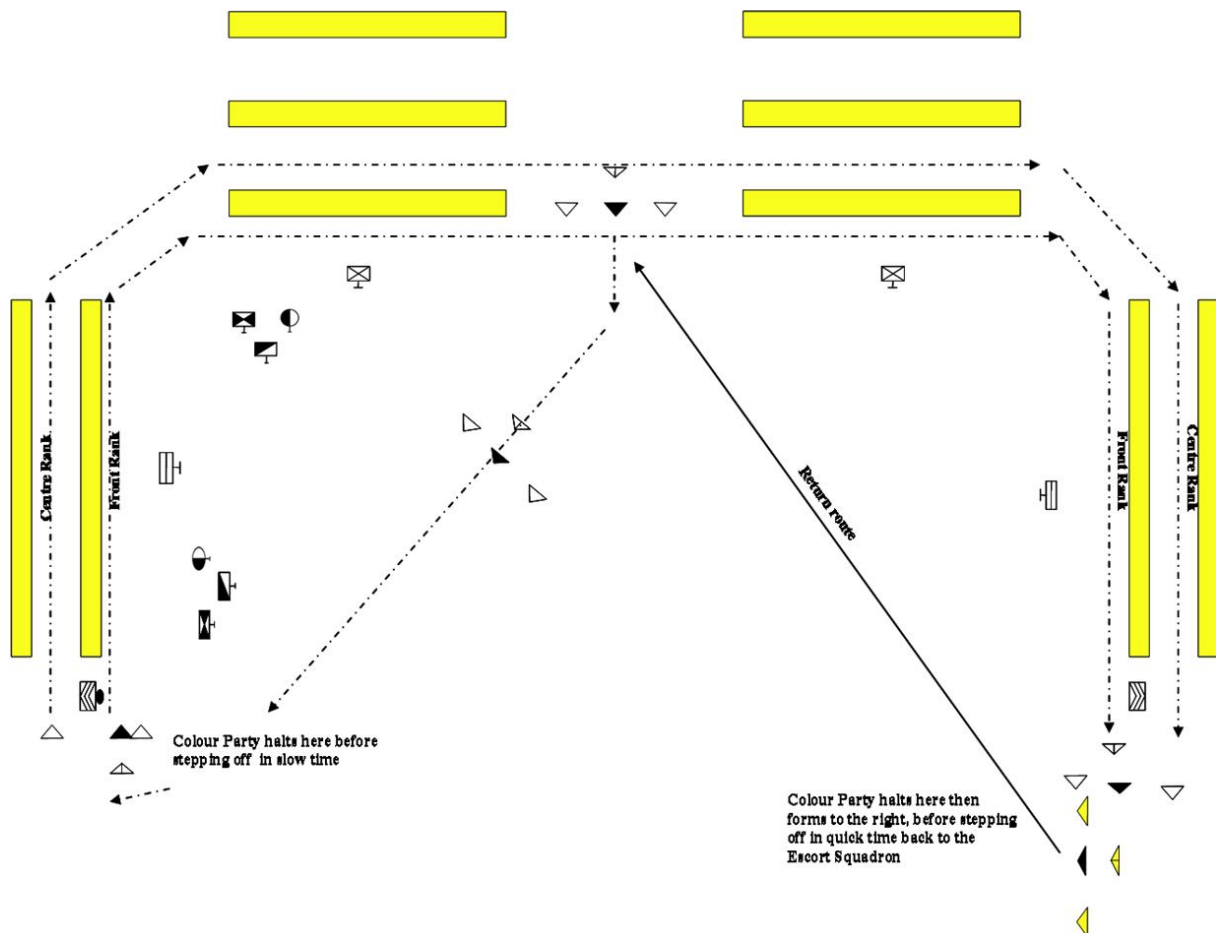
2.85 The CB is to 'let fly' the Colour on the last movement of the Present Arms, and order:

'COLOUR PARTY, BY THE CENTRE, SLOW.....'

2.86 After a four beat bass drum intro, the Colour Party steps off in slow time and troops the Colour across the frontage of the Hollow Square. The CB, Right Escort and CWOFF passing between the front ranks and FLTCDRs of each flight; the Left Escort between the front and centre ranks, maintaining dressing off the Colour, Figure 7.5.

2.87 The Colour Party will continue on across the Escort Squadron and pass down the ranks of No2 Representative Squadron (or Flight), halting five paces past the Left Guide. This spacing will allow the Colour Escorts to retain their original spacing of one pace either side of the CB. The route taken by the Colour Party for the Trooping is in Figure 2-10.

Figure 2-10 Route taken by the Colour Party



2.88 The PC is to order:

'PARADE, ATTEN - TION'

The CB is to 'catch' the Colour.

2.89 The CB will order:

'COLOUR PARTY, TAKE - POST'

The Colour Party is to 'Take Post' to the right and halt, so that they are facing across the parade ground to the right flank.

'COLOUR PARTY, BY THE CENTRE, QUICK - MARCH'

The Colour Party is to march back to its position between the ranks of the Escort Squadron, halt and about turn.

2.90 Once the Colour Party is in position, the PC will order:

'PARADE, CLOSE ORDER - MARCH'

The CB and Colour Escorts step back two paces with the front ranks. The CWOFF steps forward with the rear ranks.

Reforming the Representative Squadron

2.91 The Representative Squadron(s) will now be reformed on to their original positions to the rear of the Escort Squadron. The PC will order:

'NUMBERS ONE AND TWO REPRESENTATIVE SQUADRONS, OUTWARDS - TURN'

Or where there is only one squadron:

'NUMBERS ONE AND TWO FLIGHTS, REPRESENTATIVE SQUADRON
OUTWARDS - TURN'

Number 1SQN (or flight) turns to the left, while Number 2SQN (or flight) turns to the right. The Right and Left Guides also turn.

'SQUADRONS (FLIGHTS), QUICK.....'

The Band plays the normal 2 x 3 beat drum roll, and on the first note of the music, the squadrons (flights) step off and march back to their original positions. The FSGT to the rear of the Left Guide will move across to the left to their original position behind the front rank. The Right and Left Guides also step off and resume their positions on the flanks of the Escort Squadron.

The squadrons or flights are to halt. When the music stops, the squadrons or flights are to turn to face the front in succession, No 1SQN(Flight) turning first then No 2SQN (Flight).

2.92 The parade is now ready for the Escort Squadron to march past in review. As the Colours will march past the Representative Squadron(s) during this phase, it will necessitate the Squadron(s) coming to attention and 'Presenting Arms' as they pass. Therefore the PC is to order:

'REPRESENTATIVE SQUADRON(S), OPEN ORDER - MARCH'

'PARADE, INWARDS - DRESS'

'EYES - FRONT'

March Past in Review

2.93 As the format for the march past in review is identical to that of a normal ceremonial review, the procedures have been abridged in this chapter. For the full procedure, refer to Part 3, [Chapter 1](#).

2.94 The PC will order the Representative Squadron(s) and Holding Squadron to 'Stand at Ease', and then order the Escort Squadron to 'Carry On With The Review'. The PC, PA and PWOFF march to their positions to the right of the dais and stand at ease.

2.95 The Escort Squadron Commander will order the Squadron to 'March Past in Slow and Quick Time', carrying out forms at the appropriate points. The Representative Squadron(s) will present arms as the Colour passes immediately to their front.

2.96 When the Review is completed, the PC, PA and PWOFF march back on to the parade ground for the Advance In Review Order.

Figure 2-11 March past in Review



Advance in Review Order

2.97 The PC will order:

'REPRESENTATIVE AND HOLDING SQUADRONS, ATTEN - TION'

'REPRESENTATIVE SQUADRON(S), CLOSE ORDER – MARCH'

'PARADE, INWARDS - DRESS'

The Escort Squadron dresses off the Colour. The PA, PWOFF and Escort Squadron Executives about turn.

'EYES - FRONT'

PA, PWOFF and Escort Squadron Executives about turn to face the front.

'PARADE WILL ADVANCE IN REVIEW ORDER, BY THE CENTRE, QUICK'

The Band will commence with the 2 x 3 beat drum roll, and on the first note of the music, the parade, with the exception of the Holding Squadron, will march forward 15 paces and halt without further command.

'PARADE, ROYAL/GENERAL SALUTE, PRESENT - ARMS'

The Holding Squadron will only Present Arms on a Royal Salute.

For a Royal Salute or when a General Salute is played for the Marshal of the RAAF, Colours are lowered. For any other General Salute, Colours are simply 'let fly'.

'PARADE, ATTEN - TION'

Depending on the salute given, Colours are raised and caught or simply caught, and brought to the 'order'.

The Parade gives Three Cheers

2.98 The parade is now ready to give three cheers for Her Majesty The Queen where a Queen's Colour or Squadron Standard has been presented. Similarly, where a Governor-General's Banner has been awarded, three cheers will be offered to the Governor-General.

2.99 Regardless of the RO making the presentation, when a Queen's Colour or Squadron Standard has been presented, the parade will give three cheers to Her Majesty.

2.100 The PC will order:

'THE PARADE WILL GIVE THREE CHEERS TO HER MOST GRACIOUS MAJESTY, QUEEN ELIZABETH THE SECOND, QUEEN OF AUSTRALIA'

or

'THE PARADE WILL GIVE THREE CHEERS FOR HIS/HER EXCELLENCY THE GOVERNOR-GENERAL OF AUSTRALIA'

'PARADE, REMOVE...'

On this command, the left hand is to grasp the cap firmly by the top, fingers over the brim, with the thumb and little finger under and along the piping around the brim.

'.... HEADDRESS'

The cap is brought smartly to a position in front of the left breast.

The PC will lead the three cheers with:

'HIP – HIP'

The response from the parade will be:

'HOORAY'

At each cheer, all parade personnel are to raise their headdress above the head to the fullest extent of the left arm, Figure 2-12. This procedure is repeated twice more. When the three cheers is complete, the PC will order.

'PARADE - REPLACE.....'

- Caps are replaced smartly on the head. The left hand remains holding the cap.

'...HEADDRESS'

During a four second drum roll, the cap is adjusted on the head. A single drum tap at the end signals the parade to bring left arms smartly to the side to the 'attention' position.

Figure 2-12 The parade gives Three Cheers



Reviewing Officers Address

2.101 The PC is to march forward and salute the RO, and ask whether the RO wishes to address the parade. Normally the RO will address the parade. The RO will salute again and return to the parade ground and stand the parade at ease. The PC will about turn and stand at ease.

2.102 The RO should command the parade to 'Stand Easy' before commencing the address.

Departure of the reviewing Officer

2.103 At the completion of the address, the RO will depart with the parade at the present arms as for a normal ceremonial review parade. The remaining VIP guests will depart in reverse order from their arrival, with the parade at attention, leaving the HO to take the salute as the parade marches off.

Marching Off the Parade

2.104 Once the RO and guests have departed, the HO is to mount the dais to receive the salute from the parade as it is marched off. The PC will march forward, salute the HO and request permission for the parade to march off. When permission has been granted, the PC is to salute, about turn and return to the parade ground and order:

'PARADE WILL MARCH PAST IN COLUMN OF ROUTE. MOVE TO THE RIGHT IN COLUMN OF ROUTE, RIGHT - TURN'

2.105 The Parade turns to the right. After a pause, all squadron executives step off and take up their positions for column of route, as per wing drill, but remain facing the rear of the parade ground. On a single bass drum beat, the executives turn to face the direction of march.

2.106 The Colour Party will now 'Take Post'.

2.107 When the Colour Party is in position, the PC will order his executive party to right turn (the PC turning left), and on command march to their positions at the head of the parade, in front of the Colour Escort Squadron. Positions as per wing drill.

2.108 The PC will then order:

'BAND BY THE CENTRE, PARADE BY THE LEFT, QUICK.....'

2.109 The Band will commence a 2 x 3 beat drum roll and on the first note of the music, the Parade Command Element and Escort Squadron will step off. As the remaining procedures are identical to that of a normal Ceremonial Review Parade, they have not been repeated in this chapter. For the full procedures, refer to Part 3, [Chapter 1](#).

2.110 Once the Parade Command Element have marched past, they will detach from the parade after Point B and form up on the saluting base, facing the parade as they march past.

2.111 When the parade has marched off, the Parade Command Element will depart the parade area, and the HO will step down from the dais. At this point, the Holding Squadron will now be marched off as per [Chapter 1](#).

Marching Off the Colours

2.112 Having left the parade area, the Escort Squadron and Representative Squadron(s) are to march to the pre-designated dismissal area. There, they will be turned in to line and the Colours marched out as per [Chapter 1](#).

2.113 Where space is an issue, the Representative Squadron(s) will dismiss in a separate area.

Marching Off the holding Squadron

2.114 When the Host Officer has left the dais, the Holding Squadron Commander is to order:

'HOLDING SQUADRON, INWARDS - TURN' 'HOLDING SQUADRON, QUICK - MARCH'

2.115 The Holding Squadron is to reform in to their two ranks at the rear of the parade ground, and then march to its own area to be dismissed.

Annexes:

2A [Guidance for Announcers at a Consecration Parade](#)

ANNEX 2A

GUIDANCE FOR ANNOUNCERS AT A CONSECRATION PARADE

1. Guidance for Announcers at Consecration Parades is no different from normal Ceremonial Reviews. The Announcer is there to advise spectators on the various aspects of the parade, and the protocols that are required of them during the parade.
2. The only addition to these duties is that the Announcer is required to explain the reasons why Colours are consecrated, and the religious connotations involved.
3. As such, the following preamble is to be read at the outset of the parade:

'Special flags or "colours" have been used as rallying points in battles for millennia, and particularly during the Roman Empire these were awarded and paraded not just for use in war but to show a sense of pride in the unit whenever required! The colour presented today does not look much like the one described by Sir Edward Hamley:

"A moth eaten rag on a worm-eaten pole,

It does not look likely to stir a man's soul;

Tis the deeds that were done 'neath the moth eaten rag,

When the pole was a staff and the rag was a flag."

What makes it so special? This Colour does not have any intrinsic power as a result of the rituals performed today, we are not making it a magic flag, but rather we are recognising its symbolic power which speaks to us of five things:

- The character of the sovereign who awarded it, recognising that the actions performed under it need to conform to that same standard.
- The Colour is consecrated through prayer, separating it from evil use and signifying that it is only to be used for those actions which are in tune with the character of God.
- The Colour is blessed through prayer, in effect asking for God to bring a sense of wholeness and happiness to all who serve under it. This prayer is followed by sprinkling with Holy Water as a reminder of the commitment of baptism.
- The Colour is dedicated through prayer, as a symbol of our dedication to duty and our commitment to our Sovereign and country.
- Finally, we pray for those who will serve under this Colour, that we might accept the responsibilities of serving in ADF and that the deeds of gallantry, suffering, loyalty and faithfulness in the history of this unit will live on in us.

This ceremony is not entered into lightly or carelessly. It is a solemn occasion'.

CHAPTER 3

REPLACEMENT COLOURS

General

3.1 Part 2, [Chapter 4](#) of this Manual details the actions to be taken by a unit when it is deemed necessary to replace their Colour due to fair wear and tear.

3.2 This chapter will deal with the procedures for both the consecration and presentation of a replacement Colour, the laying up of a retired Colour and reactivation of a laid up Colour.

3.3 In this chapter, the ceremonies for the consecration/presentation of a replacement colour and the laying up of the retired Colour have been combined to form a single parade format. Should a separate Laying Up ceremony be required (eg for a disbanded unit) the procedure is shown in [Annex 3A](#).

3.4 A reformed unit that is approved to reactivate a laid up Colour is to follow the procedure shown in [Annex 3B](#).

COMBINED PRESENTATION AND LAYING UP CEREMONY

Ceremonial Requirements

3.5 The following personnel are required to conduct the combined presentation and Laying Up parade:

- a. the minimum of a full Colour Escort Squadron with the necessary executive positions
- b. a Colour Party for the retired Colour
- c. a Colour Bearer for the replacement Colour
- d. two junior officers to act as orderlies for the replacement Colour
- e. a Chaplain for the consecration and laying up
- f. two door openers
- g. the Air Force Band.

The Reviewing Officer

3.6 The presentation of a replacement Colour remains a significant event, although the full ceremonial pageantry associated with the presentation of the original Colour is not required. Whilst the imperative to advise both Regal and Vice-Regal of the laying up and replacement action of Colours, Standards and Banners remains, their presence at the ensuing consecration and laying up ceremonies is not essential. However, the full importance of such an event is not to be understated, and whilst an invitation to the Governor-General may still be issued, the following appointments may also be considered, in order of precedence:

- a. CDF (if appointment held by Air Force)
- b. CAF

- c. DCAF
- d. ACAUST (or VCDF if appointment held by Air Force).

The Host Officer

3.7 The Host Officer should be, but not restricted to, the Commanding Officer of the unit concerned.

The Parade Commander

3.8 The procedures detailed in this chapter refer to the use of only a Colour Escort Squadron. In this instance the Escort Squadron Commander would double as the Parade Commander. Where it is desired to parade a representative squadron in addition to the Colour Escort Squadron, then a separate parade commander of WGCDR rank is to be used.

PARADE FORMAT

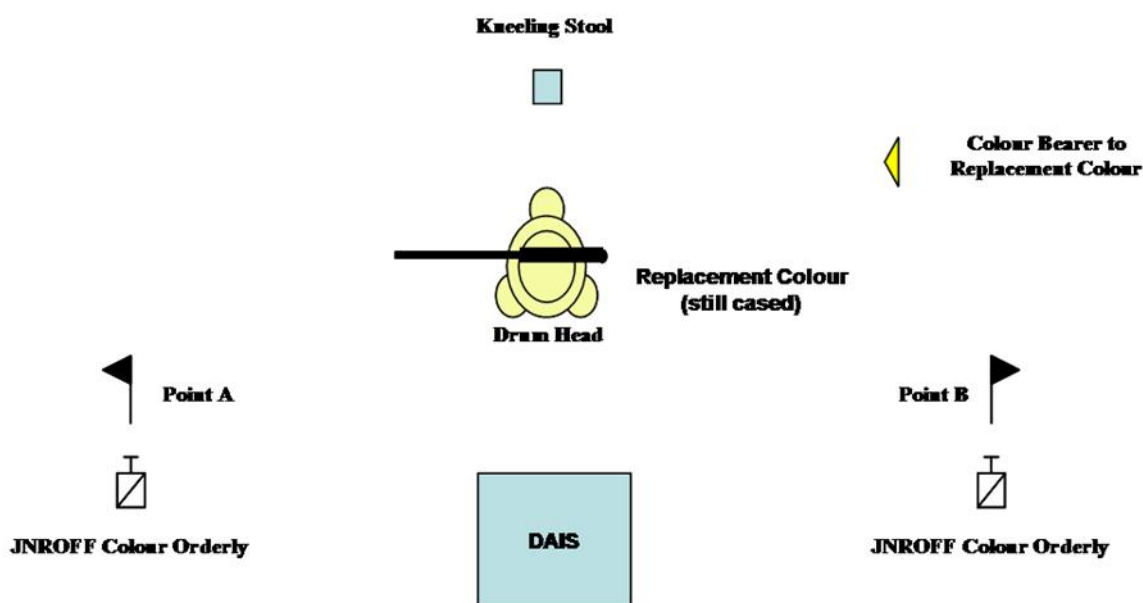
Parade Form Up and March On

3.9 At least 30 minutes prior to the commencement of the parade, drums are to be placed centrally in front of the dais, to form the Drum Head. Three side drums will form the base, on to which will be placed a bass drum. A tenor drum placed on top of the bass drum will form the 'altar'. A kneeling stool is placed centrally, three paces in front of the Drum Head.

3.10 The two junior officer Colour Orderlies are to pre-position the cased replacement Colour on to the Drum Head, with the staff facing to the left (as viewed looking towards the parade). The Colour Orderlies are to take up their positions behind the parade marker flags that denote Points A and B of the Saluting Point, and stand at ease.

3.11 The Colour Bearer for the replacement Colour will be positioned to the left of the kneeling stool. Figure 3-1 shows the initial set up of these positions for Drums, stool, Colour Bearer and Orderlies.

Figure 3-1 Positions at the Drumhead



3.12 The parade is to form up under control of the Parade Adjutant (PA), away from the parade ground and swords drawn. Markers are selected and are to report to the Squadron Warrant Officer at the parade ground for pre-positioning. The Squadron Warrant Officer in this instance is acting as the Parade Warrant Officer (PWOFF).

3.13 The Colour Party is to form up to the left of the Left Guide of the Colour Escort Squadron, with the Colours cased. The parade is to be turned right in to Column of Threes in readiness to be marched on, and stood at ease.

3.14 The Parade Commander (PC) is to be positioned to the left side of the dais.

3.15 **Markers Take Post.** Five minutes prior to the appointed time for the parade to commence, the PWOFF is to march on and halt on a designated position on the parade ground. The PWOFF will order:

'MARKERS ATTEN – TION'
'TAKE POST'

3.16 Markers come to attention, and on the command to take post, march on to their designated positions on the parade ground and halt.

3.17 From the PWOFF:

'MARKERS STEADY, STAND AT – EASE'

3.18 The markers are to stand at ease. Once at ease, the PWOFF will also stand at ease.

3.19 The parade will now march on. The PA will order:

'COLOUR ESCORT SQUADRON, ATTEN – TION'
'BAND BY THE CENTRE, PARADE BY THE LEFT, QUICK'.

3.20 Led by the Band, the parade is to march on to the parade ground. As the parade approaches, the PWOFF is to bring the markers to 'Attention'.

3.21 The Colour Escort Squadron is to march on to their markers and halt, but remain facing the right flank of the parade ground. The Band will wheel and march to their position to the rear of the parade, counter march and halt.

3.22 The Colour Party is to follow the Colour Escort Squadron as it marches on, but acting independently under command of the Colour Bearer (CB), halt at a position 25 paces from and 10 paces forward of the left flank of the Colour Escort Squadron. Once halted, they are to stand at ease.

3.23 **Dressing.** Once the Band is in position and the music has ceased, the PA will then order:

'PARADE, IN TO LINE, LEFT – TURN'

'RIGHT – DRESS'

Parade Executives about turn to face the flights and observe the dressing.

'EYES – FRONT'

Parade Executives about turn.

3.24 The PA is to about turn and march to and halt two paces in front of the PWOFF. The PWOFF will then salute the PA. When the salute is completed, the PWOFF is to right incline and march forward to a position two paces to the left of the PA, and on the same alignment. The PWOFF is to about turn.

3.25 The PA is to order:

'PARADE, STAND AT – EASE'.

'PARADE, STAND AT – EASE'

Uncasing and Marching On the Colours

3.26 With the parade at ease, the PA will order:

'COLOUR PARTY, UNCASE THE COLOURS'

The PA will then stand at ease.

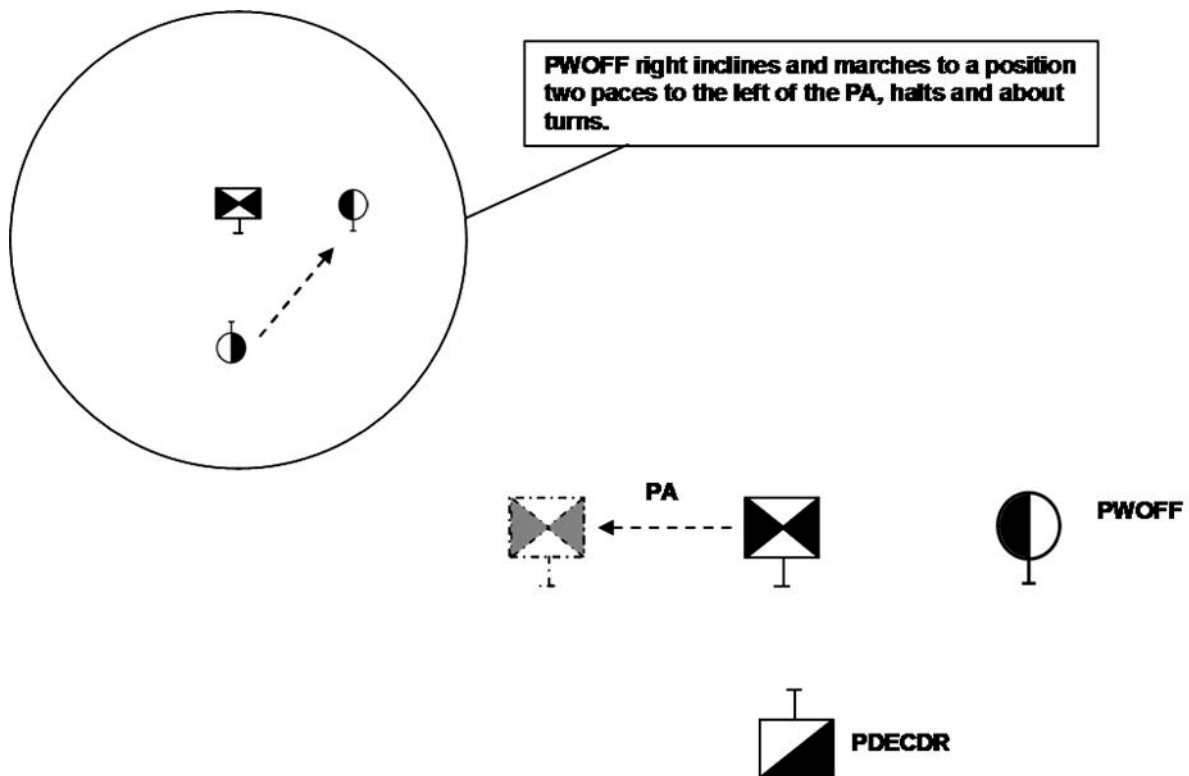
3.27 The Colour Party, under the command of the CB, will carry out the uncasing in accordance with the Colour Drill procedures detailed in Part 1, [Chapter 8](#).

3.28 When the Colours have been uncased, the PA will come to attention and order:

'PARADE ATTEN – TION'

3.29 The PC will now march on to the parade and halt two paces from the PA. The PA and PC are to salute and the PA will hand over the parade to the PC. The PA will then turn to the right and march forward two paces, halt and turn to face the front. Figure 3-2 illustrates the handover / takeover procedures with the Executives.

Figure 3-2 Actions on handing over command



On Handing over to the PDECDR, the PA turns right, marches forward two paces and halts, then turns to face the front

3.30 The PDECDR will order:

'MARCH ON THE COLOURS. PARADE, PRESENT – ARMS'

3.31 The CB will order:

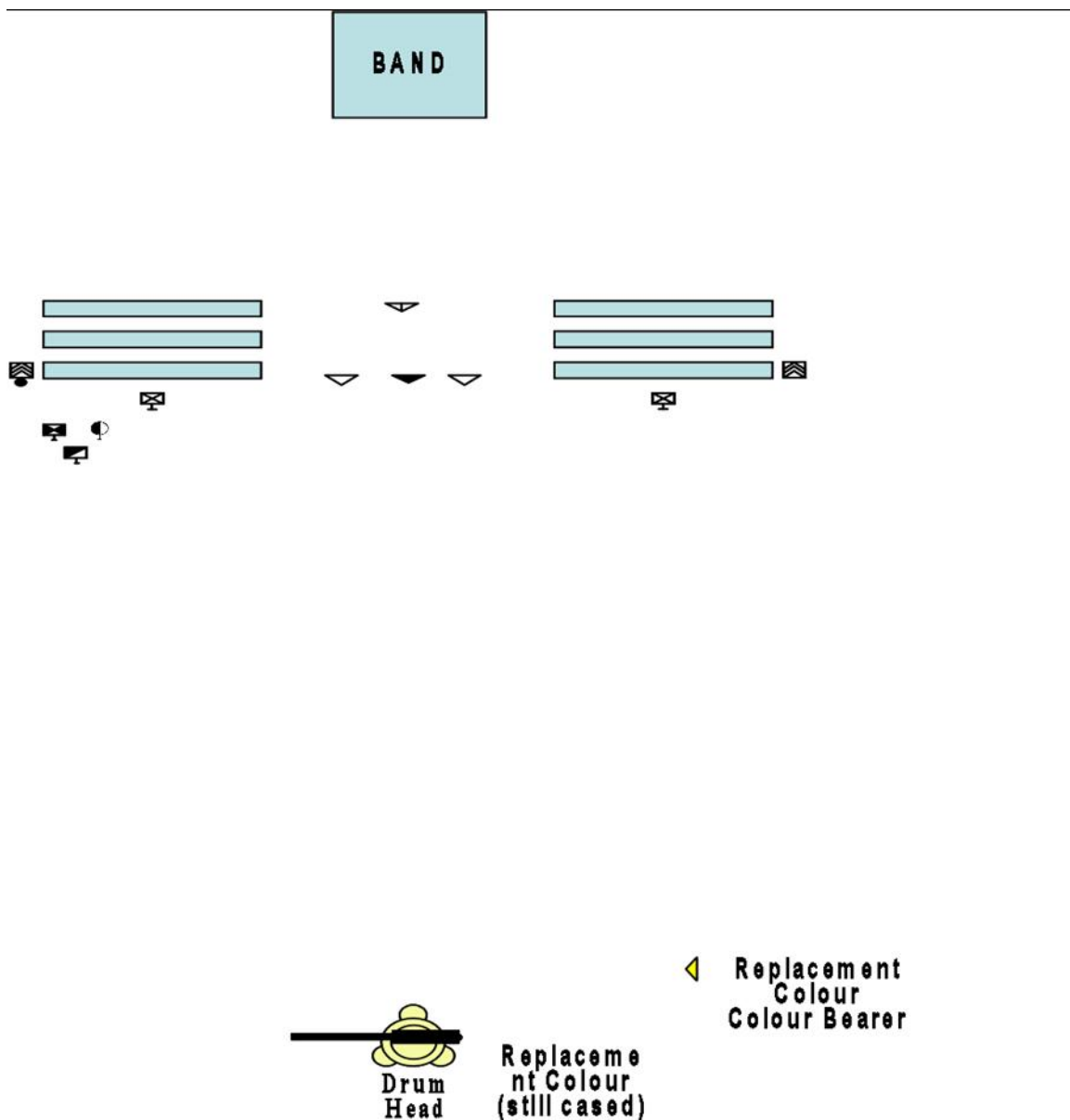
'COLOUR PARTY, BY THE CENTRE, QUICK....'

3.32 The Colours will step off to the music of the Band and march across the front of No2 Flight, and wheel in to their position between the flights of the Colour Escort Squadron, and halt in line with the front rank. When the music has ceased, the CB will order:

'COLOUR PARTY, ABOUT – TURN'

3.33 Figure 3-3 illustrates the parade after march on.

Figure 3-3 Parade formation



3.34 When the Colour Warrant Officer (CWOFF) is in position in the rear rank to the rear of the Colours, the CB will order:

'COLOUR ESCORTS, PRESENT – ARMS'

The CB is to march forward three paces in time with the rifle movements of the two SNCO Escorts.

3.35 The Band will play Point O' War.

3.36 When the music has ceased, the PC will order:

'PARADE, ATTENTION'

There is no 'showing the Colour', and on the command of 'Attention', the CB is to about turn, march back between the Escorts and about turn to face the front.

3.37 When the CB is facing the front, the PC is to order:

'PARADE, OPEN ORDER – MARCH'.
'INWARDS – DRESS'.
All Squadron Executives about turn to observe the dressing.
'EYES – FRONT'.
Executives about turn.
'PARADE, STAND AT – EASE'.
The Colours are brought to the 'order'.

3.38 With the parade at ease, the PDECDR is to about turn to face the front, and also stand at ease. The two door openers are to march out and take up their positions on the parade ground. The parade now awaits the arrival of the Host Officer.

Arrival of the Host Officer

3.39 As the vehicle carrying the Host Officer (HO) approaches, the PDECDR will come to attention and order:

'PARADE, ATTEN – TION'
The Colours are brought to the 'carry'.

3.40 When the Host Officer is on the dais, The PC will Order.

'PARADE, GENERAL SALUTE, PRESENT – ARMS'
The Colours are 'let fly'.

3.41 When the music has ceased:

'PARADE, ATTEN – TION'
The Colours are caught.
'PARADE, STAND AT EASE'
The Colours are returned to the 'order'.

3.42 In between the arrival of the HO and Reviewing Officer (RO), other VIP guests may be received by the parade in accordance with Part 2, [Chapter 6](#) of this Manual.

Arrival of the Reviewing Officer

8.42. As the vehicle carrying the RO approaches, the PC will bring the parade back to 'Attention'. The Colours are returned to the 'carry'. The HO will escort the RO to the dais to receive a 'General Salute'. Once the RO is on the dais, the PC will order:

'PARADE, GENERAL SALUTE, PRESENT – ARMS'
Colours are 'let fly'. If the RO is Vice-Regal, a Royal Salute will be ordered, and Colours lowered.

3.43 When the music has ceased:

'PARADE, ATTEN – TION'
Colours are caught, and remain at the 'carry'.
The door openers march to their positions to the right of the dais.

3.44 The PC is to march forward to the foot of the dais and salute the RO. The PC will then invite the RO to inspect the parade. Accompanied by the PC, HO and ADC, the RO will inspect the Colour Escort Squadron and the Band. All members of the inspecting party will pay compliments to the Colours as they pass in front of the Colour Party.

3.45 When the inspection is complete, the RO is escorted back to the dais where the PC will ask the RO permission to carry on with the parade. Permission given, the PC will salute and return to the parade and order:

'PARADE, CLOSE ORDER – MARCH'

'INWARDS – DRESS'

Executives about turn.

'EYES – FRONT'

Executives about turn.

'PARADE, STAND AT – EASE'.

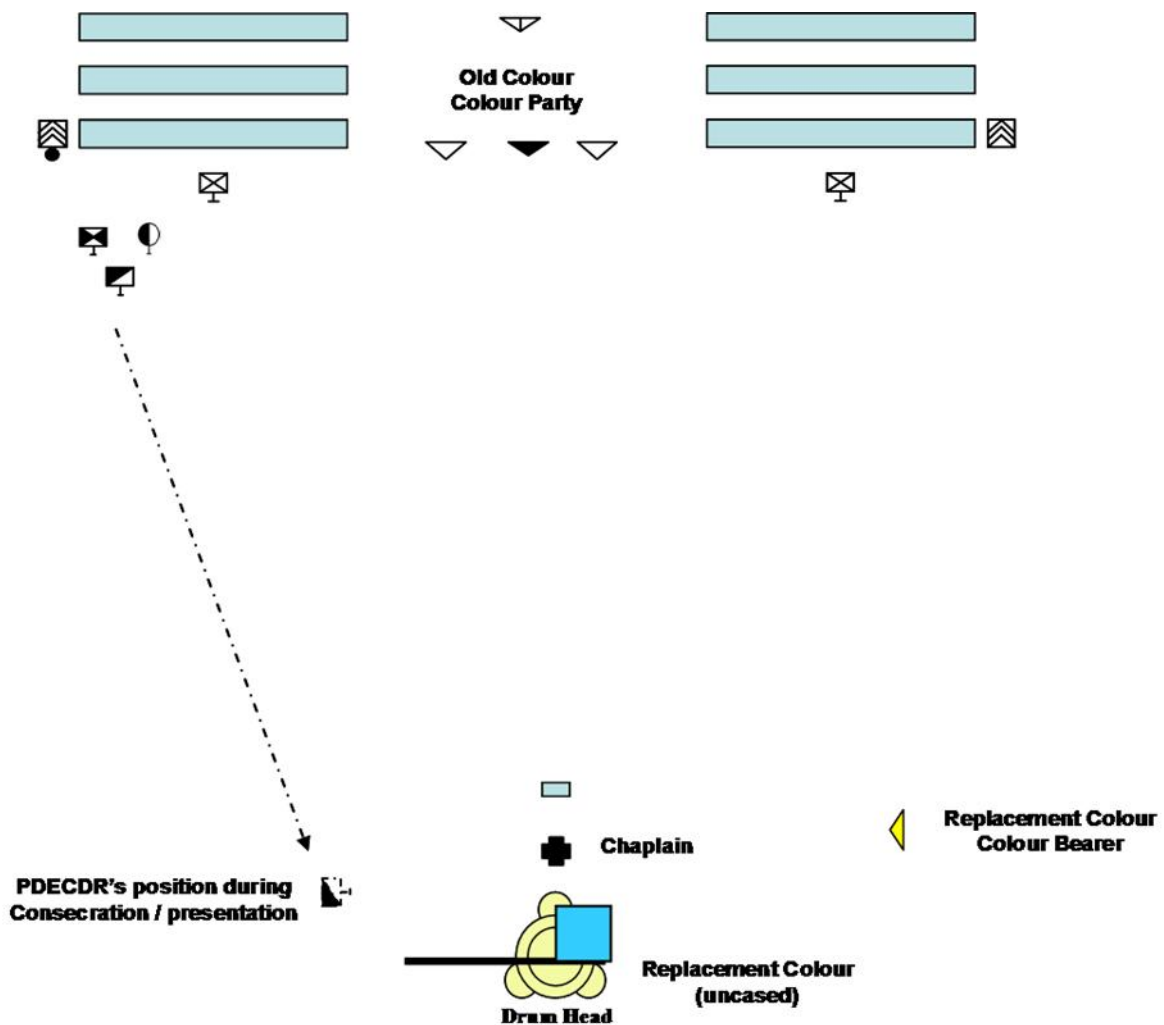
The PDECDR will wait until the CB is standing at ease, then about turn and also stand at ease.

3.46 Once the parade is standing at ease, the two junior officer Colour Orderlies move to the Drum Head and uncase the replacement Colour, replacing it upon the Drums when completed. They will then retire back to their positions. However, if the chance that wind may cause movement of the Colour, they should remain either side of the Drum Head.

3.47 The Chaplain is to then move to the front of the Drum Head, between the drums and the kneeling stool, and face the Colour.

3.48 At the same time, the PC is to march to a position to the left of the Drum Head (viewed facing the parade), and turn to face the Colour. The PC is to then 'Return Swords'. Figure 3-4 shows the positions for the consecration.

Figure 3-4 Positions for the Consecration



Consecration, Blessing and Dedication of the Colour

3.49 To begin the service, the PC will address the Chaplain:

'REVEREND SIR, ON BEHALF OFUNIT....., WE ASK YOU TO BID GOD'S BLESSING UPON THIS COLOUR / STANDARD / BANNER'

3.50 The Chaplain will offer an opening prayer. On conclusion of the prayer, the PA then comes to attention and orders:

'PARADE, ATTEN – TION'

3.51 The Chaplain will now approach the Colour and consecrate, bless and dedicate the replacement Colour.

3.52 The PA will order:

'PARADE, STAND AT – EASE'

3.53 The Chaplain will now offer final prayers.

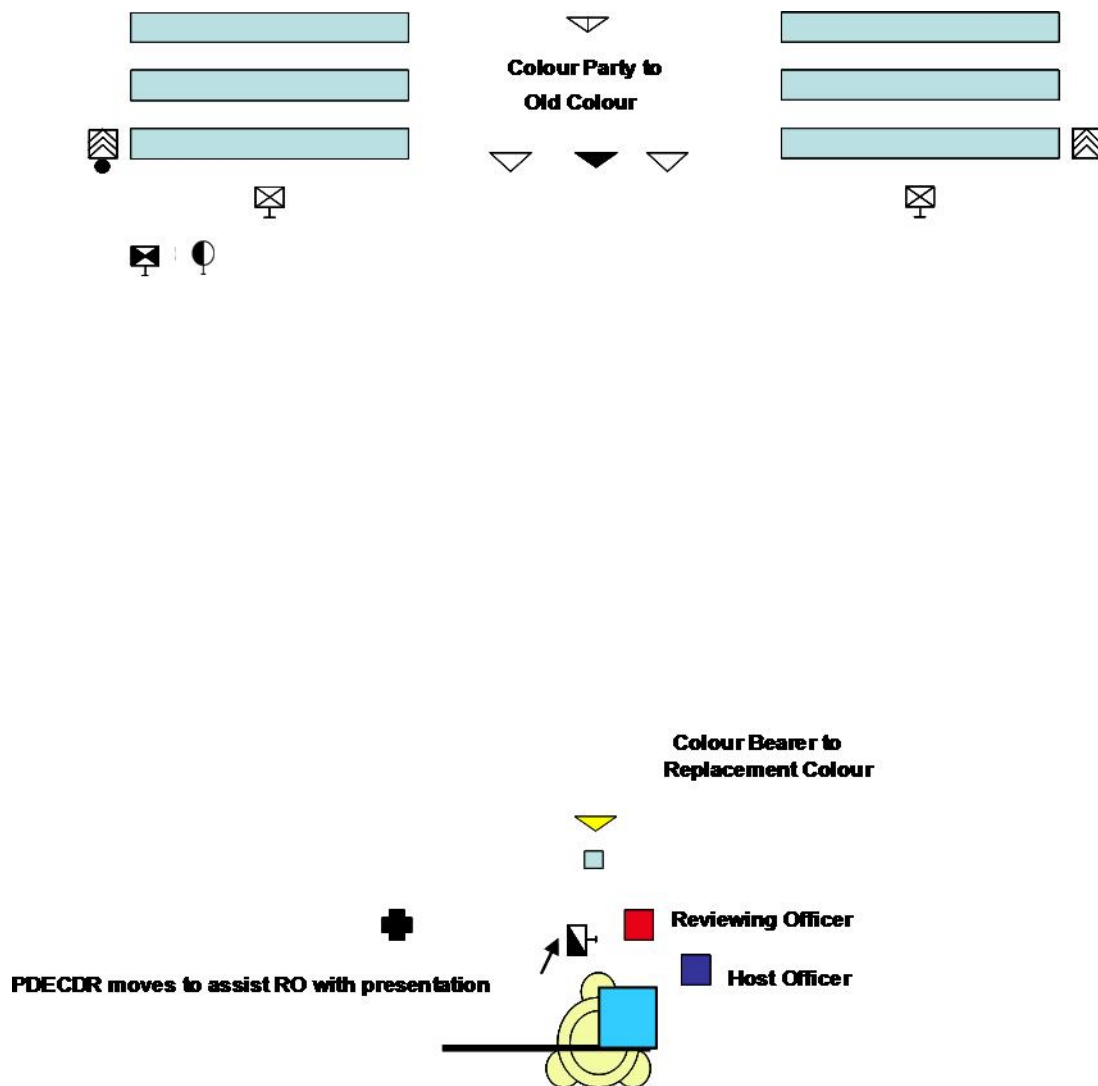
Presentation of the Colour

3.54 The consecration service complete, the Chaplain moves to the side of the PC.

3.55 The HO will then accompany the RO to the Drum Head. The RO is to be positioned between the Drum Head and kneeling stool. The HO will remain to the right rear of the RO. The PC is to move forward to the side of the RO to assist in the presentation of the replacement Colour.

3.56 As the RO is approaching the Drum Head, the CB for the replacement Colour is to move to the kneeling stool and stand facing the Drums. When the RO is in position between the drums and the stool, the CB is to lower the right knee on to the stool. The PA is to remove the Colour from the Drum Head, and pass it to the RO. The RO will then place the Colour in to the Colour Belt worn by the CB, assisted by the PC if required. The CB is to take control of the Colour, and when ready, stand with the Colour in the 'carry'. Figure 3-5 shows the positions for the presentation.

Figure 3-5 Presentation of the Replacement colour



3.57 The CB will then take one step backwards and place the Colour in to the 'slope'. This is a symbolic gesture that signifies that, although consecrated, it remains 'subservient' to the retired Colour yet to be laid up. The CB will then left turn and return to the original position to the right / front of the Drum Head.

3.58 The HO is to escort the RO back to the dais, while the PC returns to the parade and 'draws swords'. The kneeling stool is to be removed by one of the junior officer Colour orderlies.

Laying Up the Retired Colour

3.59 When all are back in position, the Chaplain returns to the front of the Drum Head. The PC will order:

'PARADE, ATTEN – TION'

The Retired Colour is brought to the 'carry'. The replacement Colour is to remain at the 'slope'.

'COLOUR PARTY, PREPARE TO LAY UP THE COLOURS'

3.60 The CB will order:

'COLOUR PARTY, BY THE CENTRE, QUICK...'

3.61 The Band will commence a 2 x 3 beat drum roll and the Colours will march forward until clear of the PDECDR, and left wheel towards the left flank of the parade. Five paces past the Left Guide, the Colour Party will halt and about turn.

3.62 The PDECDR will order:

'PARADE, FAREWELL THE RETIRED COLOURS, PRESENT – ARMS'

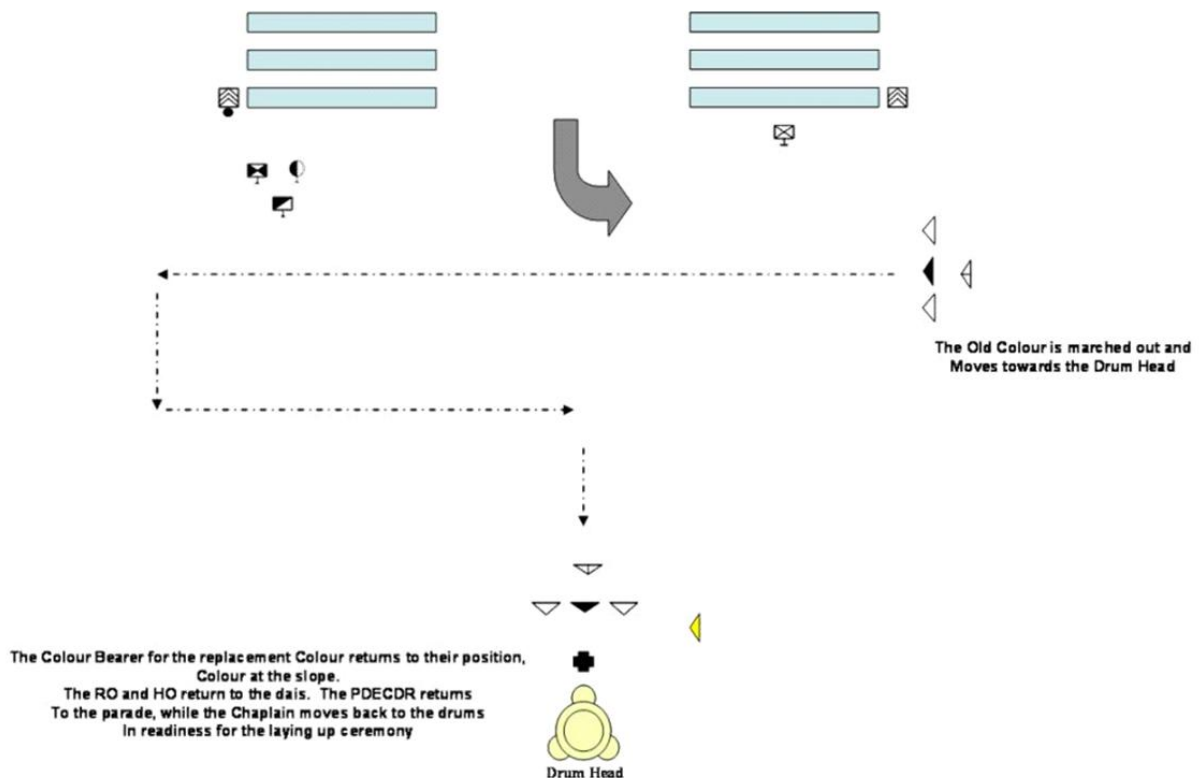
The Band will play a suitable fanfare.

3.63 As soon as the music has ended, the Band will commence a four beat drum intro, and the Colour Party will step off in slow time, marching across the frontage of the Colour Escort Squadron, Figure 3-6. Five paces past the Right Guide, the Colour Party will left wheel and continue to march forward about five to seven paces and left wheel again. When the Colour Party has reached the centre of the parade ground (level with Drum Head), the Colour Party is to right wheel and march forward towards the Drum Head, and halt five paces from the piled drums. Figure 3-7 shows the route taken by the Colour Party.

Figure 3-6 Colour Party moves into position



Figure 3-7 Route taken by the Colour Party



3.64 When the Colours have halted, the PDECDR will order:

'PARADE, ATTEN – TION'.

3.65 The CB will order:

'COLOUR ESCORTS, PRESENT – ARMS'.

3.66 When the Colour Escorts are at the 'present arms', the CB will step forward towards the Chaplain and halt. The CB will then remove the Colour from the Colour Belt, bringing the Colour to the right shoulder (Colour remaining perpendicular). The left hand will come across and grasp the staff above the right hand. The CB will present the Colour to the Chaplain with the Colour across the front of the body at an angle, with the crown / eagle to the left and uppermost. Before the Chaplain takes the Colour from the CB, the CB will offer the following words;

"Reverend Sir, this consecrated Queen's Colour / Squadron Standard / Governor-General's Banner, carried byName of Unit..., Royal Australian Air Force, I now deliver in to your hands for laying up, as a fitting farewell of a symbol of service to God, Queen and Country".

3.67 The Chaplain will take the Colour from the CB and reply.

"I receive this Queen's Colour / Squadron Standard / Governor General's Banner for laying up, to remain for all time as a reminder to those that pass it by, of their duty to God, the Sovereign and to the Nation".

The Chaplain will then place the Colour on to the Drum Head, aided if required by the Colour Orderlies.

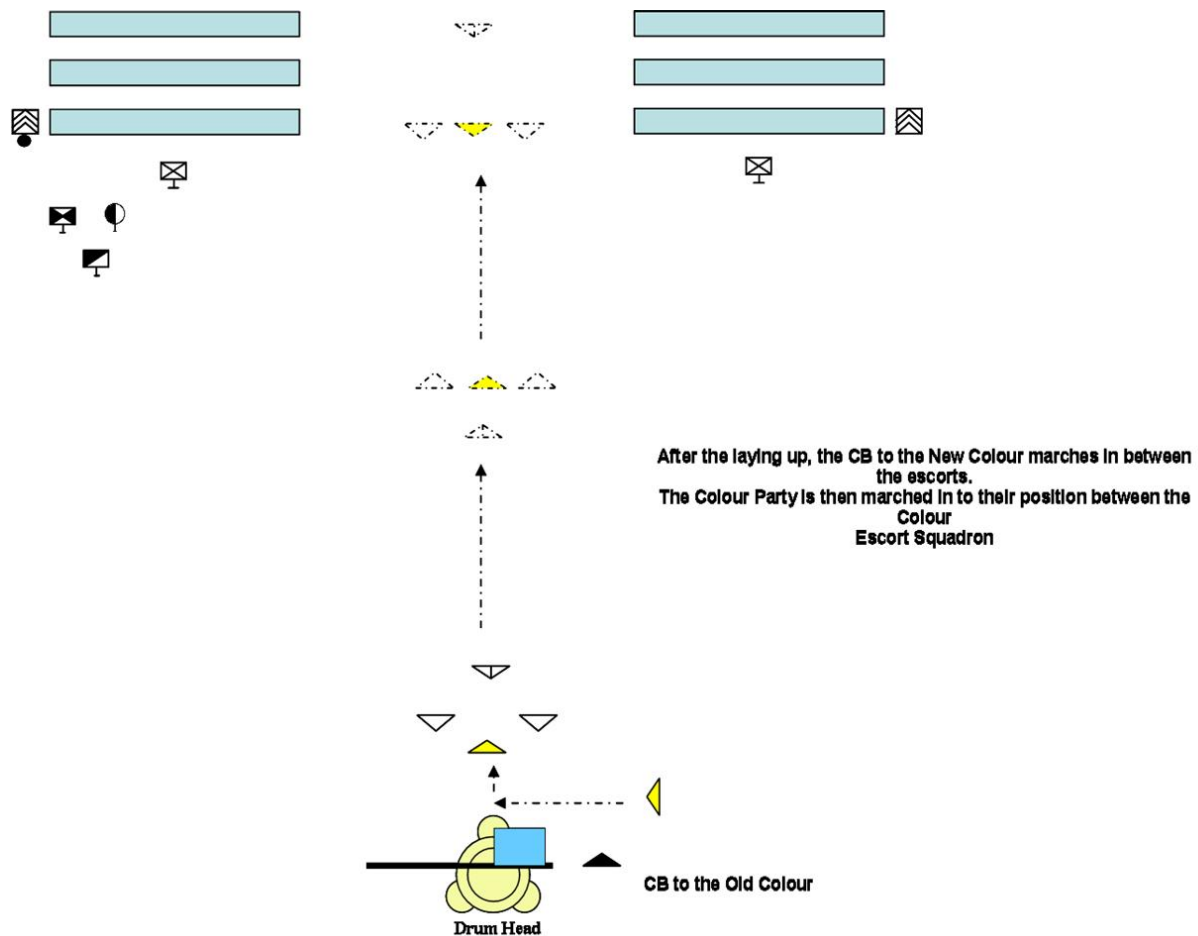
As the retired Colour is placed upon the Drum Head, the CB for the replacement Colour is to bring that Colour from the 'slope' in to the 'carry', signifying its place as the new Colour for the Unit.

3.68 The CB to the retired Colour will step back and salute. Holding the salute, the CB will order:

'COLOUR ESCORT, ATTEN - TION'
'COLOUR ESCORT, STAND FAST'

3.69 The CB to the retired Colour now symbolically relinquishes their duty. Still wearing the retired Colour Belt, the CB is to left turn, face the new Colour and salute. The CB will march off to the right and take up a position next to the Drum Head and the retired Colour, as shown in Figure 3-8.

Figure 3-8 Laying up of the retired Colour



3.70 The PDECDR will order:

'PARADE, STAND AT – EASE'

3.71 The Colour Escorts acting independently on command from the CWOFF will also stand at ease.

3.72 The Chaplain will now commence the service for the laying up of the retired Colour.

3.73 When the service is concluded, the Chaplain is to retire to arranged seating.

3.74 The CWOFF is to come to attention and order:

'COLOUR ESCORT, ATTEN – TION'.

'COLOUR ESCORT WILL RECEIVE THE NEW COLOUR. PRESENT – ARMS'

3.75 The CB to the new Colour will march forward, wheel and take up position between the Colour Escort, but remain facing the CWOFF. The CB will order:

'COLOUR PARTY, ATTEN -TION'

'COLOUR PARTY , ABOUT – TURN'

3.76 The PC will order:

'PARADE, ATTEN – TION'

'MARCH IN THE QUEEN's COLOUR / SQUADRON STANDARD / GOVERNOR-GENERAL's BANNER FOR(Name of Unit)'

'PARADE, ROYAL / GENERAL SALUTE, PRESENT – ARMS'
Queen's Colours and Squadron Standards are accorded a Royal Salute. Governor-General's Banners a General Salute.

3.77 The Colour Party will step off in slow time to the Band playing the National Anthem, and march to their position between the Colour Escort Squadron, halting in line with the front rank. Figure 3-8.

3.78 During the marching in of the Colours, the RO, HO and ADC are to pay compliments.

3.79 When the music has ceased, the CB will order:

'COLOUR PARTY, ABOUT – TURN'

3.80 The PC will then order:

'PARADE, ATTEN –TION'
The RO, HO and ADC also complete their salute.

Advance in Review Order

3.81 The parade will now advance in review order. The PC will order:

'PARADE WILL ADVANCE IN REVIEW ORDER, BY THE CENTRE, QUICK....'
After a 2 x 3 beat drum roll from the Band, the whole parade will march forward 15 paces and halt without command.

3.82 Upon halting the PC will order:

'PARADE, GENERAL / ROYAL SALUTE, PRESENT – ARMS'
When the music has ceased:
'PARADE, ATTEN – TION'

3.83 The PC is to march forward and halt at the foot of the dais, salute and ask the RO if they wish to address the parade. If the RO does wish to address the parade, the PDECDR is to request permission to stand the parade at ease and to 'stand easy'. Permission granted, the PC is to salute, about turn and return to the parade.

3.84 The PDECDR will order:

'PARADE, STAND AT – EASE'
Colours are brought down to the 'order'. The PC should allow sufficient time for this to occur.
'PARADE, STAND – EASY'

3.85 The PDECDR will then about turn, stand at ease and also stand easy.

Marching Off the Laid Up Colour

3.86 At the completion of the RO's address, the retired Colour will be marched away. The RO is to remain on the dais. The CB to the retired Colour is to march around to the front of the Drum Head, turn and face the RO, salute and seek permission to march away the retired Colour. Permission granted, the CB will salute again, and then with the aid of the two junior officer Colour Orderlies, remove the retired Colour from the Drum Head.

3.87 The CB is to place the Colour in to the slope. The two junior officer orderlies will then take up position either side of the CB as escorts, as per Figure 3-9.

3.88 Once in position, the formed colour party is to take post to the left.

Figure 3-9 The laid up Colour ready to be marched off



3.89 The PC will come to attention and order:

'PARADE'

The parade resumes the 'Stand at Ease'.

'PARADE, ATTEN – TION'

The 'New Colour' is brought to the carry.

3.90 The Band will commence with a 2 x 3 beat drum roll, and the Colour Party will step off to the Band playing 'Auld Lang Syne'.

The retired Colour, having been officially laid up, does not receive any salutes. However, as a mark of respect, the parade has been brought to attention. Invited guests and spectators should be asked to stand as the retired Colour is marched away.

Departure of the Reviewing Officer

3.91 The parade is to remain at attention. When the retired Colour has cleared the parade ground, the Door Openers return to their positions on the parade ground, and the RO's vehicle will drive on.

3.92 The RO will leave the dais, and be escorted to the waiting vehicle by the HO. As the vehicle moves off, the PC will order:

'PARADE, GENERAL / ROYAL SALUTE, PRESENT – ARMS'
When the vehicle has departed the parade ground:
'PARADE, ATTEN – TION'

3.93 Other VIP guests, if any, will be farewelled by the parade in the appropriate manner.

3.94 Once all VIP guests have departed, the HO will take to the dais to receive the salute for the march past of the parade as it marches off.

The March Off

3.95 The PC is to march forward to the HO, salute and request permission to march off the parade. Permission granted, the PC is to salute, about turn and return to the parade. The PC will order:

'PARADE WILL MARCH PAST IN COLUMN OF ROUTE. MOVE TO THE RIGHT IN COLUMN OF ROUTE, RIGHT – TURN'

3.96 On this command, the Parade Command Executive and Colour Party are to stand fast. The remainder of the Colour Escort Squadron, including FLTCDRs, are to turn to the right. After a pause of two beats in quick time, the FLTCDRs march to their positions in Column of Route and halt facing the rear of the parade ground. On a single drum beat, they are to turn to face the direction of march.

3.97 The CB will then order:

'COLOUR PARTY, ABOUT – TURN'
'COLOUR PARTY, TAKE – POST'

3.98 Having observed that all the Squadron and Colours are facing the direction of march, the PC will order:

'EXECUTIVES, TURN'
The PC is to turn to the left, while the PA and PWOFF turn to their right.
'QUICK MARCH'
The Executives will march to the head of the parade, halt and turn together to face the direction of march.

3.99 The PDECDR will order:

'BAND BY THE CENTRE, PARADE BY THE LEFT, QUICK.....'

3.100 The Band will step off the parade with a 2 x 3 beat drum roll, and the whole parade, Colour Escort Squadron leading, will march past the HO in column of route and off the parade ground to a designated dismissal area. There, the Colours will be marched out and the parade dismissed.

LAYING UP OF COLOURS

3.101 When a unit is disbanded or the Colour has been replaced but not laid up in the ceremony above, the procedure shown in Annex A is to be followed.

REACTIVATION OF A LAID UP COLOUR

3.102 When a unit that has previously been awarded a Colour is reformed, the Commanding Officer is to apply through their chain of command to COS-AFHQ for the laid up Colour to be reissued to the unit. As part of the application a recently completed Custodians Annual Colour Inspection Certificate is to be attached. This will require liaison between the unit and RAAF Museum to arrange access to the Colour. For a colour to be considered suitable for reactivation, it must be assessed to be serviceable for a minimum of five years. A Colour that has less than five years serviceable life is to remain laid up and the unit is to apply for a new colour to be manufactured.

3.103 Once AFHQ approval to reactivate the Colour has been granted, the unit is to liaise with the Air Force Museum to collect the Colour.

3.104 To reactivate a colour, it is to be ceremonially transferred from the RAAF Museum to the custody of the reformed unit. The procedure for this ceremony is detailed in Annex B. Preferably the ceremony should take place at the Holy Trinity Chapel at Point Cook but for practical reasons the units' home base chapel and personnel maybe used to symbolically represent where the colour has been laid up and its custodians. NOTE: A Colour is not un-consecrated when it is laid up, there is no requirement for the Colour to be consecrated again when it is reactivated.

3.105 On completion of the ceremony the colour is considered active, with its seniority taken from the original consecration date.

Annexes:

- 3A [Laying up of colours, standards and banners](#)
- 3B [Reactivation of a layed up colour](#)

ANNEX 3A

LAYING UP OF COLOURS, STANDARDS AND BANNERS

General

1. When colours, standards and banners are replaced the old colour should be laid up in the combined ceremony detailed in this chapter. However, if a unit is disbanded or other circumstances prevent a combined presentation and laying up, then the procedure shown in this Annex is to be followed.
2. A colour is accorded a final honour by being paraded on its own, at a ceremony in front of the Holy Trinity Chapel RAAF Williams, Point Cook. Unless given exemption by AFHQ, all colours are to be laid up in this chapel. The colour Belt and any unit citation streamers are to be laid up with the colour.
3. Every effort is to be made to conduct the ceremony at the Holy Trinity Chapel RAAF Williams but if to do so is impractical, the local Base Chapel maybe used to represent the Holy Trinity Chapel and the colour moved to RAAF Williams afterward.
4. Colours of a disbanded unit or squadron may only be taken back into service if that unit or squadron is reactivated and the colour is serviceable. The procedure for this is shown in Annex B.

Laying up of colours

5. When a Queen's Colour, Squadron Standard or Governor-General's Banner is laid up in the Chapel, the service can take place either inside or outside the building. A short ceremonial parade may be held prior to the laying up service where the colour is paraded for the last time. Where possible, the parade is to form up outside the building as follows:
 - a. Drums are to be piled three paces in front of the entrance to the building.
 - b. The escort squadron is to form up outside the building, with flights in open order and facing each other at a distance of 16 paces; with the right and left guides of the escort squadron 12 paces forward of the entrance to the building.
 - c. The colour party is to be positioned directly opposite the piled drums and three paces from the left flank of number one flight of the escort squadron.
 - d. The senior officer handing over the colour is to be positioned three paces forward of the piled drums facing the parade.
 - e. The senior officer receiving the colour and the Chaplain, are to be positioned two paces directly behind and facing the piled drums.
 - f. The band is to form up 10 paces behind number one flight of the escort squadron.
 - g. The escort squadron is formed up with swords drawn and bayonets fixed (if applicable). When the parade is in position, the escort squadron commander is to order:

ESCORT SQUADRON, ATTEN - TION'.
'UNCASE THE QUEEN'S COLOUR FOR THE ROYAL AUSTRALIAN AIR FORCE'
or

'UNCASE THE(UNIT)..... QUEEN'S COLOUR'

or

'UNCASE THE(SQUADRON).....SQUADRON STANDARD'

or

'UNCASE THE(UNIT)..... GOVERNOR-GENERAL'S BANNER'.

h. When the colour is uncased, the escort squadron commander is to order:

ESCORT SQUADRON, ATTEN - TION'.

'LAY UP THE.....(NAME OF UNIT/SQUADRON).....

'COLOUR/STANDARD/BANNER'.

'PRESENT - ARMS' ESCORT SQUADRON, ATTEN - TION'.

'LAY UP THE.....(NAME OF UNIT/SQUADRON).....

'COLOUR/STANDARD/BANNER'.

'PRESENT - ARMS'

i. The band is to play point of war, followed by a suitable fanfare.

j. The CB is then to slope the colour, with the colour hanging free from the staff. The CB is then to order:

'COLOUR PARTY, SLOW - MARCH'.

k. The band is to play suitable music while the colour party marches in slow time between the flights of the escort squadron, halting two paces in front of the senior officer handing over the colour. The CB is then to order the escorts to:

'COLOUR ESCORTS, PRESENT - ARMS'. 'COLOUR ESCORTS, PRESENT - ARMS'.

l. On the last movement of the present arms, the CB is to take one pace forward and remove the colour from the socket of the colour belt. The CB is then to adjust the left hand to a position approximately 40cm below the right hand and extend the colour forward to the senior officer handing over the Colour.

m. The escort squadron commander is then to order:

'PARADE, ATTEN - TION'.

'PARADE STAND AT - EASE'

n. The Chaplain is to commence the laying up service as follows:

o. The chaplain and the officer handing over the colour are to move to a position one pace in front of the piled drums, facing the parade, as the colour party slow marches towards the entrance to the building.

p. Chaplain:

'WE ARE GATHERED HERE AT THIS CHAPEL TO LAY UP THE COLOUR/STANDARD/BANNER/ OF.....(UNIT)..... OF THE ROYAL AUSTRALIAN AIR FORCE.

IT IS AN ANCIENT AND LAUDABLE CUSTOM TO LAY UP IN THE HOUSE OF GOD THIS CONSECRATED EMBLEM OF MAN'S DUTY AND SERVICE. NO MORE FITTING PLACE COULD BE FOUND WHEREIN TO ENSHRINE THESE EMBLEMS THAN THIS THE HOUSE OF GOD, HERE WHERE PRAISE AND PRAYER ARE WONT TO BE MADE, HERE, WHERE THESE EMBLEMS WILL REMAIN FOR ALL TIMES AS A REMINDER OF A DUTY WELL DONE AND OF THE STRENGTH THAT GOD SUPPLIES.'

q. Officer handing over the colour.

'REVEREND SIR, THIS CONSECRATED COLOUR/STANDARD/BANNER, FORMERLY CARRIED BY(UNIT/SQUADRON)..... OF THE ROYAL AUSTRALIAN AIR FORCE IN THE SERVICE OF QUEEN AND COUNTRY, I NOW DELIVER INTO YOUR HANDS, AND ASK YOU TO RECEIVE IT FOR SAFE LODGINGWITHIN THESE HALLOWED WALLS.'

'REVEREND SIR, THIS CONSECRATED COLOUR/STANDARD/BANNER, FORMERLY CARRIED BY(UNIT/SQUADRON)..... OF THE ROYAL AUSTRALIAN AIR FORCE IN THE SERVICE OF QUEEN AND COUNTRY, I NOW DELIVER INTO YOUR HANDS, AND ASK YOU TO RECEIVE IT FOR SAFE LODGING WITHIN THESE HALLOWED WALLS.'

r. The Chaplain having received the colour is then to reply:

'SIR, I RECEIVE THIS COLOUR/STANDARD/BANNER FOR LAYING UP AND SAFE KEEPING, IN THIS HOUSE OF GOD, HERE TO REMAIN FOR ALL TIME AS A REMINDER TO THOSE WHO PASS BY OF MAN'S DUTY TO GOD, TO HIS SOVEREIGN AND TO HIS NATION'.

s. The officer handing over the colour is to salute the colour and move back to the original position. The Chaplain is to turn about with the colour and place it upon the piled drums, with the staff to the right.

t. Chaplain.

'LET US PRAY. ALMIGHTY AND EVERLASTING GOD, GIVER OF ALL STRENGTH AND GRACE, AND CAPTAIN OF OUR SALVATION, WE OFFER IN THIS THY HOUSE THE SYMBOL OF MAN'S FAITHFULNESS. MAY THY BLESSING REST UPON THOSE WHO HAVE BORNE IT, AND MAY IT EVER REMAIN A SIGN OF THAT UNITY WHICH SPRINGS FROM THE ACCEPTANCE OF THY GRACE.'□

u. An address may now be given by the officer handing over the colour (this is not mandatory). If an address is given, the Chaplain should reply to the address. If appropriate, a religious service prepared for the occasion may then take place. During the religious service, the parade is to be stood at ease.

v. At the conclusion of the service, the escort squadron commander is to order:

'PARADE, ATTEN - TION'.

'PARADE, PRESENT - ARMS'.

w. The band is to play the National Anthem.

'PARADE, ATTEN - TION'.

x. The Chaplain is then to move forward and take up the colour and accompanied by the senior officer and CB move into the building. The band is to play 'Auld Lang Syne' or some other appropriate music until the colour is out of sight. If a piper is available, a lament is to be played. The CB is to place the colour belt on the altar with the colour.

y. The CWOFF is then to march the colour escorts into the supernumerary rank of number one flight of the escort squadron. The parade is then to be marched off with the band playing 'Auld Lang Syne' or any appropriate 'farewell' marching tune.

ANNEX 3B

REACTIVATION OF A LAYED UP COLOUR

Prior to the ceremony

1. This procedure is to be conducted to ceremonially transfer the colour from the care of the custodians of where it has been laid up to the reformed unit as an active colour. The ceremony is to be conducted in front of the chapel with a colour party from the reformed unit and a Junior Officer (JOFFR) and Warrant Officer (WOFF) representing the custodians of the Air Forces laid up colours. Members of the reformed unit and/or spectators may be assembled to one side.
2. The WOFF is to take place inside the chapel wearing the colour belt with the uncased colour at the order. The JOFFR is to take post standing at ease outside the entrance to the chapel with sword drawn. The receiving colour party assembles a short distance from the chapel. The Colour Bearer (CB) holding a copy of the AFHQ authority to reissue the colour in their right hand.

Ceremony procedure

3. The ceremony commences with the CB coming to attention and orders:

'COLOUR PARTY ATTENTION'
'COLOUR PARTY QUICK MARCH'

4. As the colour party approaches the chapel the JOFFR comes to attention. 4 paces from the JOFFR the CB is to order:

'COLOUR PARTY HALT'

5. Once the colour party is in position the JOFFR is to challenge the colour party:

"Good morning (or appropriate greeting), what is your business here?"

6. The CB is to respond:

"Good morning (or appropriate greeting), we are here to formally collect the (Queens Colour/Standard/Governor Generals Banner) for (Unit Name) Royal Australian Air Force and keep it in safe custody at RAAF Base (Unit Home Base)"

7. The CB marches forward 2 paces and presents the written authority from AFHQ to reactivate the colour for the JOFFR's inspection. When satisfied with the authority the JOFFR "return swords" and takes the AFHQ reissue authority in their right hand.

8. The JOFFR responds:

"Remain Here"

9. The JOFFR about turns and marches inside the chapel and halts in front of the WOFF, hands the reissue authority to an orderly or onto a prepositioned table. The WOFF hands the colour to the JOFFR. With the colour at the order the JOFFR about turns then brings the colour to the slope (NOTE: the WOFF may be required to take a left side pace as the JOFFR turns, to avoid being struck when the colour is brought to the slope). The JOFFR then orders:

'QUICK MARCH'

10. The JOFFR and WOFF step off and march outside the chapel, the JOFFR halting one pace in front of the CB and the WOFF halting one pace to the left of the JOFFR. When the WOFF Halts the JOFFR is to bring the colour to the order.

11. The CB then orders:

'ESCORTS OUTWARDS TURN'
'ESCORTS PRESENT ARMS'

12. After the escorts have presented arms the WOFF removes the colour belt and hands it to the CB who places it on.

13. The JOFFR then lifts the colour as per the first part of the carry. Then slides their left hand toward the base of the staff and moving the colour so it is held at 45 degrees across the body. The JOFFR then states:

"I give unto your safe keeping The (Queens Colour/Squadron Standard/Governor Generals Banner) of number ?? Squadron (or unit name). I charge you to guard and defend it with all honour as befits the symbol of our unity and common loyalty to The Commonwealth of Australia and the Royal Australian Air Force".

14. The JOFFR then extends their arms forward. The CB places their right hand below the JOFFR's right and their left above the JOFFR left (so the CB's arms are crossed Figure 3B-1) the CB responds:

"That I will do".

13. The JOFFR then releases the colour and the CB lowers the colour to the order sliding the left hand up the staff as the colour is brought to the side of the body. Cutting the left arm away and assuming the position of the order.

Figure 3B-1 Handover of a Colour



15. Once the colour is at the order the JOFFR gives the commands:

'ABOUT TURN'
'QUICK MARCH'

16. The JOFFR and WOFF march into the chapel where they dismiss.

17. As the JOFFR and WOFF step off the CB orders:

'ESCORTS ATTENTION'
'ESCORTS INWARDS TURN'

18. The Chaplain then moves forward, presents a prayer and a blessing.

"We are gathered here today to issue this Queens Colour/Standard/Governor Generals Banner. It is a solemn symbol of our loyalty, and with it ourselves, our service and our life. It represents and bears testimony to the honour, integrity and valour of those Personnel having served and who will serve in the future in ?? Squadron/Unit of the Royal Australian Air Force."

"Let us pray."

"To the glory of God and as a symbol of our duty to Him and of our continued service to the Commonwealth of Australia, we pray God's continued Blessing upon this Standard in the name of the Father, and of the Son, and of the Holy Spirit."

Amen.

We give thanks for all those who have served within ?? Squadron/Unit and for who will serve under this Standard in the years to come.

Heavenly Father, grant to each of them Your strength and courage; Your wisdom and Your peace. May their lives continue to be a true reflection of the justice, righteousness and truth that are Yours and Yours alone.

"And the blessing of God almighty, the Father, the Son, and the Holy Spirit, be upon you and remain with you always."

19. The CO of the reformed unit will then make an address about the unit history and the reformation. Concluding with the command.

'COLOUR BEARER, MARCH OFF THE (Queens Colour/Squadron Standard/Governor Generals Banner) OF NUMBER ?? SQUADRON (or unit name)'.

20. Any observers in uniform are to be brought to attention. The CB responds

'Sir/Ma'am'

21. The CB brings the colour to the carry. Then orders:

'COLOUR PARTY ABOUT TURN'
'COLOUR PARTY QUICK MARCH'

22. The colour party marches to a pre determined location where the colour is cased. Once the colour has departed the area of the chapel the ceremony has concluded and personnel dismissed.

23. Alternatives to marching off may include the colour marching directly to the place where the colour will be stored (usually the headquarters). Or the members of the unit assembled behind the colour party, that then leads the unit to the place where the colour will housed Figure 3B-2.

Figure 3B-2 Squadron personnel follow the colour to its place of lodgement



CHAPTER 4

SERVICE FUNERALS

TRADITION AND PLANNING

Introduction

4.1 The ceremony associated with a service funeral has evolved over many centuries. Some of the procedures of a service funeral reflect man's age old fear and superstition of death. All procedures, notwithstanding their background, form a sombre and moving ceremony demonstrating respect and a military farewell to a comrade in arms. The entitlement for a service funeral can be found in DCBSM Chapter 4.

Tradition of Service Funerals

4.2 Military funerals and commemoration of those that have died in service of their country has a long tradition in many cultures, the traditions adopted by the Royal Australian Air Force (RAAF) are based on western practices, particularly those of the British armed forces.

4.3 The Ancient Greek and the Roman civilisations employed a system of citizen soldiers and so had ceremonies to recognise those that fell while in service. In Athens, there was a specific cemetery located near the Acropolis, for citizens who died for their country. In both civilisations people often built cenotaphs (empty tombs) in memory of their men killed in foreign lands. The Roman legions carefully buried their dead, either individually with gravestones close to their camps, or in mass graves after major battles. After the classical era, commemoration of war dead was reserved for senior officers and other members of the aristocracy with the common soldier being buried by their comrades in an unmarked grave at best, though more frequently, plundered and hastily buried in mass graves after a battle or just left where they fell (the Allied and French dead at Blenheim in 1704 were left on the battlefield, the dead from all sides at Waterloo in 1815, were burned in mass cremations). The first documented procedures for a military funeral were made in Tudor times and related to funerals of high ranking officers.

4.4 Things began to change during the Victorian era with regiments organising funerals for its personnel during the Crimean War (1853-1856), Indian Mutiny (1857-1859) and other conflicts. This was an ad hoc system and the funeral procedure, marking and recording of graves varied from unit to unit. It was not until the Second Boer War in South Africa (1899–1902), that the British established the custom of burying its soldiers in individual graves whose location was recorded and conducting an appropriate military funeral regardless of the rank of the individual.

4.5 **Bands.** In the time of Henry VIII military bands were not included in establishments, but every body of fighting men boasted a party of drummers and trumpeters, the former to set and maintain the marching pace, the latter to break the monotony by blowing an occasional fanfare. King Henry directed that these instruments were to be employed in the funeral ceremonies of high ranking officers.

4.6 **Slow March.** During Tudor times the coffin was carried to the place of burial on a wagon normally used to move the heavy cannon of the period. The wagons

were huge, cumbersome vehicles drawn by a team of draught horses at a speed scarcely above a crawl. Behind the wagon marched a party of drummers playing what was then called the 'Dede Sounde' to a pace in keeping with the extremely slow rate of progress of the wagon. Thus was born the 'Slow March' of present times.

4.7 **Firing of Volleys and Last Post.** The procedure followed at the graveside was also inaugurated possibly before Tudor times. After the coffin had been lowered into the grave, musketeers posted on either side fired three volleys. The volleys signified man's age old superstition of death, and were fired possibly to ward off evil spirits from the gravesite. After the volleys the 'Last Post' and 'Reveille' were played. At that time 'Last Post' took the form of 'Taps' which was played at 10.00 p.m. each night as a sign for tavern keepers to shut off their taps. 'Reveille' consisted of a series of long blasts of no prescribed form.

Figure 4-1 Firing party from 3 Squadron, Australian Flying Corps, fire volleys at the funeral of Manfred Von Richthofen, April 1918.



4.8 **Reversing Arms.** It is recorded that the funeral for the Duke of Marlborough in 1722 was the first occasion of using drill movements 'Reverse Arms' and 'Rest on your Arms Reverse'. This solemn ritual evidently having been invented specially to show an unusual degree of respect to the deceased. The act of reversing arms no doubt was used prior to this time as a symbolic gesture towards death, when a commonwealth soldier was punished for reversing his arms at the execution of Charles I in 1649.

Figure 4-2 Tri-service catafalque party keeps vigil over the body of Prime Minister John Curtin, lying in state in Kings Hall Old Parliament House, July 1945.



4.9 **Gun Carriage and Hearse.** Whenever possible, a gun carriage should be used for funerals of air officers who hold the appointments of the Chief of the Defence Force (CDF), or the Chief of Air Force (CAF), or for those retired officers who have held these appointments. The gun carriage is used to convey the coffin from the church, chapel or funeral parlour to the final resting place. For all other Service funerals, the funeral director's hearse is to be used.

4.10 **The Australian National Flag and RAAF Ensign.** All Australian citizens are entitled to have their coffin draped with the Australian National Flag, serving or former members of the RAAF may have their coffin draped with the RAAF Ensign. The use of the ANF (NSN 661162804) or RAAF Ensign will be dictated by the wishes of the next of kin.

- a. **Folding of Flags.** The purpose of folding the flag used to drape a coffin emanates from the ideal of presenting the flag to the family at the end of the ceremony. However, the presentation of the flag to the family should not be regarded as mandatory, and whether the family desire to have the flag or not, is to be confirmed as the arrangements for the funeral are being made.

Figure 4-3 Folding the Australian National Flag at the graveside



- b. The standard method of folding a flag is described in Part 2, [Chapter 3](#), and again in paragraph 4.94 although in recent years a procedure has developed where a tricorn or triangular method of folding the flag has become popular. The standard method remains the official method of flag folding, with the option of the triangular method to be used if desired, as per Figure 4-3.
- c. Due to the more complex nature of the folding in the triangular method, it is suggested that folding in this fashion should be reserved as a pre-arranged folded version. Therefore it is recommended that the standard method should be used when it is desired to fold the flag at the grave site or crematorium, as this method is the simplest of the two versions, and avoids the risk of the flag unfolding, and more importantly, reduces the risk of embarrassment to the members. Again, if possible, preferences should be ascertained from the family prior to the funeral as to which flag they desire, remembering that this is an emotional time for them.

Colours

4.11 The Queen's Colour for the RAAF, suitably draped, is to be carried at funerals for an air officer who was appointed CDF or CAF. If, at a funeral of a former RAAF CDF, Colours from the other two Services are to be carried, the Queen's Colour for the RAAF is to take precedence. In addition to the Queen's Colour for the RAAF, Unit Queen's Colours, Squadron Standards and Governor-General's Banners of those units the officer has commanded, may also be included in the ceremony if readily available.

4.12 For the funeral of a serving commanding officer, not below the rank of wing commander, the Unit's Queen's Colour, Squadron Standard or Governor-General's Banner may be carried as part of the ceremony. Instructions for draping and parading Colours at a funeral are in [Annex 4A](#).

Planning

4.13 The procedures and drill standards set out in this chapter are to be used as a guide for the proper conduct and ceremony associated with a Service funeral. Variations in procedure may occur because of the needs of the deceased's family and/or the design and location of the church, cemetery or crematorium. In these instances, the general guidelines of this Instruction are to be followed as closely as possible. The format of a Service Funeral should be:

- a. forming up at the Place of Service
- b. arrival of the hearse and mourners
- c. conveying of the coffin into the Place of Service
- d. funeral service
- e. conveying of the coffin out of the Place of Service
- f. funeral procession
- g. move to the place of internment
- h. funeral procession
- i. conveying the coffin to the grave/crematorium

- j. undressing the coffin
- k. firing of volleys
- l. playing of the Last Post – Minutes silence- Rouse
- m. march off and dismissal.

Cooperation with Civil Authorities

4.14 Most Service funerals will involve close liaison with civilian organisations, including both local police and councils.

4.15 Local Police are to be notified when a funeral is being held in their area and are to be fully consulted on the route taken by the cortege as well as the location and timing for the firing of volleys. This may involve some streets being closed to the public during part of the funeral procession. The Police should be consulted to provide a police escort from the church to either the cemetery or crematorium. This will allow the Funeral Guard of Honour, Bearer and Support Parties to arrive at the place of interment well in advance of the hearse and the next of kin. Commanding officers are to arrange for Air Force Police (AFPOL) to be available to assist the local police. After the funeral, the commanding officer should forward a letter of appreciation to the Officer-In-Charge of the local police, if applicable.

4.16 The local council may be involved in the preparation of the gravesite, and their assistance to the RAAF in planning the ceremonial is essential.

Rehearsals

4.17 Rehearsals for a Service funeral are essential, as much of the ceremony involved is carried out infrequently. These are to be conducted as soon as possible after confirmation of the funeral details has been received. The Base Military Support Officer (MSO) and BWOFF are to visit both the church and places of interment before any rehearsals take place. The BWOFF is to seek advice from the local clergy on the layout of the area to be used. This will enable the BWOFF to adequately brief and train all members of the funeral parties on the procedures that will be used. General notes for guidance for funerals are in [Annex 4B](#).

Funeral Parties - Composition

- 4.18 Funeral parties for officers and airmen/airwomen are to be composed of.
- a. Officer Commanding the funeral party
 - b. bearer party
 - c. funeral Guard of Honour
 - d. Guard of Honour commander
 - e. insignia bearer
 - f. support party;
 - g. band, or at least one drummer and a bugler

- h. official service representative
- i. attending party.

4.19 **Officer Commanding the Funeral Party.** It is not uncommon for the commander of the Funeral Guard of Honour to double as the officer commanding. This is an acceptable practice. However, where possible, there should be an overall commander to oversee all parties involved with the Service ceremonial aspects. The officer commanding the funeral party will be a Wing Commander where the deceased held the rank of Air Marshal or above; a Squadron Leader for deceased officers of the rank of Air Vice-Marshal to Squadron Leader; and a Flight Lieutenant for Flight Lieutenants and below.

4.20 **Bearer Party.** The Bearer Party, under the command of a warrant officer (preferably a BWOFF), is to consist of six airmen with a reserve of two airmen who are to act as cap orderlies for the Bearer Party. Where possible, the rank of the bearers should be as follows:

- a. At the funeral of an Air Commodore or above, the bearers should be warrant officers.
- b. For a Group Captain or Wing Commander, the bearers should be SNCO's.
- c. For a SQNLDR or below the bearers should be CPL and below.

4.21 Notwithstanding the requirements above, the ranks of the bearers will also depend on availability. However, more importantly, they may also be friends of the deceased, regardless of their rank.

4.22 The commander of the Bearer Party is to be positioned close to the bearers. The Bearer Party commander is to give commands quietly and if necessary, assist the bearers carrying the coffin. Often airmen become quite nervous once the weight of the coffin is felt. The Commander of the Bearer Party should be aware of this and when necessary, quietly halt the bearers and reassure them. Only when the Bearer Party commander is sure that the situation is under control, should proceedings continue.

4.23 The Bearer Party Commander and not the funeral contractor is responsible for dressing the coffin. When dressing the coffin, the commander is to ensure that the Australian National Flag or RAAF Ensign, head-dress, sword or bayonet and wreath are properly secured on the coffin before it is borne from the building and placed in the hearse. In this regard, consideration must be given to the placement of the flowers from the next of kin, and the positioning of the accoutrements. The Bearer Party is also responsible for the undressing of the coffin. Normally, all coffins (except for clergy, who are borne head first) are borne and placed in the hearse feet first. Notes of guidance for the Bearer Party Commander are in [Annex 4C](#).

Funeral Guard of Honour

4.24 All members of the Funeral Guard of Honour are to be armed as for a ceremonial parade. The formation of the guard will be dependant upon the rank of the deceased.

- a. **Air Chief Marshal, Air Marshal and Air Vice Marshal.** The Guard of Honour will consist of two flight commanders, one SNCO and 48 airmen.

b. **Air Commodores and below.** The Guard of Honour will consist of one flight commander, one SNCO and 24 airmen.

c. **Retired Air Officers.** As for Air Commodore and below.

4.25 In the case of a serving CDF, a Tri-Service Funeral Guard of Honour of 300 would be provided where possible, with the parent service attending to all other administrative and ceremonial aspects of the funeral. With a retired CDF, the parent Service will provide all support.

4.26 **Insignia Bearer.** The Insignia Bearer at the funeral of an officer is to be, if possible, a junior officer. If the deceased was an airman/airwoman, the Insignia Bearer is to be an airman/airwoman of a rank not senior to that of the deceased. Notes for guidance for the Insignia Bearer are in [Annex 4D](#).

4.27 **Support Party.** The coffin is to be accompanied by the Support Party, which consists of six officers, six cadets or six airmen of the same rank as that held by the deceased. If sufficient officers, cadets or airmen of the same rank are not available, those next in seniority are to be utilised. Members of the Support Party may also be friends of the deceased, regardless of their rank. The Support Party is not to be armed. Notes regarding the Support Party at funerals involving air rank officers are in [Annex 4E](#). Retired officers and airmen may be used in this role.

4.28 **Band.** Where possible, the RAAF Band should be in attendance. At minimum and if available, drummers with muffled drums and draped instruments and a bugler are to be part of the parade. Service funerals should normally take precedence over all other band commitments.

4.29 **Official Service Representative.** Any officer or warrant officer may be appointed as the Official Service Representative for a particular funeral. In most cases, the deceased member's commanding officer would represent the RAAF at a Service funeral. Official representatives may also include members from the Army and Navy. The official representative is to take place of precedence at the church service, seated opposite to the next of kin. The official representative is to form up immediately behind the family on completion of the church service.

4.30 **Attending Party.** The Attending Party is comprised of friends of the deceased or family, and those mourners not included as family members or official representatives. The Attending Party of Service personnel should consist of as many officers and airmen of the unit who may wish to attend, and who can be spared from their duties. All Service mourners are to march together in the cortege and not in separate groups. They are to take their positions in accordance with their relative ranks and with members of the deceased's Service leading. The Attending Party, which may also include civilians, is not to be armed.

FUNERAL PROCEDURE

General

4.31 MSOs and BWOFF's are to be aware that religious services will differ from each other, and that the arrangements for the ceremonial aspects of funerals will need to contain some flexibility. Not only will each religious denomination have variations in their services, but more importantly, the wishes of the family need to be carefully considered. Nonetheless, the procedures for a full Service funeral are to adhere as closely as possible to this Instruction.

4.32 **Churches, Chapels and Crematoriums.** Most funerals will commence with a service at a church or chapel. When cremation has been chosen, the service may well commence at a church before moving to the crematorium. However, in many cases both the service and final commitment will take place in the crematorium chapel. The procedures for both are discussed in this chapter.

4.33 **Limited Service Funeral.** The family of the deceased member is to be consulted at all times with respect to funeral arrangements. This chapter will deal predominantly with full Service funeral procedures. However, whilst there is a preference to provide a full Service funeral, this may not be the wishes of the family, who may consider having either no involvement from the military, or at least only a portion of the ceremonial aspects. The BWOFF is to ensure that the revised ceremonial procedures are performed with the same dignity, and in keeping with the spirit of this Instruction.

4.34 In some cases, whilst the family may ask for a military presence at the church service, they may wish for a private interment or cremation on completion of the service, involving only family and close friends. In this instance, once the service is completed and the coffin has been placed in the hearse to be taken to the grave site or crematorium, any military involvement is finished. If a Funeral Guard of Honour is present at the church or chapel, volleys with blank cartridges are to be dispensed with.

Arrival of the coffin at the Church or Chapel for the Service

4.35 The MSO is to arrange with the funeral director, for the coffin to be delivered to the church or chapel at least half an hour before the service is due to begin. This is to allow for the coffin to be positioned upon the bier and dressed prior to the arrival of the mourners. In some situations, especially where the mourners are arriving at the same time as the hearse, the coffin may be dressed at the funeral home. In either instance, the Bearer Party Commander is to supervise.

4.36 **Funeral Guard of Honour.** Whenever possible, the Funeral Guard of Honour (hereon in referred to as Guard of Honour) should be formed up outside the church or chapel, opposite to the point where the hearse will stop. The design and location of the building will however, determine where the guard is positioned. They are to be in two ranks at the open order with a bugler on the left flank of the front rank.

4.37 **Band.** Where a Band is present, their services are not normally required until the end of the church or chapel service, where it will form part of the funeral cortege. However, it should form up on the left flank of the Guard of Honour for the arrival of the coffin and mourners, but once again, the location of the service will dictate how exactly the Band will be configured and positioned.

4.38 **Bearer Party.** The Bearer Party is to be formed up on the roadway outside the entrance to the church or chapel in open order facing inwards. The spacing should be enough for the hearse to pass in between them.

4.39 **Support Party.** The Support Party is to take up their positions either side of the entrance to the church or chapel, facing inwards. They are to be equidistant from each other.

4.40 Conveying the Coffin into the Church/Chapel. As the hearse is approaching, the Bearer Party is to hand their hats to the two reserve bearers. On the direction of the Bearer Party Commander once the hearse has stopped, the Bearer Party is to take up their positions at the side/rear of the hearse, three on either side. The funeral director will open the rear of the hearse, and on command from the Bearer Party Commander, the Bearer Party is to slowly remove the coffin. On further command, the Bearer Party will lift the coffin on to their shoulders. The complete procedures for lifting, carrying and lowering a coffin are detailed in [Annex 4C](#).

4.41 As the coffin is being removed from the hearse, the Commander of the Guard of Honour is to bring the Guard to order:

'PRESENT ARMS'

The salute is to be held until the coffin has entered the building, the Guard is then to be returned to the 'Attention'.

4.42 From this point, they may be stood down until the service is over. If however, the hearse has been accompanied by the Next of Kin, the guard should remain in position, at the attention until they have entered the building.

4.43 Once the bearers are settled, the Bearer Party Commander will manoeuvre the Bearer Party in to the direction of the entrance to the church or chapel. The Commander will move to a position at the rear of the Bearer Party, and wait for the Chaplain to take up his/her position at the front, then order:

'BEARER PARTY, SLOW – MARCH'

4.44 Led by the Chaplain, the coffin is moved in to the church/chapel, followed by the Insignia Bearer. As the coffin approaches the Support Party, one member of the Support Party is to give the command 'Salute'. The salute is held until the coffin is inside the building and the command 'Down' is given. The Support Party can now stand down, but are to re-assemble at the entrance for the arrival of the Next of Kin. In this instance the Next of Kin are afforded the courtesy of a salute from the Support Party as they pass in to the building. Any senior officers who arrive while the Support Party is in position are entitled to the normal Service courtesies. When all mourners and guests have entered the building, the Support Party is to stand down and take up seating at the rear of the church/chapel for the service, and be ready to move back outside in to position once the service is over.

4.45 Inside the Church/Chapel - The Bearer Party. When the Bearer Party reach the bier that the coffin is to be placed on, the Bearer Party Commander will order the Bearer Party to halt. The coffin is to be lowered from the shoulders, and manoeuvred over the bier. The Commander is to order the coffin to be lowered, and the Bearer Party are to place the coffin on to the bier. If the coffin has not already been dressed, it is done so now. Once the coffin has been dressed, the Bearer Party is to retire to the rear of the church or chapel until the end of the service, when they will be required to carry the coffin out (unless at a crematorium chapel).

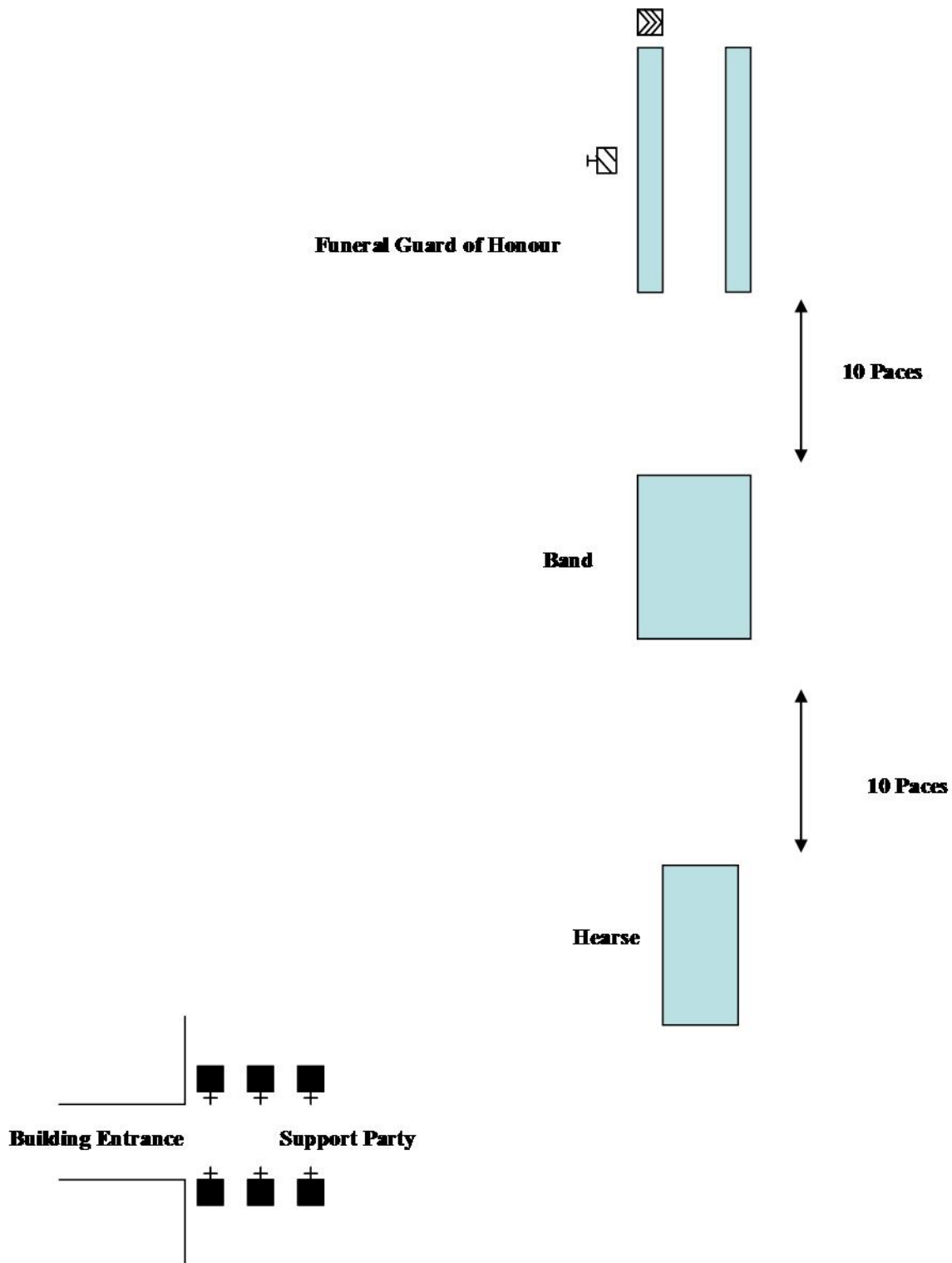
4.46 Insignia Bearer. The Insignia Bearer is to carry the insignia of the deceased upon a purple silk cushion. The cushion is to be held in both hands close to the body, with the cushion resting on the chest of the Bearer. The Insignia Bearer is to be positioned behind the Bearer Party Commander, and follow the coffin in to the building. If space permits, the insignia Bearer should continue on towards the altar steps and place the cushion to one side of the steps. The cushion should be in a position so as not to interfere with the movements of the clergy. If space is tight, then

the Insignia Bearer should wait until the coffin has been placed and dressed, and then place the cushion. The Insignia Bearer is to move with the Bearer Party to the rear of the building for the service. Note; Where the service is to be conducted at the place of internment eg a crematorium, the Insignia Bearer is to carry the cushion throughout the service, and in be in full view of the congregation.

Conclusion of the Service

4.47 **Support Party.** At the conclusion of the service, the members of the Support Party are to move outside and take up their positions either side of the entrance. This is the indication for the Funeral Guard of Honour and the Band to form up.

Figure 4-4 Forming up a Funeral Guard of Honour



4.48 **Funeral Guard of Honour.** The Funeral Guard of Honour is to form up facing the building in two ranks at the open order, on that flank from which the funeral procession will depart. Where there is an Officer Commanding the funeral party, the Guard Commander will fall in as a flight commander. If the Guard Commander is acting in both roles, then the Guard Commander be in a position that best gives a full view of the proceedings.

4.49 **Band.** The Band is to fall in 10 paces from the left flank of the Guard and 10 paces from the hearse. The members are to be in two ranks, facing inward with the ranks 10 paces apart. The Drum Major is positioned on the right flank of the rank facing the building, while the Band Master is on the left flank of the opposite rank. Figure 4-4 details the positions of both the Guard and the Band.

4.50 **Hearse.** The hearse will be drawn up directly in front of the building entrance, facing the direction of departure.

4.51 **The Bearer Party.** Under the command of the Bearer Party Commander, the Bearer Party is to re-assemble on either side of the coffin, facing inwards. Where space permits, the Commander should be positioned behind the coffin at the altar end. The coffin will then be raised and placed on the shoulders of the Bearer Party. If the bier is on wheels, the funeral director will then remove it, giving clear passage for the Bearer Party to move off. If the bier is static, the Bearer Party are to manoeuvre the coffin forward away from the bier before placing on their shoulders.

4.52 **Insignia Bearer.** At the same time as the Bearer Party are re-assembling, the Insignia Bearer is to move to the altar steps and retrieve the insignia cushion, then fall in along side or just behind the Commander.

4.53 Once they are settled, the Bearer Party Commander will give the command to 'Slow March', and the coffin will be borne out of the building to the waiting hearse. The Next of Kin will follow on immediately behind the Insignia Bearer.

Figure 4-5 A Chaplain leads the Bearer party out of the chapel, the Support party salutes



4.54 **Attending Party.** When the funeral party is to proceed on foot, the Attending Party is to be formed up in sections of threes, fours or sixes as appropriate. When the cortege moves off, the Attending Party is to follow on behind the Next of Kin and any official Service representatives. When the cortege is to move off in vehicles, the Attending Party is to follow in their vehicles behind the Next of Kin.

4.55 **Outside The Church or Chapel.** With the Chaplain leading, the Bearer Party will bring the coffin out of the building and move towards the waiting hearse. The Guard Commander of the Funeral Guard of Honour will order.

'GUARD OF HONOUR, ATTEN – TION'

'GUARD OF HONOUR, PRESENT – ARMS'

4.56 All other members in uniform are to salute. The salute is to be held until the coffin has been placed on the hearse.

Figure 4-6 Bearer party about to place the coffin into the hearse. Note the civilian member of the bearer party



4.57 When the Bearer Party have placed the coffin in to the hearse, they are to take up their positions either side of the hearse, evenly spaced along the length of the vehicle, and facing the direction of departure. The reserve bearers will return their headdress. The Party Commander is to take up position centre rear of the hearse, with the Insignia Bearer to one side of the Commander.

4.58 Members of the Support Party are to fall in along side each member of the Bearer Party as shown below.

Figure 4-7 The Bearer party and the Support party step off with the hearse



4.59 When the coffin has been placed on the hearse, the guard Commander will order:

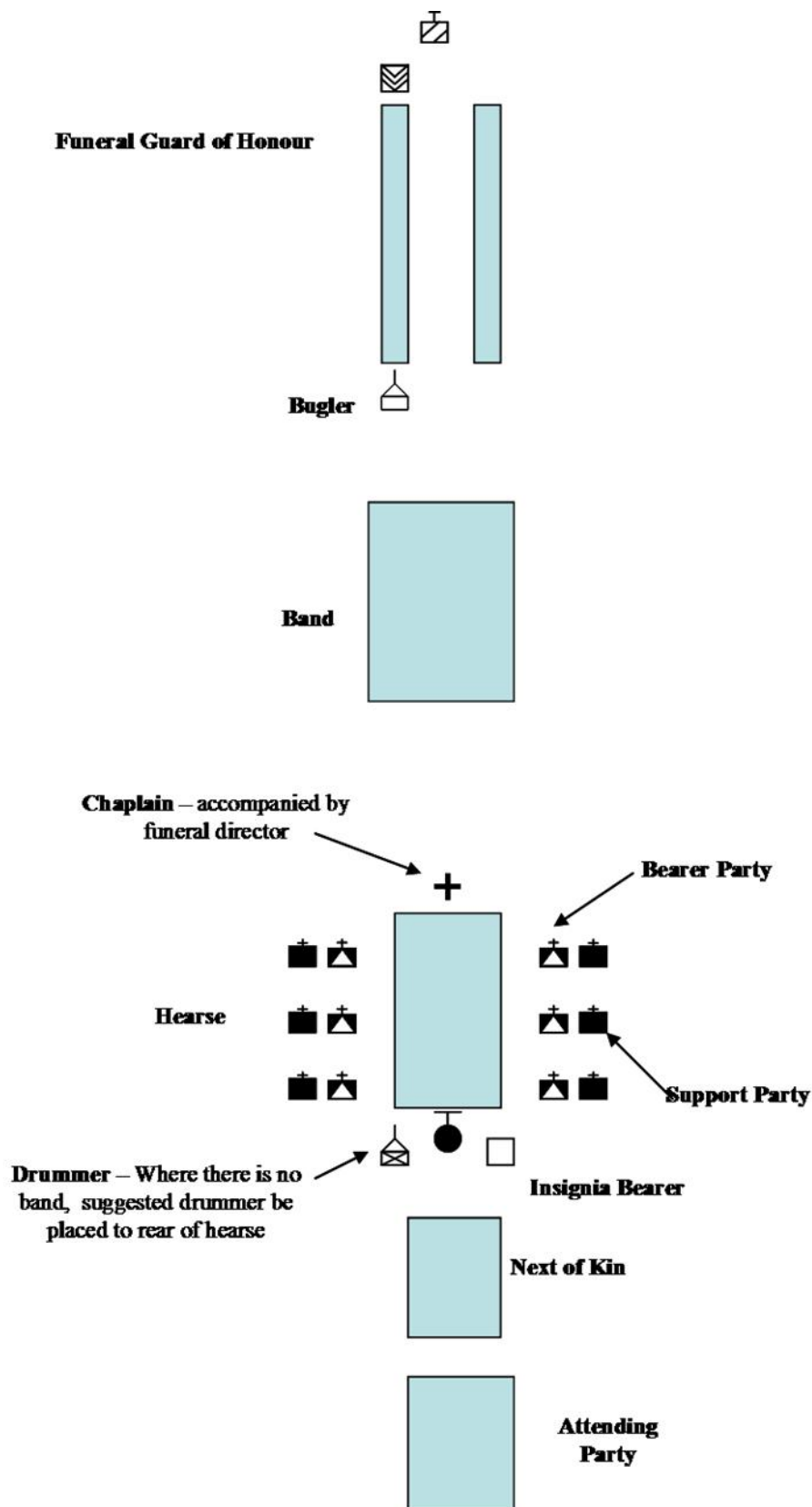
'GUARD OF HONOUR, ATTEN - TION'

4.60 Before the Next of Kin and Attending Party take their positions, both the Guard of Honour and the Band are to take up their positions. The Guard Commander will order:

'GUARD OF HONOUR, MOVE TO THE RIGHT IN COLUMN OF ROUTE, RIGHT – TURN'

4.61 Where there is no Officer Commanding, the Guard Commander is to remain in position to observe that all other parties, including the Next of Kin, are in their positions, and that the Chaplain and funeral director are in position in front of the hearse. Where there is an Officer Commanding, the Guard Commander is to move to the head of the Guard and reverse swords. The Officer Commanding will remain to observe the movements of all other parties, and then move to a position two paces in front of the Guard Commander, and reverse swords.

Figure 4-8 Funeral party in Column of Route



4.62 The Band Drum Major is to give the Band the order:

'FORM BAND, QUICK – MARCH'.

4.63 The Band is to form up in to the required direction with the Drum Major three paces behind the Guard of Honour.

4.64 When all is ready with all parties in position, either the Officer Commanding or the Guard Commander is to order:

'FUNERAL PARTY, BY THE LEFT, SLOW – MARCH'

4.65 The Band is to play suitable music as the Funeral Party moves off, and continue to play for such a distance as has been arranged by the BWOFF

Order of March for the Funeral Procession

4.66 The order of march during the procession is shown in Figure 4-8 and is as follows:

- a. Officer Commanding the funeral party;
- b. funeral guard of honour led by the guard commander
- c. band
- d. chaplain and funeral director
- e. hearse, with bearer party and support party
- f. bearer party commander, insignia bearer and one drummer
- g. next of kin and other family members
- h. official service representatives
- i. attending party
- j. any motor cars or other vehicles accompanying the cortege, such as ambulance or support vehicles.

4.67 A member attending a state or Service funeral in an official capacity is to wear that uniform that is applicable to the occasion. Serving members or retired members in attendance in a private capacity may wear either Service uniform or civilian attire.

4.68 **Street Lining.** Airmen detailed to line the route are to present arms by sections, on the command of the NCO in command of that particular section, as the funeral approaches. The salute is to be held until the Next of Kin have passed.

En Route to the Place of Internment

4.69 The procedures for a Service funeral are such that the Guard, Band, Bearer and Support Parties are required to line either side of the entrance roadway to the place of internment. Generally, the place where the service is held is some distance from the place of internment. Therefore transport arrangements need to be made to allow the Funeral Party to arrive at the cemetery at least 10 minutes before the rest of the funeral cortege.

4.70 Once the funeral cortege has stepped off from the Church/chapel, the Military funeral party will slow march at the head of the cortege to a pre-determined spot arranged by the WOD. There, the Guard Commander will break the Military funeral party in to quick time, and lead them to where the buses will be waiting to take them to the cemetery. The buses will normally be waiting in a side street.

4.71 The Band will play suitable music until the order to quick march has been given. The Chaplain and funeral director will also move to their transport to enable them to be at the site prior to the arrival of the hearse.

4.72 The hearse in the meantime will either continue slowly along the road, or stop, to allow the funeral party time to board the bus and leave for the place of internment. Having given sufficient time for the bus to depart, the hearse and remaining vehicles will proceed to the place of internment.

4.73 The above arrangements may well involve the direct support of local police in areas such as traffic control, and in some cases, the use of police escorts.

At the Place of Internment

4.74 When the Funeral Party arrives at the cemetery, they are to form up at the entrance and be in position ready for the arrival of the cortege. The individual parties are to form up as follows:

- a. **Band.** Nearest to the entrance, opened out on each side of the roadway with the Band Master and Drum Major at the end of each file of the Band (furthest from the entrance), covering off one another.
- b. **Funeral Guard of Honour.** In two ranks opened out on either side of the road. The front rank on the left side (as viewed from the entrance); the rear rank on the right side.
- c. **Guard Commander.** On left flank of the rank on the left side of the road.
- d. **Officer Commanding.** If present, opposite the Guard Commander.
- e. **Bearer and Support Parties and Drummer.** Formed up outside the gates to the grounds, ready to fall in alongside the hearse.
- f. **Bearer Party Commander and Insignia Bearer.** Outside the gates awaiting the arrival of the hearse.

4.75 When the hearse arrives, the Bearer Party and Support Party are to take up their positions alongside the hearse. The Bearer Party Commander takes up position centre/rear of the hearse, with the Insignia Bearer and Drummer to his/her rear. Where space is restricted, the parties should fall in to the rear of the hearse with the Bearer Party Commander and Insignia Bearer to their rear.

4.76 When the funeral cortege arrives at the entrance to the grounds, the Chaplain is to take a position at the head of the procession in front of the hearse. The cortege is to proceed in slow time to as close as possible to the gravesite. The order of precedence in this instance is in reverse order, with the hearse and Next of Kin leading.

4.77 When the cortege enters the gates, the Band Master and Drum Major are to salute on behalf of the Band. As the hearse approaches the Guard, the Guard Commander is to order:

'GUARD OF HONOUR, PRESENT - ARMS'

4.78 When the cortege has passed the Band and the Guard of Honour, the guard Commander will order:

'GUARD OF HONOUR, ATTEN – TION'

The Guard will resume the attention position, and the Band Executives will drop the salute.

4.79 The Drum Major will order:

'FORM BAND, QUICK – MARCH'

4.80 The Band will reform in to the direction of march. The Guard Commander will order:

'GUARD OF HONOUR, OUTWARDS – TURN'

The front rank will incline to the left while the rear rank is to incline to the right.

4.81 The Drum Major will order:

BAND, BY THE CENTRE, SLOW.....'

The Band will step off and lead the Guard to the site of the interment.

4.82 When the Band is clear of the Guard of Honour, the Guard Commander will order:

'GUARD OF HONOUR, SLOW – MARCH'

The two ranks of the Guard are to step off and assume the direction of march behind the Band, ensuring that they remain in open order. The Guard Commander is to be front/centre of the guard.

4.83 The Bearer Party Commander is to ensure that the procession adjusts the step to allow the Band and Guard to gain their prescribed positions in the cortege.

Figure 4-9 Bearer and Support parties march to the gravesite



At the Graveside

4.84 The hearse will continue on to an area as close to the graveside as possible, while remaining vehicles will move to an area set aside for them. The Bearer Party will remove the coffin and turn to face the direction of the grave, with the Party Commander and Insignia Bearer falling in behind. Before moving off, the Chaplain is to take up a position at the front of the coffin and Bearer Party.

4.85 The Support Party is to take up their positions alongside the Bearer Party. If space is an issue, then the Support Party is to fall in behind the Bearer Party.

4.86 The coffin is to be carried in slow time to the graveside, with the procession in the following order:

- a. chaplain
- b. bearer party (coffin) and support party
- c. next of kin and other family members
- d. official representatives
- e. attending party

4.87 Once at the graveside, the Bearer Party is to halt at one end of the grave in preparation to lower the coffin and manoeuvre it over the open grave. All other remaining parties should form up as follows, taking in to consideration local conditions:

- a. **Chaplain.** At the head of the grave.
- b. **Support Party.** On opposite sides of the grave, facing each other.
- c. **Next of Kin and other family members.** Along one side of the grave.
- d. **Official Representatives.**
- e. **Funeral Guard of Honour.** In two ranks opposite the chief mourners. However, because of the firing of volleys, they should be placed some distance away.
- f. **Bugler.** To be placed in the most advantageous position for the sounding of the 'Last Post' and 'Rouse'.
- g. **Band.** To the rear of the Chaplain.
- h. **Attending Party.** Along one end of the grave.
- i. **Bearer Party.** Next to the Attending Party (once the coffin has been placed in the grave).
- j. **Insignia Bearer.** On the right side of the Chaplain.

4.88 When the various parties have taken up their positions at the graveside, the Officer Commanding the Funeral Party is to be positioned where the Chaplain and Funeral Parties can be readily observed. The Funeral Guard of Honour, Band and Support Party are to be stood at ease, with the Guard in the open order. All personnel are to remain standing at ease throughout the service at the graveside. With the exception of the Chaplain, all are to wear headdress.

4.89 The Bearer Party is to be halted at one end of the grave. The Bearer Party Commander is to order the Bearers to lower the coffin to full arms length, and then to have the Bearers manoeuvre the coffin over the grave.

4.90 Prior to arrival, the Funeral Director will have arranged the grave to include either a mechanical lowering device, or poles and straps to be used for manually lowering the coffin in to the grave. Procedures for the Bearer Party to manually lower the coffin using poles and straps are in [Annex 4C](#).

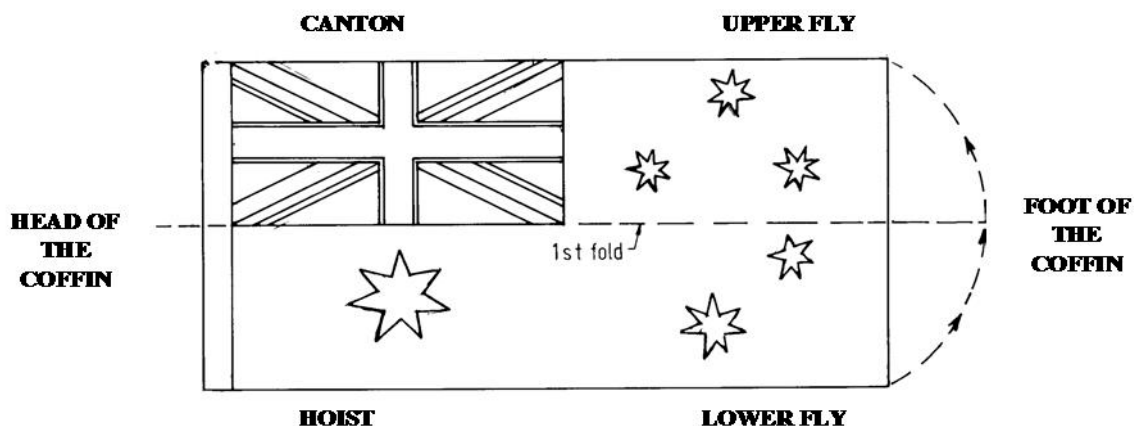
4.91 The Bearer Party is to lower the coffin on to the lowering device or poles. The Party Commander will then order.

'BEARER PARTY, OUTWARDS – TURN'
'QUICK – MARCH'

4.92 The Bearer Party is to march the short distance next to the Attending Party, Halt and about turn and stand at ease. Headdress is replaced. At the conclusion of the ecumenical service and the commencement of the military ceremonial tribute, the Bearer Party Commander is to quick-march the bearers back to their positions either side of the graveside to undress the coffin. At the direction of the Bearer Party Commander the following actions are to occur:

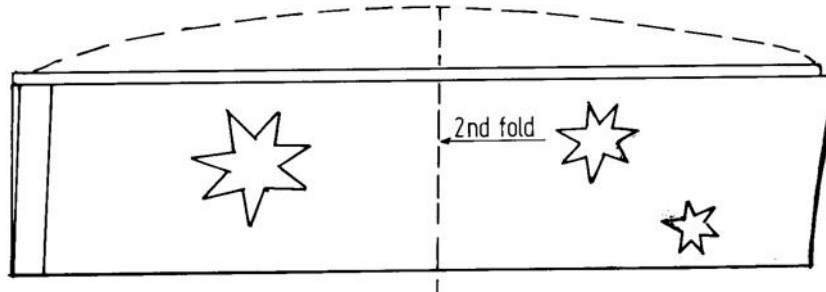
- a. The two members at the centre of the coffin are to individually remove the hat and sword/bayonet and give them to the Bearer Party Commander. The sword/bayonet and hat are held in a respectful manner, the cap being held on top of the sword/bayonet with the peak of the hat facing forward — the sword/bayonet to be held in a horizontal manner. At the same time the flowers and other accoutrements are to be removed and held by the centre member on the left side of the coffin (looking from the foot to the head of the coffin).
- b. The flag is now to be removed from the coffin and folded. The four members at each corner of the coffin are then to kneel on one knee, grasping a corner of the Australian National Flag (ANF) or RAAF Ensign with one hand. All four members are to stand. The flag is to be kept as taught as possible. The two centre members are to take a step backwards. The two members holding the lower Fly and the Hoist containing the Federation Star are to fold the flag towards the upper part of the flag, handing over to the other two members holding the Upper Fly and Canton as shown in Figure 4-10.

Figure 4-10 First fold



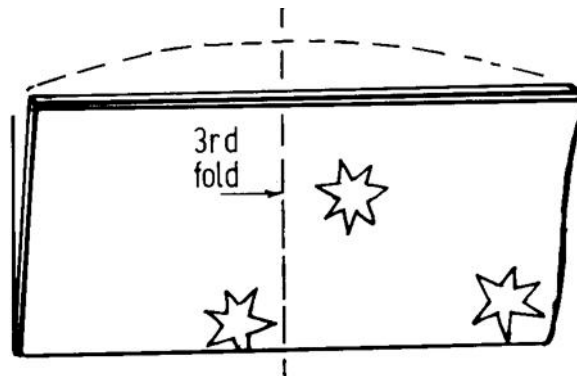
- c. The two members now holding the flag are to step towards each other to create the second fold, as shown in Figure 4-11. Once this fold has been accomplished, the member holding the Fly is to relinquish the flag to the member holding the Flag by the Hoist.

Figure 4-11 Second fold



- d. The member now holding the Flag is to fold the flag once more as shown in Figure 4-12. The Flag may be folded to show either the Federation Star or Union Jack. The member is to place the folded Flag on the forearms of the centre member on that side of the coffin, with the palms of the hand facing upwards. The portion of the Flag showing the desired design (Federation Star or Union Jack), is to face upwards. The two outer members are to return to their positions.
- e. The alternative triangular folding method is shown in [Annex 4F](#).

Figure 4-12 Third fold



- f. The bearers are then to 'inwards, turn'. The bearer holding the flowers is then to replace the flowers on the coffin. The bearers on each corner of the coffin are then to kneel down on their right knee and grasp the lowering strap in their right hand. The bearers are then to stand up, still grasping the strap in one hand and immediately adopt a lifting stance. The Bearers should ensure that they are at a safe distance from the immediate edge of the grave site so as not to disturb the soil and endanger themselves. The bearers are then to lift the coffin, holding it steady and level until the contractor or the remaining bearers remove the two holding poles. After the two poles have been removed, the bearers are then to lower the coffin. The coffin is to be lowered slowly and level until it has touched the bottom of the grave. When the coffin has reached the bottom the bearers are to 'let go' of the strap and stand to attention.

- g. If the coffin is to be lowered by mechanical means, the bearers are to step back two paces (space allowing) while the coffin is lowered.
- h. Once the coffin has been lowered (by either means), the bearers are then to 'outwards, turn' and 'quick, march' from the area.

4.93 The undressing of the coffin is to be carried out in a dignified military manner. When the coffin has been undressed and the bearers departed the area, the commander of the funeral guard of honour is to give the commands:

'GUARD OF HONOUR, AT TEN - TION'

4.94 The commander of the Funeral Guard of Honour is then to give the commands:

'GUARD OF HONOUR, VOLLEYS WITH BLANK CARTRIDGES - LOAD'

On this command, the Guard adopts the Port Arms position, and conducts the firing of volleys as detailed in Part 1, [Chapter 5](#).

4.95 An alternative method for firing of volleys may be desired. The Guard will Port Arms in the normal fashion and load. The Guard Commander will order the Guard to fire by ranks, each rank firing a single blank round on command. Each rank will apply safe immediately they have fired their rounds. When the rear rank has fired their rounds, the command 'STOP' will be given, and the Guard resumes the Port Arms position, and then the 'ATTENTION'.

4.96 The Bugler is to move into position and the commander of the Funeral Guard of Honour is to order:

'GUARD OF HONOUR, PRESENT - ARMS'

4.97 The bugler is then to sound the 'last post' commencing on the second movement of the 'present arms'. The funeral party is to remain at the 'present' while the bugler sounds the 'last post'. Officers with drawn swords are to salute. All members attending in uniform are to salute on the second movement of the 'present arms'; completing the salute on the second movement of the 'attention'.

4.98 At the completion of the 'last post', the Funeral Guard of Honour commander is to give the command:

'GUARD OF HONOUR, ATTEN - TION'

4.99 A one minute silence will now be observed before the playing of the 'Rouse'. All members in uniform are to remain at attention. On completion of the 'Rouse', the bugler will march to the rear of the left flank of the Guard.

4.100 On completion of the service, members of the Bearer Party, Support Party and friends of the deceased may move forward to the grave to pay a personal tribute. No drill movement is required. Individuals in uniform will simply move to the foot of the grave, lower the head in short contemplation and then salute, returning to their position within their parties.

4.101 In the meantime, the members of the Guard are to retrieve all blank ammunition casings, and then under command of the guard Commander, march in quick time away from the area to the waiting transport.

4.102 If the family has requested the flag that draped the coffin, the Official Service Representative will move forward to the family with the flag, and present it to the family.

At the Crematorium Chapel

4.103 Where the funeral service has been held in a church, but the final committal is to be at a crematorium, or the entire service is to be held at the crematorium chapel, the sequence detailed in paragraphs 4.47 to 4.68 is to be observed wherever possible. Location and available space will dictate the initial procedures, although the procedures for moving the coffin into the building will remain the same.

4.104 When the hearse has stopped, the Bearer Party is to hand their headdress to the reserve bearers, about turn and form up to the rear of and either side of the hearse and prepare to remove the coffin. As with the previous church service, the Support Party will line the entrance to the chapel and salute as the coffin passes them on its way in to the building.

4.105 The Chaplain is to be positioned at the entrance to the building and precede the coffin inside. The procession will be in the following order:

- a. chaplain
- b. bearers (and coffin)
- c. bearer party commander (sd cap under the left arm)
- d. insignia bearer (headdress removed)
- e. next of kin
- f. official representatives
- g. attending party
- h. other mourners.

4.106 Meanwhile the Guard of Honour is to be marched to a position far enough away from the building to enable the firing of volleys to be conducted at the appropriate time. The Band will also be marched to a suitable area and stood at ease, while the Bugler will move to the most advantageous position for the sounding of Last Post and the Rouse.

4.107 Inside the chapel, the Chaplain will move to the pulpit, whilst the Bearers carry the coffin towards the bier located in front of the altar. On command from the Bearer Party Commander, the coffin will be placed on to the bier, and the coffin undressed. The flowers will be temporarily removed, whilst the Service cap, sword/bayonet and ANF/RAAF Ensign are removed. The flowers are then replaced on the coffin.

4.108 The ANF or RAAF Ensign is to be folded as before, in a triangular fashion. The Bearer Party Commander will retain the sword or bayonet, held lengthways in the hands, with the Service Dress Cap placed on top, peak facing forward.

4.109 The Insignia Bearer is to place the cushion and insignia to one side of the steps of the altar. When all are ready, the Bearer Party Commander will slow march the Bearers and Insignia Bearer to the rear of the chapel. If there is enough seating, they should be seated at the rear of the chapel, otherwise move outside. The Bearer Party Commander (BWOFF) should be positioned at the entrance to the chapel

during the service, so that an indication to the Guard Commander can be given to commence with the firing of volleys. It should be noted that the lowering, withdrawing of the coffin from the chapel, or the closing of curtains on the coffin, does not necessarily indicate that the service is over. This information is to be obtained by the BWOFF from the chaplain prior to the service.

4.110 On completion of the volleys, the Last Post will be sounded, followed by one minute silence and the Rouse.

4.111 The service over, the ANF or RAAF Ensign may now be presented to the Next of Kin.

4.112 All members of the funeral party may now move to their transport for departure.

Non-Christian Funeral Ceremonies

4.113 The funeral procedure described in this manual has been based around Christian funeral practices, where the deceased is from a non-traditional Christian denomination or a non-Christian religion advice should be sought from the office of the Director General Chaplaincy – Air Force.

4.114 If the next of kin requests no religious involvement in the funeral, the military ceremonial aspects are to be adapted to suit the families' wishes.

4.115 Regardless of the religion or type of service the dignity of the occasion and of the Air Force is to be maintained at all times.

Annexes:

- 4A [Carriage of Colours in Funeral Parades](#)
- 4B [General Guidance for Service Funerals and Cremations](#)
- 4C [Notes for Guidance - Bearer Party Commander](#)
- 4D [Notes for Guidance - Insignia Bearer](#)
- 4E [Notes for Guidance - Support Party Consisting of Senior Officers](#)
- 4F [Triangular Method of Folding a Flag](#)

ANNEX 4A

CARRIAGE OF COLOURS IN FUNERAL PARADES

General

1. When a Colour is carried as part of a Service funeral, it is to be draped with black crepe, measuring 35cm in width, and about 2.5 metres long (Figure 4A-1).
2. The crepe is to be tied in a large bow at the head of the staff, in between the base of the crest and the top of the sleeve of the Colour, with the loose ends trailing.
3. The drape is removed as soon as the service is completed.

Figure 4A-1 Colour draped for a funeral



4. Colours carried at a Service funeral are accorded a Colour Party. Additionally, the funeral guard of honour will be increased from 24 personnel to 48 personnel with relevant executives, in effect forming a Colour Escort Squadron. However, the squadron will still be referred to as a Funeral Guard of Honour.
5. Only one flight will be required to fire volleys with blank cartridges.

Forming Up

6. The Funeral guard of Honour is to form up in line, with the Colours on the flank in their normal position prior to marching on. Where the Colour has not been draped before hand, the Colour Warrant Officer will do so immediately after the Colour has been officially uncased.
7. **Marching in the Colour.** The Commander of the Funeral Guard of Honour is to bring the Guard to attention. However, no salute is given to a draped Colour therefore the Guard remains at the attention while the Colour Party march in the Colour. The Guard is now ready to march in to position in front of the building.
8. All normal drill movements with the Colour are carried out in time with the Guard. The Colour Bearer will adopt the carry and order positions as normal; however the Colour is NOT let fly during salutes.
9. **Colour Party Takes Post.** When the Guard is turned in to column of route ready to step off at the head of the funeral cortege the Colour Party will 'Take Post' as normal with the Colour at the carry. However, once the Colour Party is in position the Colour Bearer will bring the Colour to the slope.
10. During the march along the route, and whilst on the march at the place of internment, the Colour will remain at the slope. Once halted, and with the guard in line, the Colour is returned to the carry and the Colour Party will 'Take Post'. From this point on normal drill procedures are resumed as detailed in Paragraph 8.

Arrival of the hearse/coffin

11. With the Funeral Guard of Honour, Colour Party and Band formed up in front of the building, the combined funeral parties will await the arrival of the hearse carrying the deceased. The coffin is accorded a general salute as it is being taken from the hearse. The Colour is NOT let fly.
12. Once the coffin is inside the building, the Guard and the Band are to complete the salute.

Conclusion of the Church Service

13. The Guard and Band will give a general salute as the coffin is brought from the building and placed in the hearse. Once again, the Colour does not let fly. The salute is completed once the coffin is in the hearse. All funeral party contingents will move to the direction of march, with the Colours acting as described in Paragraphs 9 and 10.

Completion of the Funeral

14. The Colours are to remain draped until the funeral parties have left the place of internment. The Colour is to remain at the slope until clear of the grounds and the parade halted. Once halted, the Colour Warrant Officer is to remove the drapes and the Colour is then brought to the carry. The parade can then continue on to the arranged dispersal point.

ANNEX 4B

GENERAL GUIDANCE FOR SERVICE FUNERALS AND CREMATIONS

General Arrangements

1. The most critical factor in arranging service funerals is the lack of time. Both the Military Support Officer (MSO) and the BWOFF must be prepared to perform their respective duties at short notice.
2. Where possible, a good liaison must be maintained with the contract funeral director to enable arrangements to be made at short notice. Both the chaplain and BWOFF are to make themselves familiar with the general layout of local churches, cemeteries and crematoriums if this is practicable.
3. The necessary equipment and accoutrements are to be held in readiness by the BWOFF.

Action Prior to the Service Funeral

4. When a service funeral is requested, the MSO, Chaplain and BWOFF, always in uniform, are to visit the next of kin to explain the procedure. It is preferable that this happen as soon as possible so that the next of kin's wishes for a Service funeral are known.
5. Next of kin are often in a great state of shock and distress, and the presence of servicemen, and the discussion of funeral procedures may only heighten the state of distress. The Chaplain and BWOFF are therefore to display compassion, understanding, and patience when deciding on final procedures.
6. Where the next of kin elects to dispense with a part of the full ceremony the chaplain or BWOFF is to explain that the only alternative is a limited Service funeral.
7. The officiating minister must be fully briefed on the ceremonial procedure to be adopted at the funeral. Often the minister with his knowledge of the next of kin will aid the Chaplain and BWOFF in deciding on the form the ceremony should take.
8. The officer commanding the funeral guard of honour, when appointed, is to liaise with the BWOFF. The officer commanding is to conduct a reconnaissance of the church and cemetery or crematorium with the chaplain and BWOFF, to establish the precise procedure for the ceremonies. Also, if possible the undertaker and bandmaster should be present.
9. The BWOFF in cooperation with the MSO and Chaplain is to put together the insignia cushion. The cushion is to be constructed of purple or black velvet and where space allows should display the following:
 - a. cap badge as applicable for rank
 - b. rank insignia
 - c. insignia of honours, decorations and medals
 - d. flying badge
 - e. other specialist badges, such as Air Force Ground Combat Badge, commendations, etc.

Figure 4B-1 Example layout of an Insignia Cushion

Training

10. Training is required for the following personnel:
 - a. funeral guard of honour
 - b. bearer party
 - c. insignia bearer
 - d. support party
 - e. bugler and drummer
 - f. cap orderlies.
11. Squadron warrant officers are to assist the BWOFF with this training. Wherever possible members who have experience as Military Skills Instructors should also be detailed to assist with this training.
12. Members of the attending party, if they will be marching, should receive some basic refresher training in drill, especially in slow marching. Members of this party should be responsible enough to seek out this training as they will be representing the Service in public.

Forming Up at Cemeteries and Crematoriums

13. Often the access for an unimpeded approach march at cemeteries, and especially crematoriums affect the procedure to be adopted for forming up. Because of the layout, and the access for mourning coaches and other mourning vehicles, it may be advisable to dispense completely with the procession. A simple alternative may be for the funeral guard of honour to line the route at the rest on arms position, presenting arms by sections as the hearse and mourning cars pass, and, have the supporting party already formed up at the grave side or crematorium Chapel entrance. Once all mourners are assembled at the grave side, or are inside the Chapel, the funeral guard of honour can then be assembled.

14. When volleys are to be fired at a crematorium, care must be taken to face the guard so that the sound will not reverberate directly into the Chapel.

Firing of Volleys

15. Firing of volleys in a public place may cause anxiety among members of the public and local authorities should be consulted and informed of the procedure during the planning for the funeral.

16. Just before the volleys are fired, as the noise is often a severe shock to mourners, the Chaplain is to advise the mourners that volleys of blanks will be fired, and to prepare themselves for the shock of the noise.

17. The chaplain or BWOFF is to carefully explain to the next of kin the shock that the volleys can often cause. They are to advise that RAAF preference is for the firing of volleys and the sounding of 'Last Post and Reveille' to remain as part of the military ceremony. However if the next of kin so request, the volleys and bugle call will be deleted.

Medical Support

18. A medical support plan is to be raised in cooperation with the MSO. Risk factors to be considered include but are not limited to:

- a. anticipated weather conditions
- b. age of the mourners
- c. length of the ceremony
- d. location of nearest medical facility and/or medical response time
- e. rest and hydration facilities
- f. religious or cultural requirements.

ANNEX 4C

NOTES FOR GUIDANCE - BEARER PARTY COMMANDER

Church or Chapel

1. Where the bearer party is in attendance during the service, the following positions are to be adopted whenever possible:
 - a. If there is a centre aisle, half the number of bearers and the bearer party commander are to be in the rear seat on the left side facing the altar, and half the bearers and the insignia bearer (if one is included) on the right side. All are to be positioned so that when they form up in twos in the centre aisle they are in their relative position to carry the coffin from the church.
 - b. If there is no centre aisle, the party is to be seated in the two rear rows of seating adjacent to a side aisle half the number of bearers in each row, positioned so that when they form up in the aisle, in twos, they are to be in their relative positions for carrying the coffin.
 - c. So that they are able to follow the party to where the coffin is positioned, the bearer party commander and insignia bearer are to be seated furthest from the aisle.

Funeral Parlour or Short Service

2. When the funeral service takes place in a funeral parlour where space is limited, or the service is of a short duration, the bearer party is to be formed up in twos outside the exit door. At the conclusion of the service they are to be led by the bearer party commander in slow time to their relative positions beside the coffin.

Procedures for Handling a Coffin

3. The coffin is to be carried feet foremost. The only change to this is where the deceased is clergy, where tradition dictates that they be carried head first. Bearers are to act on words of command given by the Bearer Party Commander, which are to be given in a quiet, low voice as movements cannot be controlled through signals.
4. The Bearer Party is to be positioned with three on each side of the coffin evenly space. Where a larger or heavier coffin is used, four personnel on each side may be used.
5. When carrying the coffin, the coffin is to rest upon the inside shoulders of the bearers. The inside arm of each bearer is to be extended underneath the coffin with the hand resting on the outside shoulder of their opposite number. The outside hand is raised in front of the face and holds the handle, or cups the lower rim of the coffin to prevent any rolling motion. The bearers are to also step off with their inside feet; the right hand members with the left foot; the left hand members with the right foot.
6. When steps are encountered, either moving up or down, it may be necessary for the Bearer Party Commander to support the lower end of the coffin to prevent the coffin slipping forward or backwards. When moving down steps, the Bearer Party Commander will be required to move from the designated position behind the coffin and move to the front, forcing the Commander to move backwards, Figure 4C-1.

Figure 4C-1 Guiding a coffin downstairs

7. The headdress of the bearers and commander are removed and held by the reserve bearers or designated orderlies.

Orders for Lifting, Carrying and Lowering a Coffin

8. **Normal Method.** All orders for handling the coffin are given by the Bearer Party Commander. When the coffin is being taken from the hearse, the bearers are to line up behind each other, three (or four) on either side of the vehicle, facing the rear. The first bearer on either side of the hearse are to step forward on the command:

'POSITION'

The bearers are to move to the coffin and bending slightly forward with arms straight, place both hands under the coffin as far as the base of the thumb, as shown in Figure 4C-2.

Figure 4C-2 Bearers take position

9. When the first two bearers have taken up position as detailed above, the next command is:

'PREPARE TO LIFT'

The first two bearers are to take the weight of the coffin and slowly begin to slide the coffin from the hearse, at the same time taking small steps sideways from the vehicle.

As the coffin is being removed, the next two bearers will step forward and similarly take the weight of the coffin and begin to move sideways in step with the first two bearers as depicted in Figure 4C-3.

Figure 4C-3 Bearers prepare to lift



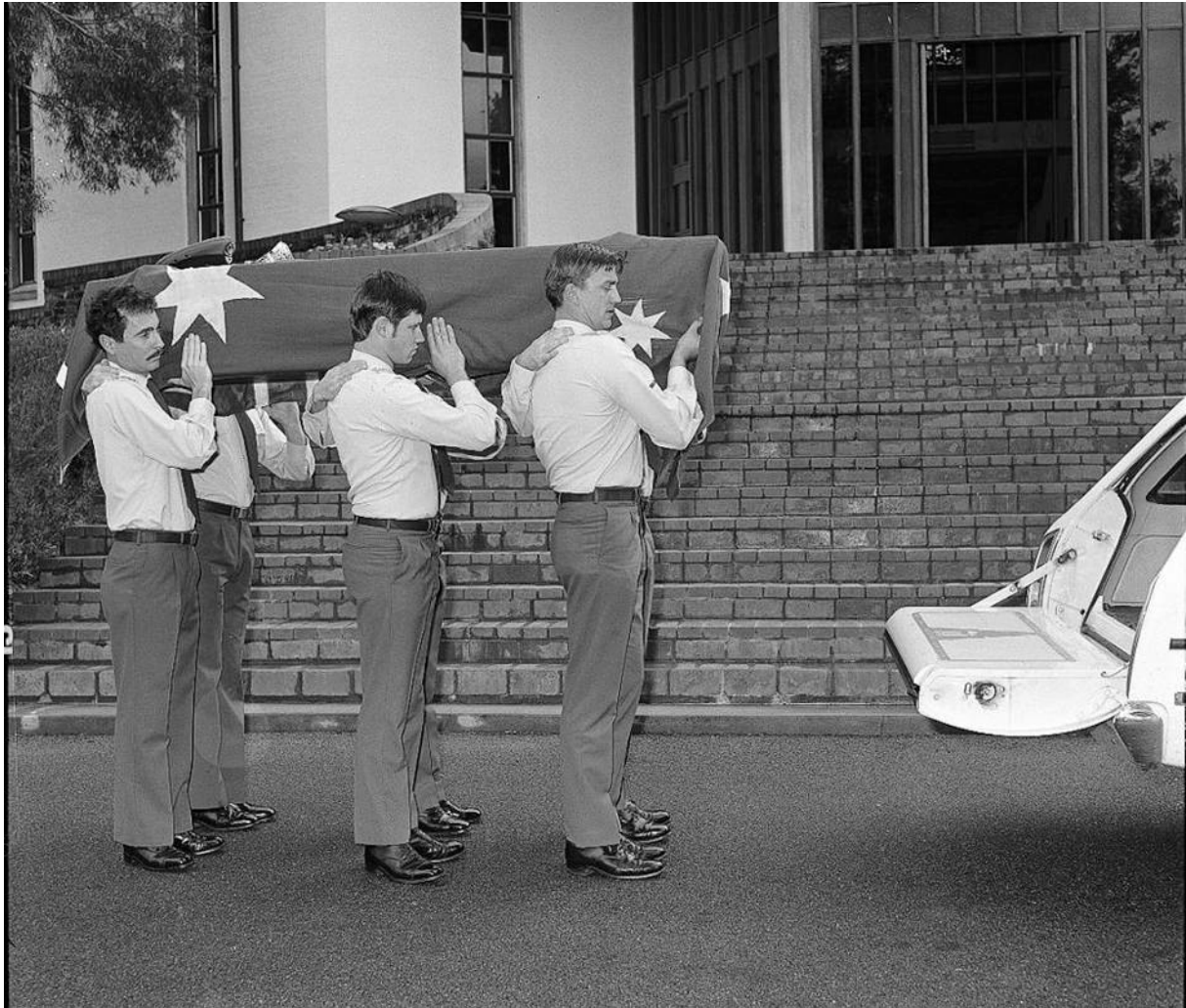
10. The movement is repeated by the remaining two bearers until the coffin has been completely removed from the hearse, as shown in Figure 4C-4.

Figure 4C-4 Coffin removed from the hearse

11. When the coffin is clear of the hearse, the bearers are to stand still. The next command will be:

'LIFT'

The bearers are to lift the coffin evenly until slightly above shoulder level. Then, turning their bodies towards the feet end of the coffin, take its weight on the inside shoulder, at the same time placing the inside arm around the shoulder of their opposite number. The outside hand is then placed upon the side of the coffin, just under the rim for added support as depicted in Figure 4C-5.

Figure 4C-5 Bearer party on the command "Lift"

12. Once the bearers have taken the weight of the coffin and the cortege is ready to proceed, the Bearer Party Commander is to give the command:

SLOW - MARCH'

On this command the bearers are to step off with the inside foot to avoid rocking of the coffin. Paces should be kept short and while the step is to be maintained, bearers must not attempt to carry out a ceremonial slow march, but are to adopt a funeral walking pace, maintaining step with the funeral guard of honour. The posture of the bearers must be erect at all times, looking directly to the front and not downwards.

When the bearers are out of step, the Party Commander is to halt the party, wait a few seconds, then recommence the slow march.

13. At times it may be necessary for the bearers to halt to clear an obstacle or to change direction. In these instances the Commander may give the following commands:

'HALT'

No drill movement is required. The bearers are to simply stop.

`COFFIN RIGHT/LEFT'

The bearers using short steps in a forward and sideways motion are to rotate the coffin towards the required direction.

'FORWARD'

The bearers move off, inside feet first, in the required direction.

The above procedures are also used when the coffin is being carried at arms length.

Placing a Coffin into a Hearse and onto a Catafalque or Bier in a Church or Crematorium

14. When the bearers approach the position where the coffin is to be placed, the Bearer Party Commander is to give the command:

`HALT'

On this command, the bearers are to halt as described in Paragraph 13.

When the bearers are settled, the next command is:

`PREPARE TO LOWER'

The bearers are to remove the inner hand from their opposite number's shoulder, while at the same time turning their body towards the coffin and supporting the weight of the coffin underneath with both hands at shoulder height. When the bearers are settled, the Commander will order:

'LOWER'.

The bearers are to lower the coffin evenly until it is supported at full arms length and then by moving sideways with small steps place the coffin in the following manner:

Into a Hearse. When the coffin is placed into the hearse, as each bearer reaches the back of the hearse they are to turn outwards independently and march to their respective positions beside the hearse. The funeral director will secure the coffin in the hearse.

Onto a Catafalque or Bier. After the coffin has been placed centrally on the catafalque or bier, the Bearer Party Commander is to order:

`BEARERS - RIGHT AND LEFT - TURN, QUICK - MARCH'.

The Bearer Party are to march away to either take their seats at the rear of the building for the remainder of the service, or march out of the building, until time comes to retrieve the coffin.

Placing a Coffin on Supports over a Grave

15. Where the lowering of the coffin is to be done manually, the funeral director will have pre-positioned supporting poles and straps across the width of the grave. The poles are used to support the coffin prior to the manual lowering in to the grave.

16. After the bearers have reached one end of the gravesite and have been halted, the Bearer Party Commander is to give the commands:

`PREPARE TO LOWER'.

On this command the bearers are to remove the inner hand from their opposite number's shoulder, while at the same time turning their body towards the coffin and supporting the weight of the coffin underneath with both hands at shoulder height.

When the weight has been taken, all members of the Bearer Party are to manoeuvre the coffin over the open grave directly above the poles. When the bearers are settled the commander of the bearer party is to order:

'LOWER'.

On this command the bearers are to lower the coffin evenly until it is supported at full arms length and position the coffin onto the supports over the grave. Care must be taken by the bearers around the edges of the grave.

Once the coffin has been placed on the supports, all bearers are to stand to the `Attention' position at the same time.

Dressing the Coffin

17. Where the deceased person was a serving member of the RAAF, the Australian National Flag (NSN 661162804) or the RAAF Ensign may be used to cover the coffin. Which of these two flags is used is a decision for the Next of Kin.

18. The flag is placed on the coffin with the sleeve of the flag at the head, with the Union Flag in the Canton draped over the left shoulder.

19. A floral tribute is placed at the foot of the coffin. A Service cap is placed at the head of the coffin, which will denote the status of the deceased (officer, WOFF or airman), together with a sidearm (sword for officer/WOFF, and bayonet for airman. Swords and bayonets are to remain in their scabbards).

20. In some instances in addition to the military insignia. Next of Kin may wish to include an item of significance relating to the deceased.

21. As previously discussed in this chapter, the Bearer Party Commander, normally a BWOFF, is responsible for the dressing of the coffin, which wherever possible, should be carried out at the funeral parlour prior to the coffin being transported to the venue for the service. However, where exigencies exist, this may have to be carried out in the church or chapel.

22. Figure 4C-6 depicts a coffin dressed with officer accoutrements, while Figure 4C-7 shows a coffin dressed with airman accoutrements.

23. Figure 4C-8 shows a coffin ready for manual lowering by the Bearer Party. The coffin is resting on poles, while the straps are laid out ready for use by the Bearer Party during the lowering process.

Figure 4C-6 Coffin dressed for a Commissioned or Warrant Officer



Figure 4C-7 Coffin dressed for a Flight Sergeant and below



Lowering the coffin

24. The two methods of lowering a coffin into the grave are by means of poles and straps, or by a mechanical lowering device. When the coffin is placed upon the poles and straps, it is lowered manually. After a coffin has been placed on the poles and straps, the bearer party is to raise the coffin by the straps to enable the funeral director to remove the poles; then they are to gently lower the coffin ensuring that it is lowered evenly. This procedure is normally carried out after the committal prayers, as part of the military funeral honours. When placed upon a lowering device, the coffin is lowered mechanically by the funeral director.

Figure 4C-8 Coffin in position for manual lowering



ANNEX 4D

NOTES FOR GUIDANCE - INSIGNIA BEARER

General

1. The Insignia Bearer is to liaise with either the MSO or BWOFF to ensure that orders and insignia of the deceased are available. The Insignia Bearer is to make them-selves known to the Bearer Party Commander, and become familiar with the procedure to be followed during the funeral service. The Insignia Bearer will come under the direction of the Bearer Party Commander for the duration of the service.

PROCEDURE

Positioning of Cushion in a Church

2. At the church or chapel the insignia cushion of black or purple velvet, approximately 40cm square, with insignia and orders suitably secured, is to be placed on a table or upon the steps to the altar conveniently positioned near the coffin. Where space permits, the cushion should be located (in relation to the coffin) furthest from the altar rail, ideally visible to the congregation during the service.

Position of Insignia Bearer

3. In church, the Insignia Bearer should be positioned with the bearer party on the right side of the aisle facing the altar.

Leaving a Church

4. The Bearer Party Commander and Insignia Bearer, when alongside the table on which the insignia is placed, are to halt and turn to face each other. The Insignia Bearer is to raise the hands, just above the level of the waist belt, with the palms uppermost. The Bearer Party Commander is to raise the cushion bearing the insignia and place it on the hands of the Insignia Bearer who is to move to one side leaving a clear passage for the bearer party. The Insignia Bearer is to slow march from the church behind the Bearer Party Commander.

At the Graveside

5. At the graveside, the Insignia Bearer is to be on the right of the Chaplain.

At a Crematorium

6. At a crematorium, the Insignia Bearer is to slow march into the building behind the bearer party, and move to a position to one side of the building, on the right of the Chaplain. If there is a raised dais, the Insignia Bearer is to remain at ground level, but to the Chaplain's right.

Disposal of Insignia

7. The disposal of the deceased's insignia is to be ascertained during the funeral arrangements with the NOK. Under normal circumstances, the insignia will be returned to the NOK at the completion of the burial or cremation. The return of the insignia is a symbolic gesture from the Service of the return of their loved one to the family. Normally this would be carried out by the Insignia Bearer, however a specified serving member who wishes to undertake this procedure due to either family ties or friendship may be selected to carry out the return. The insignia are to be returned in a dignified manner, with the member carrying out the duty saluting the family on completion.

ANNEX 4E

NOTES FOR GUIDANCE - SUPPORT PARTY CONSISTING OF SENIOR OFFICERS

Action prior to the Funeral

1. There is always difficulty in arranging travel so that all concerned can be gathered together for a detailed briefing prior to the service. Consequently, briefing is usually conducted at the church immediately prior to the service. To assist the funeral organizers, travel arrangements should be made so that the supporting party is assembled at the church at least 25 minutes prior to the arrival of the Chief mourners.

Procedure at the Church

2. The supporting party is to follow the procedure detailed in this chapter. Positioning of transport for the supporting party will be dictated by location. Preferably, the cars should be positioned in the cortege behind the chief mourners' cars so that when the funeral party breaks into quick time, the members of the supporting party break off and move to their respective vehicles.

Procedure at the Gravesite

3. Depending on location it may be impractical for the supporting party to march with the hearse from the cemetery entrance to the gravesite. If this is the case then the supporting party should remain in the cars in the cortege. On arrival at the gravesite, while the bearer party is positioning the coffin on the lowering device, the supporting party is to assemble ready to take up position by the grave as soon as the bearer party has moved away.

Procedure at the Crematorium

4. The bearer party should not remove the coffin from the hearse until the supporting party is in position on either side of the entrance to the chapel. The supporting party is to pay compliments as the coffin is carried into the chapel. When the bearer party has entered the chapel, the supporting party then breaks off and joins the congregation.

ANNEX 4F

TRIANGULAR METHOD OF FOLDING A FLAG

1. The four members at each corner of the coffin are then to kneel on one knee, grasping a corner of the Australian National Flag (ANF) or RAAF Ensign with one hand; at the same time the two members in the middle are to take one step backwards; the four corner members are then to stand up holding the flag firmly.
2. The bearers are then to fold the flag in a triangular fashion, beginning the fold from the fly of the flag; the last fold is to be tucked under the previous fold. The flag is folded in half twice (length wise) and during this process the flag is passed from over the gravesite to two members on either the right or left hand side (depending on the area). The two members begin folding the flag in a triangular fashion from the fly, keeping the flag pulled tight at all times during this process.
3. The illustrations below show the method of folding the flag in to a tricorn or triangular shape.

Figure 4F–1 Flag laid out



Figure 4F–2 The first fold



Figure 4F–3 Second fold



Figure 4F-4 Third Fold



Figure 4F-5 Forth Fold



Figure 4F-6 Triangular fold concluded



Figure 4F-7 Tuck in the hoist to hold and complete the fold



Figure 4F-8 The finished fold



4. Whether the Federation Star or Union Jack is uppermost is discretionary.

CHAPTER 5

FREEDOM OF ENTRY CEREMONIES

General

5.1 The granting of the 'Freedom of Entry to a City' to a military unit is a ceremony that has very old origins. The early history of Europe shows that walled cities and trained soldiers protected citizens from death or capture by marauding armies. The right of entry to a city by outside soldiers was therefore rarely granted by authorities. When such grants were made, much ceremony was associated with the privilege, demonstrating the pride of the unit concerned, and the trust bestowed by the citizens. Cities are no longer walled nor do they train their own armies. However, for geographical and other reasons, strong links are forged between RAAF units and the cities where they are stationed. Today, a 'Freedom of Entry' indicates the pride the local municipality has in its long associations with the RAAF Base or unit involved, and is reflected in the traditional format of the 'freedom' parade.

5.2 Granting of a 'freedom' may be conferred by any civic or municipal authority to a unit or a RAAF establishment. It is preferable for the 'Freedom of Entry' to be granted to a base as a whole, however this is not binding and a municipal authority, with the concurrence of the unit or establishment concerned, may decide on conditions applicable to any particular 'freedom of Entry'. Once it has been decided what Air Force element the municipal authority wishes to grant the 'Freedom of Entry' to, the authority is to write to CAF requesting the acceptance of the invitation for the Air Force Element. CAF will respond to the municipal authority and the OC/CO of the RAAF element involved informing them of the acceptance or declining the offer. Units wishing to exercise their Freedom of Entry are to request approval through their chain of command, from Air Force Headquarters.

5.3 In this instruction the term mayor may also apply to a lord mayor or shire president, which ever is applicable.

CEREMONIAL PARADE PROCEDURES FOR THE GRANTING OF THE FREEDOM OF ENTRY

5.4 As an overview, the ceremonial parade procedures for the granting of the Freedom of Entry to the city will follow the sequence listed below:

- a. The parade forms up on an area adjacent to the town hall. The cased Colours are marched to their position on the flank of the parade.
- b. The mayor and official party arrives and the mayor inspects the parade.
- c. The mayor addresses the parade; the town clerk reads the scroll proclaiming the 'freedom', and the mayor then presents the scroll to the parade commander.
- d. The parade commander replies to the mayor's address.
- e. Swords are drawn; the Colour is uncased and marched on parade.
- f. The parade advances in review order and gives a general salute to the citizens of the city.

- g. The parade marches past the reviewing officer and continues on toward the town hall or other predetermined point for the 'exercising the right of 'Freedom of Entry'.
- h. The parade is stopped at a point just prior to the town hall by the senior police officer and permission to pass is given.
- i. The parade marches past the town hall and the mayor takes the salute.
- j. The parade is dismissed.

Composition of the Parade

5.5 The parade is to be a ceremonial representation of the unit or establishment. This representation is normally to be an escort squadron and at least one representative squadron, however, a large formation may, if space permits, parade as a wing. The parade is to be in the appropriate ceremonial dress, and armed as for a ceremonial parade.

Parade Commander and Host Officer

5.6 The parade is to be under the command of either a wing commander or group captain. The officer commanding or commanding officer of an independent unit is to act as host to the mayor, and is to accompany him/her at all times.

Colours, Flags and Ensigns

5.7 When a base has been granted the 'Freedom of Entry', all Colours, Standards and Banners of the units at the establishment are to be paraded. However, where a single unit is accorded a 'freedom', only that unit's Colour is paraded. If the unit or formation granted the Freedom of Entry does not possess a Colour, the RAAF Ensign is to be paraded. The RAAF Ensign may be carried in Freedom of Entry ceremonies in conjunction with Colours, though this is optional and is at the discretion of the organizing authorities. If this occurs the Ensign is senior to all Colours, so is to be marched on after and marched off prior to the Colours. This is to ensure the Colours are let fly in salute to the Ensign.

5.8 Where RAN and/or Army units are part of a Base 'Freedom of Entry' the ANF or AWE are not to be paraded separately. Colours only are to be paraded, as RAN and Army regulations prohibit the parading of the ANF and AWE with Colours. If no Colours are to be paraded then a tri-service flag party may be suitable in accordance with ABR 1834 and Army Drill and Ceremonial Manual. The ADF Ensign is not to be paraded in conjunction with or in place of, single service Ensigns.

5.9 The Australian National Flag and the RAAF Ensign are to be flown behind the dais. Also, if permission is granted by the mayor, the RAAF Ensign should be flown at the town hall. Where this is allowed, the Ensign should be behind the saluting point (the Australian National Flag would normally be flown elsewhere on the town hall), or may be flown on the footpath on a temporary pole in front, but slightly to the right of the saluting point. Care must be taken that the RAAF Ensign is not placed in an inferior position to a State flag.

Moving to the Parade Ground

5.10 The parade is to form up clear of the area designated as the parade area. This area should ideally be a municipal park in close proximity to the town hall. A local band may entertain the crowd before the ceremony, but must be clear of the designated parade ground before the ceremony commences.

5.11 The formed parade is to march on to the parade area in column of route. Swords are not drawn. The parade is turned into line, and officers are posted in review order. The parade is to be at the open order prior to the inspection. During these procedures the band is not to play, but a drum beat may be sounded to keep the step. The parade is then stood at ease awaiting the arrival of the mayor and the official party. Where guests entitled to a salute (eg the Governor) arrive before the official party, they are to be given the appropriate musical compliment.

5.12 The cased Colours or the RAAF Ensign (when applicable) are marched on with the parade; however, the Colour party/Ensign bearers are to act independently of the parade commander. Under the control of the Colour bearer, the cased Colours are marched to a position 25 paces from and 10 paces forward of the left flank of the parade, facing the centre of the parade ground. If the RAAF Ensign only is paraded, the Ensign Bearer will be positioned 25 paces from and 10 paces forward of the left flank.

Inspection by the Lord Mayor or Mayor and Presentation of the Scroll

5.13 On arrival of the mayor and the official party, the parade is called to attention and a general salute is given.

5.14 The mayor is then invited to inspect the parade (but not the Colour Party). After his return to the dais, the parade commander is to invite the mayor to address the parade. Before the address the parade commander is to stand the parade at ease.

5.15 After the address, the town clerk is to read the scroll promulgating the resolution of the council to grant the 'Freedom of Entry to the City', to the particular unit or establishment. The mayor is then to invite the parade commander to accept the scroll. The parade commander, accompanied by the parade warrant officer, is to march forward and accept the scroll, and then pass the scroll to the parade warrant officer. In accepting the scroll, the parade commander is to reply briefly to the mayor's address. After this, the officer commanding or commanding officer (acting as Host Officer), should shake hands with the mayor and, after the parade commander and parade warrant officer have resumed their positions, address the parade.

5.16 Once the Host Officer has finished the address, the Parade Commander (PC) is to order:

PARADE, ATTENTION
'OFFICERS AND WARRANT OFFICERS, DRAW – SWORDS'

Marching On the Colours

5.17 Once the draw swords is complete, the PC will order:

UNCASE THE QUEEN'S COLOUR / SQUADRON STANDARD / GOVERNOR GENERAL'S BANNER FOR(Name of Unit)
 Or where there is more than one Colour:
 'UNCASE THE COLOURS'

5.18 The Colours are uncased. Once the uncasing is complete, the PC will order:

'PARADE, ATTEN – TION'
 The Colour Bearer brings the Colour to the carry.
 'MARCH ON THE...(Name of Individual Colour, Standard or Banner)'
 or
 'MARCH ON THE COLOURS'
 'PARADE, GENERAL SALUTE, PRESENT – ARMS'

5.19 The Colours are to march on and take up their position between the flights of the Colour Escort Squadron. Normal Colour protocols are to be observed when marching on more than one Colour. The Colour Bearer will bring the Colour Escorts to the present arms and the Band will play Point of War.

Whilst normal ceremonial parade procedures would have the Colours marched forward for Point of War, it is suggested that on this occasion it is not necessary, and may be dispensed with if so desired.

5.20 The PC will now order:

'PARADE, ATTEN – TION'

Marching On the RAAF Ensign (if applicable)

5.21 The PC will order

'MARCH ON THE ROYAL AUSTRALIAN AIR FORCE ENSIGN, GENERAL SALUTE, PRESENT – ARMS'
 The ensign bearer then marches to their position, six paces centrally in front of the parade (or if Colours are also being paraded, two paces to the right of the right guide), halts and turns to face the dais. When halted the "RAAF Salute" (Schedule H) is played. The parade commander then is to give the orders:
 'PARADE - AT TEN – TION'
 'PARADE WILL ADVANCE IN REVIEW ORDER, BY THE RIGHT, QUICK – MARCH'
 Where possible, the parade is to advance 15 paces and halt. However, if space is restricted the Advance may be omitted.
 'PARADE WILL SALUTE THE CITIZENS OF(CITY)...., GENERAL SALUTE, PRESENT – ARMS'
 The Colours are let fly and the band will play the 'General Salute'.
 'PARADE, ATTEN – TION'

5.22 The parade is now ready to exercise its 'Freedom of Entry'. When in column of route the position for the RAAF Ensign is five paces directly behind the parade commander.

Procedure for Exercising the Freedom of Entry

5.23 If the 'Freedom of Entry' is then to be exercised, the parade commander should march to the dais and advise the mayor that the parade now wishes to exercise its 'Freedom of Entry'. The parade commander is to return to the parade and as the mayor and official guests leave (in reverse order to their arrival), appropriate salutes are to be given. Once all official guests have left, the parade is stood easy and a short period is allowed for the official party to position themselves at the town hall. The parade is then to be marched from the parade area along the designated streets to the town hall.

Figure 5-1 Exercising the Freedom of Entry, position of the Air Force Ensign and Colours



5.24 **The Challenge.** As the parade approaches the town hall the senior police officer (acting in the capacity of city marshal) is to challenge the parade. A public address system should be located at this point, being removed after the challenge has been made.

5.25 The following challenges and replies are to be given (the reply will vary slightly according to the terminology in the 'freedom of Entry' document/scroll and also the type of weapon being used (with regard to bayonets):

- a. Police Officer – 'HALT', and the Police officer should hold up his/her hand. The band is to cease playing on the 'HALT' order.
- b. Parade Commander - 'PARADE, HALT'
- c. Police Officer - 'WHO COMES HERE'
- d. Parade Commander - OFFICERS, WARRANT OFFICERS, AIRMEN AND AIRWOMEN OF (Unit)... EXERCISING THEIR RIGHT AND PRIVILEGE TO MARCH THROUGH THE CITY OF ...(City)... WITH SWORDS DRAWN, DRUMS BEATING, BANDS PLAYING AND COLOURS FLYING'.

5.26 At this point the parade warrant officer is to march forward and show the scroll to the police officer.

- a. Police officer - 'I ACKNOWLEDGE YOUR RIGHT AND PRIVILEGE. PASS OFFICERS AND AIRMEN OF ...(Unit)... WITH THE LORD MAYOR / MAYOR AND COUNCIL'S AUTHORITY'. (This reply will vary slightly according to the terminology in the freedom document/scroll.).
- b. Parade commander - (After the microphone has been removed) 'PARADE, BY THE LEFT, QUICK - MARCH.

Figure 5-2 The challenge, showing the scroll



5.27 The parade is then to march past the town hall and an 'eyes right/left' is to be given. The parade should continue a short way past the town hall, and if possible should pass the local war memorial or cenotaph where an 'eyes right/left' is also to be given. At a suitable distance from the town hall, the parade is to be halted, the Ensign then Colours are to be marched off, and the parade dismissed.

Exercising the Freedom of Entry

5.28 Having been granted a 'freedom' the unit or establishment should exercise that right on a regular basis, every two to five years. The exercise of the 'freedom' should coincide with a date that has meaning to the city, unit or establishment. Obvious dates that should be considered are those that coincide with the formation of a unit or establishment of a city.

5.29 The ceremony is then to follow the procedures detailed in paragraphs 5.16 to 5.27.

DISBANDMENT OF A RAAF UNIT

5.30 When a RAAF unit which has been accorded a 'freedom' is to be disbanded, a final parade exercising that 'freedom' should be held. After this parade the officer commanding or commanding officer is to advise the civic authorities of the disbandment, so that the 'freedom' may be cancelled.

5.31 The formal advice must be in writing, although a verbal reference may be made in an address to the mayor by the parade commander, prior to the parade marching off the assembly area to exercise the final right of entry. Once a 'freedom' is cancelled, the civil authorities are to advise the officer commanding or commanding officer by official letter that the 'freedom' has been cancelled. That letter and the scroll are then to be lodged in the RAAF Museum at Point Cook.

CHAPTER 6

GUARDS OF HONOUR

Introduction

6.1 The term 'Guard of Honour' can be applied to various forms of guards that are mounted for visiting dignitaries. The most common single Service guards are:

- a. ceremonial gate guard
- b. stairway guard.

6.2 Other forms of guards of honour are:

- a. royal or full guard
- b. half guard
- c. credential guard.

6.3 With the formation of the Australian Federation Guard (AFG), the need for individual Services to mount Royal Guards, Half Guards or Credential Guards has all but disappeared, with the AFG performing these types of ceremonial duties on behalf of the ADF. Whilst each of the guards' functions are explained below, this chapter will deal with the procedures of the more common Ceremonial Gate Guards and Stairway Guards. Notwithstanding this, it has been deemed appropriate to retain the formats for these guards for future reference, should the need arise where the RAAF is specifically requested to perform them. Therefore, the formats have been placed as annexes to this chapter.

Function of each Guard

6.4 **Ceremonial Gate Guard.** During the days when Service personnel would be rostered for guard duty on military establishments, it was often their responsibility to greet ranking personages arriving on base. The Duty Officer would order the SNCO Guard Commander to 'turn out the guard' and with the assembled guard lining the route into the base, provide the necessary compliments to the personage upon their arrival. Invariably the Guard was inspected before the personage continued in to the base.

6.5 The provision of Service personnel for dedicated guard duties no longer exists. However, RAAF Establishments are often visited by personages, who would be entitled to have that guard 'turn out' and pay compliments. Where such occasions arise, then a special 'Ceremonial Gate Guard' may be mounted. Such a guard is not to be provided for a personage below Air Vice-Marshal or equivalent naval or military rank or civilians entitled to a salute as detailed in [Chapter 3](#).

6.6 **Stairway Guard.** Stairway Guards are mounted to welcome ADF and foreign officers of two star and above rank, who arrive at a RAAF base by aircraft. A Stairway Guard may also be used to formally greet other VIP's who are transiting the base or not being greeted by a Royal or Half Guard. Stairway Guards are to be conducted in the vicinity of Air Movements where it is easily accessible by all aircraft types. The area is to be clearly designated as the VIP arrival point.

6.7 A Stairway Guard may also be conducted at the entry point to a building (usually the Headquarters) being visited by an entitled person. The VIP should only be ceremonially greeted once, if they are visiting the base or two or more units on base, they should be greeted on entry to the base by a Gate or Stairway Guard comprised of personnel from the units being visited. If the VIP is visiting a single unit on the base, it may be more appropriate to greet them with a Stairway Guard at the unit HQ.

6.8 Ceremonial Gate Guards and Stairway Guards should not normally be provided where the dignitary is to receive a Guard of Honour at the establishment, or is attending as a Reviewing Officer for a Parade. However, the exception would be where there is a considerable time delay between their arrival and the Guard of Honour or Parade. Ceremonial Gate Guards and Stairway Guards are not normally conducted on the departure of the dignitary.

6.9 **Royal Guard (Full).** A Royal Guard will normally be Tri-Service and may only be mounted for:

- a. Her Majesty the Queen
- b. members of the Royal Family having the title His, Her Royal Highness
- c. Governor-General of the Commonwealth of Australia
- d. Foreign Sovereigns, Presidents, Prime Ministers and Heads of State
- e. Governor-Generals of other Commonwealth Nations
- f. State Governors
- g. Ceremonies of State.

6.10 **Half Guard.** A Half Guard will also normally be Tri-Service and may be mounted for:

- a. Visiting Heads of Government
- b. Prime Minister and State Premiers
- c. Australian and visiting officers of two star rank and above for whom a Tri-Service Guard is appropriate
- d. other dignitaries, on the order of the Minister for Defence or the Chief of the Defence Force.

6.11 **Credential Guard.** A Credential Guard of Honour is a guard mounted at the presentation of the credentials of a foreign Nation's Ambassador to The Governor-General at Government House, Canberra.

CEREMONIAL GATE GUARD

Composition

6.12 A Ceremonial Gate Guard is to consist of:

- a. a junior officer Guard Commander
- b. a senior non-commissioned officer (SNCO) – normally SGT
- c. 10 airmen of CPL and below.

6.13 The guard is to be armed; the officer with a sword and the airmen with rifles.

6.14 Flags and SNCO bearers maybe included in a Ceremonial Gate Guard. The senior flag (usually the ANF) is to be positioned so it is on the VIP's left as they enter/depart the base/building.

Procedure

6.15 **Form up.** The Guard is to form up inside the main entrance to the Base on the side of the road that the personage will pass. As a normal guide, Regal and Vice-Regal personages sit on the right side of the car (behind the driver). However this can change depending on which side the personage will alight from the vehicle. Where space permits, the guard is to be formed up in two ranks at the open order. The SNCO will be positioned on the right flank as the Right Guide, with the Guard Commander three paces front/centre of the Guard.

6.16 Where the entrance road is too narrow for the guard to form up in two ranks at the open order, the Guard is to form up with the two ranks on either side of the road. The Guard Commander is to be positioned on the left flank of the rank on that side of the road that the personage will pass. The SNCO is to cover off the Guard Commander on the right flank of the opposite rank, as shown in Figure 23-1.

6.17 As the vehicle approaches, the guard Commander is to order the Guard:

GUARD, ATTEN – TION'
'GENERAL SALUTE (OR ROYAL SALUTE), PRESENT – ARMS'
'GUARD, ATTEN – TION', (given once the vehicle has passed the Guard)

6.18 The vehicle may not stop and simply continue through the main entrance. Nonetheless, it should be noted that there could be a distinct possibility that the personage may stop to speak with the Guard Commander and inspect the Guard on arrival. The Guard Commander is to prepare for this to occur. Once the vehicle has stopped, and with the guard at attention, the Guard Commander is to march forward to the vehicle. When the personage has alighted, the Guard Commander is to salute and say:

YOUR MAJESTY / YOUR ROYAL HIGHNESS / YOUR EXCELLENCY etc....., FLGOFF / FLTLT....., COMMANDING THE RAAF BASE..... CEREMONIAL GATE GUARD. MA'AM / SIR, DO YOU WISH TO INSPECT'?

6.19 The Guard Commander is to accompany the personage on the inspection and on the return to the vehicle. The Guard Commander is to remain by the vehicle, and as wheels roll, order:

'GUARD, GENERAL SALUTE, PRESENT – ARMS'
Once the vehicle has departed:
'GUARD, ATTEN – TION'

6.20 Once the vehicle is out of view, the guard may be stood down or dismissed until time to re-form if required, for the departure of the personage from the Base.

Figure 6–1 Layout of a Gate Guard

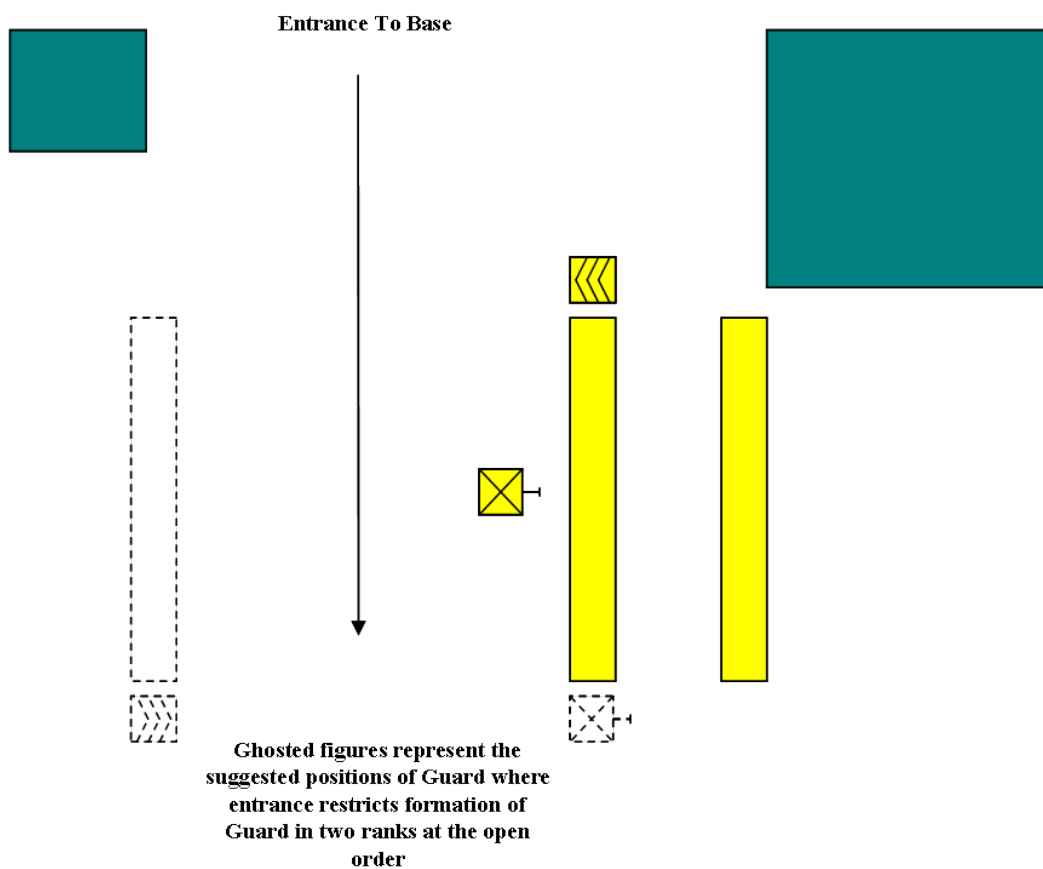


Figure 6–2 Ceremonial Gate Guard at Richmond in 2009



Figure 6-3 Inspection of the Gate Guard, Richmond 2009**STAIRWAY GUARD****Composition**

6.21 A Stairway Guard is to consist of:

- a. a junior officer Guard Commander
- b. ten members of CPL and below as members of the Guard formed up in two files
- c. two SNCO Flag Bearers.

6.22 **Flags.** Wherever possible, the national flag of the country of origin of the senior officer or for ADF officers, the service flag should be paraded with the Guard. The SNCO Flag Bearer carrying this flag is positioned one pace to the left of the left marker of the right file (looking toward the aircraft).

6.23 When a foreign flag is paraded, The Australian National Flag (ANF) is also to be paraded, with the SNCO Flag Bearer positioned one pace to the right of the right marker of the left file (directly opposite the foreign Flag). The ANF being on the left, from the Host Officer's point of view once they have turned about after walking through the guard.

6.24 Where a particular national flag is not available, the ANF need not be paraded, and the two SNCO Flag Bearers may be dispensed with. Two ANF's are not to be carried on a stairway guard.

Procedure

6.25 The stairway guard is to be formed up and positioned opposite the VIP arrival point before the scheduled arrival time for the aircraft. Care must be taken to protect the guard from excessive aircraft noise while positioned on the air movements

tarmac. After the aircraft has been marshalled safely to the VIP arrival point, the Guard Commander is to march the stairway guard in two ranks (opened out) to the designated area in line with either side of the exit door of the aircraft, as shown in Figure 12-4.

6.26 The Guard Commander will order:

'GUARD - HALT'

The guard is to halt on each side of the VIP walkway facing the aircraft.

'GUARD, INWARDS - TURN'

The left hand file is to turn to the right and the right hand file is to turn to the left.

'GUARD, RIGHT AND LEFT - DRESS'

The guard is to dress by the right and left flanks respectively on the national flags.

'GUARD, EYES – FRONT'

6.27 The Guard Commander will move to take up position on the left flank of the left file.

6.28 The Guard is now ready to receive the visiting foreign officer. As the visiting officer appears out of the doorway to the aircraft, the Guard Commander orders:

'GUARD, GENERAL SALUTE, PRESENT – ARMS'

If the Guard is unarmed:

'GUARD, GENERAL SALUTE, ATTEN – TION'. (all members are to salute, holding the salute in accordance with sub-paragraphs d and e below).

- a. The Flag Bearers are to 'Let Fly'. However, if strong winds could affect the salute, then the flags are to remain held.
- b. The Visiting Officer should return the salute. Escort officers are not to salute. Then accompanied by immediate staff and escort officers, the Visiting officer will walk down the pathway between the Guard, to be greeted by the Host Officer. Meanwhile other members of the visiting party are to remain with the aircraft until the Guard have departed the area.
- c. Irrespective of whether a band is present or not to play that country's national anthem, the salute is to be held by the Guard until the personage has cleared the ranks of the guard.
- d. The Host Officer will greet the visiting officer and the immediate entourage and guide them to their vehicles.
- e. Once the Visiting officer has been formally greeted by the Host Officer, the Guard Commander is to order.

'GUARD, ATTEN – TION'

6.29 The Guard can now depart the area. This will allow the remainder of the visiting party to alight from the aircraft.

'GUARD, OUTWARDS – TURN'

The Guard are now facing away from the aircraft.

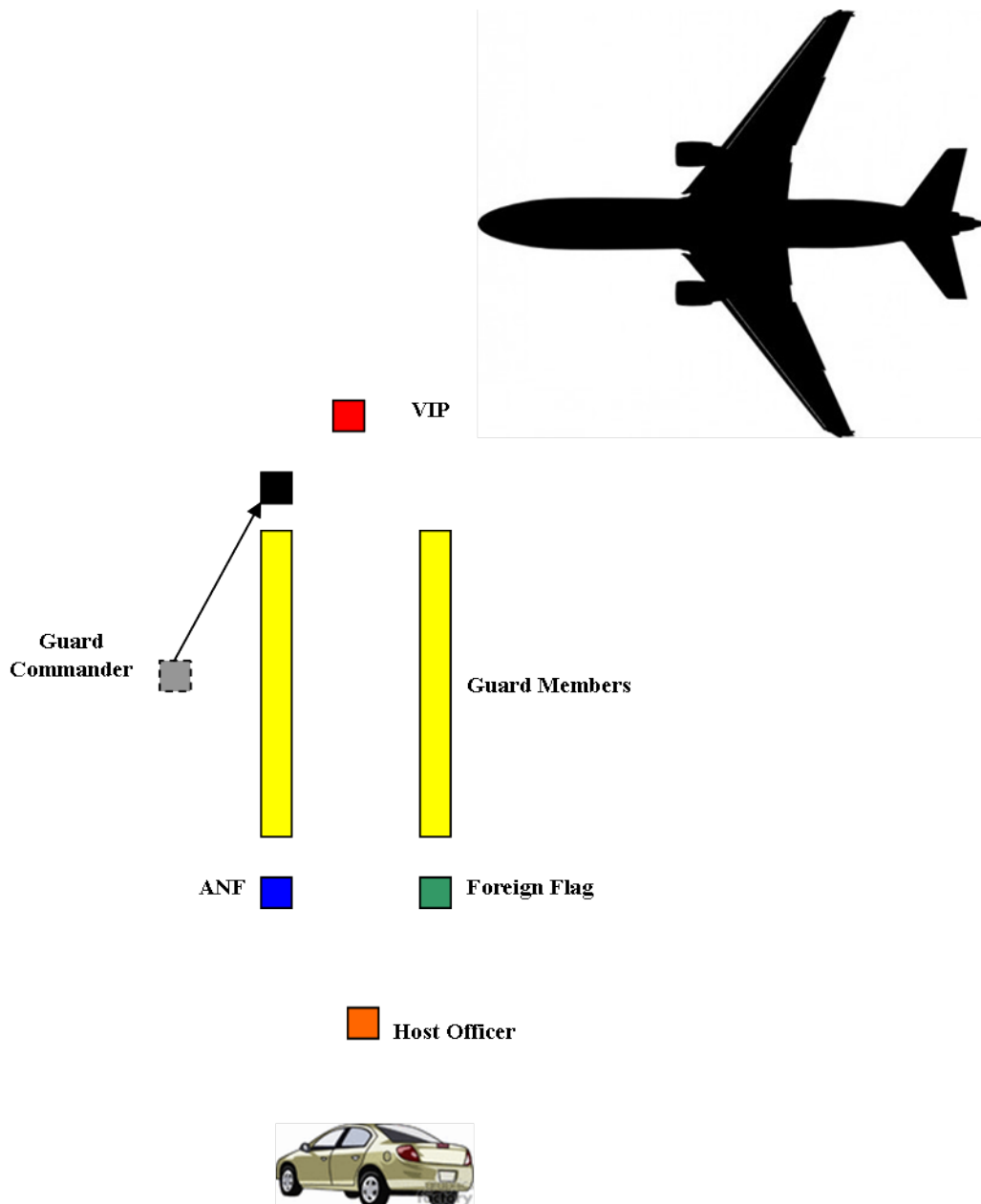
6.30 The Guard Commander marches back to position on the flank of the Guard.

'GUARD, BY THE RIGHT (dressing taken by the rank with the ANF), QUICK – MARCH'

The Guard is now marched away with the two Flag Bearers leading.

6.31 **Compliments Paid to the ANF.** With reference to Sect 2 Chap 6, the ANF is allowed to fly free when on the march. When a Stairway Guard parading the ANF marches past, personnel in uniform are to stand fast, turn and face the Guard and salute as the ANF passes.

Figure 6-4 Layout of a Stairway Guard



6.32 **Inspection of the Stairway Guard.** Normally an inspection of the Stairway Guard by the VIP is not conducted, although the Guard Commander must be prepared for this to occur. Wherever possible, prior arrangements should be made to advise the Base being visited that an inspection is required.

Figure 6-5 Stairway Guard for Chief of Defence Force, East Sale 2012



Figure 6-6 Stairway Guard for a United States Air Force General, Richmond 2009



Figure 6-7 Stairway Guard conducted as a senior United States Navy officer exits a building



Annexes:

- 6A [Royal and Half Guards](#)
- 6B [Credential Guard of Honour](#)

ANNEX 6A

ROYAL AND HALF GUARDS

Introduction

1. Guards of Honour are usually referred to as Tri-Service, and the Australian Federation Guard are normally tasked with conducting these Guards of Honour. It is unlikely that a Single Service would be requested to do so. However, the procedures have been retained to provide the necessary information if the likelihood were to arise where the Royal Australian Air Force (RAAF) was instructed to provide such a Guard of Honour.
2. Normally, and depending upon the status of the person for whom the guard is to be mounted, requests for such guards will initially be issued to Chief of the Defence Force (CDF) by the Department of Prime Minister and Cabinet for a Full Guard, or by order of CDF in the case of a Half Guard.

General Requirements

3. **Host Officer.** The Host Officer is to be the senior officer of the RAAF Establishment, who is to accompany the dignitary throughout the ceremonial.
4. **Co-Ordination and Training.** Co-ordination will be through Air Force Headquarters Ceremonial, and the responsibility for preparation and training will fall to the local Base Warrant Officer (BWOF).

Honours and Salutes. Honours and salutes are to be in accordance with Part 1, [Chapter 2](#) to this manual.

5. **Flags.** As with all ceremonial parades, the requirement for flags remains. Where flag masts are a permanent fixture, guards of honour are to be positioned so that the saluting point is immediately in front of the flag mast(s). Where they are fixed to a building, the guard should be positioned so that it faces the main entrance to the building.
6. Where there are no permanent flag masts, temporary flag masts are to be utilised and positioned behind the saluting point. When conducting a guard of honour in the vicinity of aircraft, flag masts are to be positioned to the rear of the parade area.
7. **Personal Standard/Flag.** Notwithstanding this safety requirement, the personal standard or flag of the personage is to be flown from a flag mast to the right of the saluting point. The normal practice of 'breaking' the personal standard or flag is to be conducted on the arrival of the personage. A flag attendant to the personal flag is required and is to be of SNCO rank.
8. **Door Openers.** Door openers are also required, and their duties are identical to all ceremonial parades.
9. **Aircraft.** Where a guard of honour is mounted for an arrival by aircraft, care must be taken to position the guard to help prevent unacceptable noise levels or turbulence from the aircraft. The guard is to be marched away prior to the aircraft departure.

COMPOSITION

Royal Guard of Honour

10. A Royal Guard of Honour is to comprise:
 - a. Guard Commander – one Squadron Leader
 - b. Flight Commanders – two junior officers
 - c. Guard Warrant Officer – BWOFF or SQNWOFF
 - d. SNCO Guides – one FSGT and one SGT
 - e. The Guard – 96 airmen of CPL and below
 - f. Colours – The Queen's Colour for the RAAF with associated colour party
 - g. Band – The Air Force Band is to be in attendance for all Royal Guards of Honour.

Half guard of Honour

11. A Half Guard is to comprise:
 - a. Guard Commander – Flight Lieutenant
 - b. Flight Commanders – two junior officers (FLGOFF/PLTOFF)
 - c. Guard Warrant Officer – BWOFF or SQNWOFF
 - d. SNCO Guides - one FSGT and one SGT
 - e. The Guard – 48 airmen of CPL and below
 - f. Colours – depending upon the location of the visit, available unit and SQN Colours with associated colour parties
 - g. Band – desirable but not mandatory.

Guard Formation

12. The formation of a Guard of Honour on the parade area is in two ranks.
13. Normally the guard is to form up in three ranks, and march from the assembly area in column of threes. However, where space is limited (front to rear of the parade), the Guard may form up in two ranks and march on in file.

PARADE PROCEDURES

At the Assembly Area

14. The Guard is to form up in the assembly area with the two flights separated with the space for the Colour Party already formed and at the close order.
15. Flight commanders are to be in review order in front of their flights. The Guard Commander and Guard Warrant Officer are to be aligned with the second and third members respectively, of the front rank of No1 flight. Swords are to be drawn, the Guard dressed and the parade stood at ease.
16. The Band, if present, should be formed up to the right of the Guard, in preparation to lead the Guard on to the parade area.

17. Where possible, the Colour Party is to form up in its normal position pre-marching on, 25 paces from and 10 paces forward of the left flank of the Guard. However, the location of the assembly area will dictate the positioning.

Marching on the Colours

18. When the parade is set, the Guard Commander will bring the parade to attention and order the Colours marched in. The parade is brought to the 'present arms' and the Colours marched on in the normal manner.

19. As the Colours are being marched in 'off parade', there is no requirement for the Colour Bearer to march forward prior to the playing of Point O' War.

20. Once the Colours are in position, the Guard Commander will turn the parade to the right in column of threes. The Colour Party will take post. The Guard Commander and Guard Warrant Officer will turn to the direction of march. The parade is now ready to be marched on.

Positioning the Marker

21. Where the parade area is unfamiliar or ill-defined, the FSGT Right Guide can be pre-positioned on the parade area to assist in the positioning of the Guard.

On the Parade Area

22. The Band will lead on to the parade area and march on to their position at the rear of the parade area. Again, positioning of the Band will be dependant on available space. The Guard will continue on and march on to their position.

23. When the Guard is halted, the Guard is to be turned left in to line. The Colour Party is to about turn and take post.

24. The Guard Commander will then order the guard to 'form two ranks'.

25. Normal dressing of one arm's distance may be varied given the available space on the parade area, by dressing at 'half arm interval' or 'without interval'.

26. The practice of the Right Guide marching out and dressing the ranks may be conducted if so desired. If this is done, on the command 'inwards dress', the Right Guide is to turn to the right and march out four paces, halt and about turn to face the front rank. The Right Guide is to dress the front rank, and on completion, order:

'FRONT RANK – STEADY'

27. The Right Guide is to then turn to the left, march forward four paces, halt and turn to the right and dress the rear rank. On completion, the Right Guide is to order:

'REAR RANK – STEADY'

28. The Right Guide is to then right turn and march back and halt level with the front rank, and turn left to face the front rank. The Right Guide is then to order:

'GUARD – STEADY'

29. The Guard commander will order the 'Eyes Front'. The Right Guide is to march back to the position two paces from the right marker, halt and turn to face the front.

30. The Guard will then be stood at ease.

Arrival of Personages other than for whom the Guard is Mounted

31. Ceremonial compliments are to be accorded to those entitled dignitaries in accordance with the procedures described previously in this Manual.

Receiving the Personage for whom the Guard is Mounted

32. As the vehicle conveying the personage approaches the saluting point, the Guard is brought to the 'Attention'.

33. If an Artillery salute is to be fired, it commences as the dignitary alights from the vehicle. If arriving by aircraft, the salute is commenced as the dignitary sets foot on the tarmac.

34. At the same time, the personal flag of the dignitary is to be broken at the mast head.

35. When the dignitary is positioned on the saluting point/dais, the Guard Commander will order a Royal/General Salute, and the Band will play the appropriate musical salute.

36. Colours will be lowered or let fly as appropriate.

37. If the ANF or RAAF Ensign are paraded, they are not to be lowered. It must be noted that neither the ANF nor RAAF Ensign are to be paraded in conjunction with Colours.

38. The Guard will then be brought back to the 'Attention'.

The Inspection

39. The Guard Commander is to move forward, salute the dignitary, and then accompanied by the Host Officer and ADC, escort the dignitary on an inspection of the Guard of Honour.

40. Compliments are to be paid to the Colours on the first pass of the inspecting party.

41. On completion of the inspection of the Guard, the dignitary may wish to inspect the Band (ascertained before the Guard is mounted). Her Majesty, the Queen does not inspect the Band, although other members of the Royal Family do.

42. When the dignitary rejoins the inspecting party, the Guard Commander escorts the dignitary back towards the saluting point. Unless otherwise directed, the Guard Commander is to take leave of the inspecting party at a point three paces to the right of, and three forward of the right flank of the Guard, while the dignitary proceeds to the reception line.

43. The Guard of Honour may now be required to either:
- a. remain in position until departure of the dignitary, in which case the Guard is to be stood at ease in accordance with the ceremonial time-table
 - b. march off to the assembly area, and reform for the departure
 - c. march past in column of route, or
 - d. March off for dismissal.
44. Where the Guard is present for the departure of the dignitary, normal ceremonial parade procedures are followed, with the Guard saluting the dignitary as the vehicle departs the area.

Dismissal

45. The Guard of Honour is to be dismissed in the assembly area. Colours or ANF/RAAF Ensign are to be marched out and the Guard dismissed.

ANNEX 6B

CREDENTIAL GUARD OF HONOUR

General Information

1. Credential Guards of Honour are now normally performed by Australia's Federation Guard. However, the information has been retained if the likelihood were to arise where the RAAF was requested to provide personnel for such a guard of honour.

Preliminary Procedures

2. Government House, Canberra will advise of the requirement for a credential guard, the date of the Guard and the information on the Ambassador elect who will be presenting their credentials. Where possible, the Guard Commander, Base Warrant Officer (BWOFF) and a representative from the Air Force Band, should conduct a reconnaissance of the area where the parade is to be held.

Formation for a Credential Guard

3. A credential guard of honour may be marched on to the parade area at Government House in either column of threes or column of twos, depending on the circumstances.

Composition

- 4. The composition of a credential guard is:
 - a. Guard Commander - junior officer
 - b. Warrant Officer - Normally a BWOFF
 - c. Right and Left Guides - FSGT and SGT
 - d. The Guard, consisting of 30 airmen, CPL and below.
- 5. The guard is to be armed.

On the Day

6. The Guard and the Band are to assemble on the roadway immediately in front of the entrance to the grounds of Government House, about 20 minutes prior to the arrival of the Ambassador elect. Once the Guard is formed up, the BWOFF should depart the assembly area. If the BWOFF is to remain with the Guard, the BWOFF is to take up position two paces centrally to the rear of the rear rank.

7. At the 15 minute mark, the Guard, at the close order, is to be turned to the right in column, and led by the Band, marched on to the parade area. The Guard is to halt in front of the portico and turned left in to line. The Band will have taken up position to the rear of the Guard.

8. The Guard will then be ordered to "Open Order March", and conduct a right dress.

9. The guard will be dressed at half arm interval. The Right Guide is to march out three paces, about turn and commence dressing the front rank. When satisfied with the dressing, the Right Guide is to order:

'GUARD, FRONT RANK, STEADY'

10. The procedure will be repeated for centre and rear ranks (or rear rank if in twos). On completion, the Right Guide is to return to the position three paces from the front rank and turn to face the Right Marker, and order:

'GUARD STEADY'

11. The Guard Commander is to order "Eyes Front", and the Right Guide is to march back and halt two paces from the Right Marker and turn to face the front. The Guard is then to stand at ease to await the arrival of the Ambassador.

Arrival of the Ambassador Elect

12. Normal procedure is for a bell to sound inside the portico of Government House to announce that the Ambassador elect has arrived at the entrance. This bell is also a signal for the Guard Commander to bring the Guard to attention.

13. A police motorcycle escort will normally precede the vehicle carrying the Ambassador. The Ambassador will alight from the vehicle and proceed to the steps of Government House. Once all the vehicles have departed the Guard Commander will order a General Salute, and the Band will play the appropriate musical salute.

14. On completion of the musical salute, the Guard will be brought back to the attention, and the Ambassador will enter Government House.

15. When the Ambassador is inside, the Guard Commander will order the Guard to "Close Order March" and "Right Dress". Commands should be given in a low clear voice, so as not to disturb the proceedings inside Government House, but loud enough for the Guard and the Band to hear.

Temporary Dismissal

16. The Guard is to be turned to the right. The Guard is to be marched off across the road to the lake side, whilst the Band march off to the rear of the parade area, and both elements are to be broken off.

Guard Reforms

17. After a rest of about 15 minutes, the Guard and Band are to reform, and upon indication from the ADC, are to march back on to the parade area, where they will stand at ease to await the emergence of the Ambassador and party from Government House.

18. As the doors open, the Guard Commander is to bring the Guard to attention. The Ambassador and ADC will move from the portico on to the grassed area, where the Ambassador will receive a Royal Salute, with the Band playing the appropriate National Anthem.

19. When the salute has been completed, the Guard Commander is to march forward to the Ambassador and advise the Ambassador that the Guard is ready for inspection, saying:

'GUARD OF HONOUR PROVIDED BY.....(Unit Name)..... AND THE AIR FORCE BAND, ARE READY FOR INSPECTION YOUR EXCELLENCY'

20. Accompanied by the Guard Commander and ADC, the Ambassador will inspect the Guard and the Band. The Ambassador will be escorted back towards the portico, and on reaching the right flank of the Guard, the Guard Commander will halt and request permission to return to the Guard, and salute. The Ambassador and ADC will then continue on to the portico where the Ambassador will take leave of the Governor-General, and enter the waiting vehicle. As the vehicle moves away, the Guard Commander is to order a Royal Salute, with the Band playing the appropriate National Anthem.

Marching Off the Credential Guard

21. At the completion of the Anthem, the Guard is to be brought back to the attention. The Guard is to be returned to the close order and dressed. The Guard Commander will then turn the Guard to the right, and follow the Band from the parade area to the assembly point where they will be dismissed.

CHAPTER 7

MISCELLANEOUS AND OBSOLETE PROCEDURES

Introduction

7.1 For the main part, this manual details ceremonial functions that remain in regular usage. However, there are a number of historical functions and ceremonies that are no longer performed by the RAAF, or at least performed so rarely as to make them obsolete. Certain outmoded guards of honour have already been discussed in [Chapter 6](#).

7.2 Functions such as street lining and formed guards are among those that are rarely, if ever, performed. Nonetheless, rather than commit them to total obscurity, the information on these procedures has been retained, so that they may be revisited should the occasion ever arise where the RAAF is requested to perform them.

7.3 The procedures detailed are:

- a. base and unit guards, piquets and sentries
- b. house guards
- c. street lining
- d. Queen's Birthday Parade

7.4 The above procedures are detailed in Annexes below

Annexes:

- 7A [Base and Unit Guards, Piquets and Sentries](#)
- 7B [House Guards](#)
- 7C [Street Lining](#)
- 7D [Queens Birthday Parade](#)

ANNEX 7A

BASE AND UNIT GUARDS, PIQUETS AND SENTRIES

Introduction

1. Since World War II, the traditional guard duty on RAAF establishments has virtually disappeared, and guards are no longer armed and given detailed areas or posts to control. Contracted civilian guards now control Base entry, whilst security in depth is performed by members of the Air Force Security (AFSEC) mustering.
2. However, this does not mean that at some time in the future they will not be re-introduced. Notwithstanding the functional purpose of guards, this chapter will deal with the traditional and ceremonial aspects of guard mounting. The traditional terms of Duty Staff Officer and Orderly Officer, although not in common use today, will be used in this chapter.

Composition of the Guard

3. Normally a guard is to be commanded by a junior officer however, if necessary, the guard can be commanded by a senior non commissioned officer (SNCO) or junior non commissioned officer (JNCO). Where the guard is under command of a junior officer, the guard will consist of a Flight Sergeant or Sergeant, an appropriate number of corporals, one trumpeter (if available), and a minimum of three airmen for each sentry post.

Arming of Guards

4. If the guard is to be armed, then all members are to be armed with those weapons considered appropriate for their guard duty.

Responsibilities

5. Guards and sentries are to carry out their duties with smartness at all times, remembering that they are in a position of great responsibility, requiring them to act sensibly, and use initiative when needed.
6. Compliments are to be paid to certain military and civilian personnel by either individual sentries or the whole guard.

Guard Compliments between Reveille and Retreat

7. Between the hours of stand-to (Reveille) and stand-down (Retreat), the complete guard is to be turned out to pay compliments. The guard is to Present Arms for:
 - a. Sovereign and members of the Royal Family
 - b. Governor-General
 - c. State Governors
 - d. uncased Colours

- e. senior two or three star officers, in uniform
 - f. the Senior ADF Officer of the Base when in uniform
 - g. any other distinguished persons for whom the guard has been ordered to turn out
 - h. once for Grand Rounds (inspection of the duty staff officer)
 - i. for armed units of the RAAF of squadron strength or larger, or similar units of the other Services.
8. The guard is not to salute, but is to be at attention only for:
- a. armed parties of less than squadron strength
 - b. once a day for Visiting Rounds (inspection by orderly officer).

Guard Compliments between Retreat and Reville

9. Between the hours of stand-down (Retreat) and stand-to (Reveille), the guard will only turn to pay compliments for:
- a. Armed units (present arms)
 - b. Grand Rounds (present arms)
 - c. Visiting Rounds (at attention only).

Compliments by Sentries

10. Between the hours of stand-to and stand-down, sentries are to 'present arms' to those personages and formed bodies detailed in paragraph 8. Sentries will perform a butt salute to all other commissioned officers. Between stand-down and stand-to, sentries are to 'present arms' to armed units and Grand Rounds only.

Parading Base and Unit Guards

11. Five minutes before the time ordered for the parade, members of the guard and / or piquet, are to assemble at the rear of the designated parade area in close column. The NCO for each guard/piquet is to act as marker. At this point, the guards and piquets are under the control of the Base Warrant Officer (BWOFF).
12. On command from the BWOFF, the NCOs from each of the guards/piquets are to march out in front of their group and call the roll. The BWOFF will then call for reports. Once reports have been received, the BWOFF will order all the formed guards to 'open order march' and 'right dress'. The BWOFF will then report to the orderly officer and accompany the orderly officer for the inspection of the guards.
13. Upon completion of the inspection, the guards will be returned to the Close Order and dressed. The orderly officer will then order the guard commanders to 'take post'. Where the guard is commanded by a SNCO, the SNCO will march from the right flank to a position three paces front/centre of the guard. If commanded by an officer, the officer will march from the front of the parade area and similarly take up position front/centre of their guard.

14. If the RAAF Ensign is to be lowered at this parade, the procedures laid down in Part 2, [Chapter 3](#) are to be observed. The same procedures are to be used for the ANF.

15. Guards and piquets are now ready to be marched off in readiness to commence their duties.

16. At the guard room, the guard commander(s) are to halt the guard with the command 'New Guard – Halt'. The guard is turned in to line at stood at ease. Orders are explained and on completion the guard commander will bring the guard to attention and order 'Guard, as a Guard – Number'. The guard commander will then order the first relief to fall in. A corporal will take charge of the first relief, and the remainder of the guard will be dismissed to the guard room to await their shift.

Posting and Relief of Sentries

17. The first relief is to be turned to the right. The CPL of the first relief is to take up position to the right of the rear rank, while the CPL of the old guard is to act as a guide and fall in in front of the relief. Each sentry will be relieved, commencing with the sentry outside the guard room.

18. When all the sentries have been relieved, and the new sentries posted, the CPL of the old guard will take command, while the CPL for the relief will lead the return of the old guard to the guard room.

Relief Procedures

19. When the first relief has formed up, the CPL of the new relief will bring the relief to attention, and order a right dress. On completion of the inspection, the relief will be turned to the right and marched off to commence the sentry change-over.

20. As the relief approaches each of the sentries, the sentry is to take post in front of the sentry box. At a distance of approximately six paces from the sentry, the CPL of the Relief is to halt the Relief and order the new sentry to "Take Post". On this command, the following actions take place:

- a. The new sentry is to march out in quick time and halt one pace to the left of the old sentry, then turn to face the front.
- b. The two CPLs are to march out and halt four paces in front of the sentries. The CPL of the Old Relief is to be in front of the old sentry, with the New Relief CPL in front of the new sentry.
- c. The New Relief CPL is to ask the new sentry "New Sentry, do you understand your orders?"
- d. When the new sentry has answered in the affirmative, the New Relief CPL is to order "Sentries, Pass". The old sentry is to step two paces forward, while the new sentry moves one pace to the right.
- e. The New Relief CPL will order "Turn", and the two CPLs and the old sentry turn to face the remainder of the new relief.
- f. On the command "Quick March", the two CPLs are to return to their positions within the relief, while the old sentry falls in to the rear of the relief.

- g. The New Relief CPL is to order "Relief, Quick March", and as they pass the new sentry order "Eyes Right (Left)". The new sentry is to present arms as the Relief marches past.
 - h. The New Relief CPL will then order "Eyes Front", and the new sentry returns to the attention.
21. Each sentry is to be changed in this fashion. When all sentries have been relieved, the two CPLs are to exchange positions. The CPL of the Old Relief is to take command, while the CPL of the New Relief takes position at the head of the Relief as they are marched back to the guard room. The old guard is now stood down.
22. All subsequent changes of sentries are to be conducted in the manner described above.

Conduct of the Sentry

23. **When Static.** When halted in front of the sentry box, a sentry is to be standing at ease and facing the front.
24. **Paying Compliments Whilst Static.** When a sentry is required to pay compliments (butt salutes or present arms), the sentry is to come to attention, take one pace forward and then salute. On completion of the salute, the sentry is to step back the one pace, and return to the stand at ease position.
25. **Marching the Beat.** To commence marching their beat, the sentry is to come to attention and step forward one pace. The sentry is to survey their beat before turning. Then to turn left or right to the direction of march and commence marching. At the end of the beat, the sentry is to halt, pause for four beats in quick time, then turn to face the front. Once again, the sentry is to survey their beat. The sentry will then turn to face the direction of march and return to their position in front of the sentry box. After a pause of four beats in quick time, the sentry will then turn to face the front, step back one pace, and resume the stand at ease position.
26. **Paying Compliments Whilst Marching the Beat.** If a sentry is required to pay compliments whilst marching up and down their beat, they are to halt, turn to the front and then pay compliments. The sentry is then to resume marching their beat.
27. **Double Sentries.** Where double sentries are posted, such as adjoining beats along the front of a main entrance to a residence or base, they are to work together, coordinating their pace and rifle movements. Patrols and the paying of compliments are initiated by the senior sentry which is the right hand sentry.

Challenges by a Sentry

28. A sentry is to challenge a person or persons approaching their post in the following circumstances, when:
- a. there is doubt over their authorization to pass, or where there are suspicious circumstances
 - b. there is a password to be delivered
 - c. it is necessary for the safety of the sentry
 - d. special orders have been given to challenge.

29. A sentry is to challenge when a person or persons approach within speaking distance. The sentry is to order "Halt". When the person has halted the sentry will order 'Advance and be recognised'. Where a group of people approach, the sentry will order 'Advance one and be recognised', permitting only one person at a time to come forward.

30. When the sentry is satisfied with identification and/or passwords are correct, the sentry will say "Pass friend, all's well".

31. The above method of challenge is normally reserved for ceremonial purposes. When guards and sentries are mounted for reasons of security, the general principle adopted by guards is to be based upon the requirements for the particular tasks for which they are mounted.

32. When challenging is deemed unnecessary, Grand or Visiting Rounds are to inform the sentry of their identity as they approach. Appropriate compliments are to be paid, and if the post is outside the Guard Room, the sentry is to turn out the guard.

33. Where the guard is to be turned out and time permits, the sentry should call "Guard, stand by. Commanding Officer / Grand Rounds etc approaching". This warning will ensure that all available members of the guard are ready.

34. The next call will be "Guard, turn out". The guard is to double out and form up at the attention and take up their dressing. The Guard Commander will order appropriate compliments, or order stand by to receive orders if turned out for other reasons.

Dismounting the Guard

35. After having been relieved, the guard is to be marched to the parade area and formed up ready for inspection prior to dismissal. The Guard Commander will order the guard to open order march, right dress and eyes front. The Guard Commander (if a SNCO) will report to the Orderly Officer to request the guard be inspected. If the guard has been armed, weapons will be inspected, and order all ammunition be collected. The guard will be stood at ease while all ammunition is accounted for. The guard will then be dismissed.

ANNEX 7B

HOUSE GUARDS

General

1. A house guard is a ceremonial guard mounted for a personage (normally Regal or Vice-Regal) who is in residence at a particular place. A house guard is not responsible for security, this being the responsibility of civil police. For a period of residence in excess of 36 hours, two identical guards should be provided in order to alternate tours of duty on a 24 hour basis.
2. Where possible, the House Guard is to be formed up away from the parade area, where an inspection will be carried out by the Guard Commander, accompanied by the BWOFF.
3. Colours may be carried within the House Guard, and a band is to attend all mounting, changing and dismounting of Guards, and to provide musical salutes.
4. Once the House Guard has been prepared, the entire parade is to be marched to the appointed parade area or parade ground.

Composition of a House Guard

5. Unless otherwise directed, the composition of a House Guard is as follows:
 - a. one junior officer guard commander
 - b. one senior non-commissioned officer
 - c. the required number of other ranks for sentry duties and relief.

Tour of Duty

6. The normal tour of duty is to be 24 hours. However, a guard change is not to take place on the day of arrival or departure of the personage for whom the guard has been mounted.
7. **Guard Stand Down.** A House Guard need not necessarily be on duty continually over the 24 hour period, and when not required, may be stood down. When this is the case, the sentry posts are to be manned between Stand-To and 2300 hours, or until the personage has returned to the residence for night, whichever is the latest.
8. **Normal Changing of the Guard.** The normal changing of the guard is to take place between 0900 hours and 1300 hours. The times may vary, but changes are to take place when the guard is not required to pay compliments.

Sentry Posts

9. Normally, only two sentry posts are manned. These are each manned by two sentries and are located at:
 - a. the main entrance to the grounds of the residence
 - b. the portico/entrance to the residence.

10. **Relieving Sentries.** Sentries are to be relieved hourly, except during times of arrival or departure of the personage, or scheduled visits by other distinguished persons.

11. **The Public.** Sentries are not to fraternise or converse with members of the public, maintaining dignity and composure under all conditions.

Ceremonial Posting and Relieving of a Guard

12. At the end of the 24 hour tour of duty, the guard is to be changed, and a new guard commander, guard sergeant and other ranks are to take over the duties.

13. **The Old Guard.** The Old Guard is to fall in at the open order, on the guard parade ground/area. The Guard Commander, accompanied by the Guard SNCO, is to inspect the guard, then stand them at ease to await the arrival of the New Guard.

14. **The New Guard.** The New Guard is to fall in away from the parade area, along with the Band. The Guard is to be at the open order, and inspected by the Guard Commander.

15. The New Guard is to be placed in close order, and led by the Band, marched to the parade area. The Guard is to be halted opposite the Old Guard at 17 paces distance, and turned in to line to face the Old Guard. The New Guard commander is to order the Guard to open order march, and right dress. The New Guard is to be stood at ease.

16. Where possible, the Band is to be positioned 10 paces to the rear of the New Guard.

17. The following actions are then to be carried out alternately by the two guards:

- a. The Old Guard is brought to "attention", followed by the New Guard
- b. The Old Guard is to "Present Arms", followed by the New Guard
- c. The Old Guard is brought back to the "Attention", followed by the New Guard
- d. The Old Guard is to "Stand at Ease", followed by the New Guard.

18. The commander of the new guard is to order his guard sergeant to number off the new guard, and post the first relief. The guard sergeant is to respond with 'SIR'. The guard sergeants of both guards who are positioned on the right flanks of their respective guards, are to left incline to face each other. The guard commanders of both the old and new guards are to outwards turn, left and right respectively.

19. The guard commanders and the guard sergeants are to step off at the same time:

- a. The guard commanders will march to their positions on the flanks of their guards; the old guard commander on the left flank; the new guard commander on the right flank; each five paces from the flanks, level with the front rank. They are to halt, about turn and stand at ease, facing each other.
- b. The guard sergeants are to march out to a central position in front of their respective guards, and halt facing each other. The old guard sergeant is to then turn to the right, while the new guard sergeant is to about turn and face the new guard.

20. The new guard sergeant will bring the new guard to attention and number them. The new guard sergeant is to indicate the numbered airmen who will make up the new relief, ordering, 'Numbers.....to.....First Relief, Fall In'. The selected airmen are to fall out and march to and halt in single file behind the old guard sergeant.
21. The new guard sergeant is to inspect the relief, and then fall in to their rear. Under direction of the new guard sergeant, the old guard sergeant and the new relief, are marched away to their sentry posts.
22. When relieved, the roles are reversed. The old guard relief will fall in behind the new guard sergeant, and under direction of the old guard sergeant, are marched back to the area where the two guards are formed up. The old relief is halted centrally between the two guards. The new guard sergeant is to fall in front and centre of the new guard.
23. The old guard sergeant is to inspect the off-going relief, then order them to fall in. The old relief is to fall in with the old guard.
24. The two guards are then stood at ease, and the guard sergeants are to return to their positions on the right flanks of their respective guards, and also stand at ease.
25. With the guards at ease, the two guard commanders are to come to attention, and together march out and return to their positions front and centre of their guards.
26. The following actions are then to be carried out alternately by the two guards:
- The New Guard is brought to "Attention", followed by the Old Guard.
 - The New Guard is ordered to "Close Order – March", followed by the Old Guard.
 - The New Guard is to "Right Dress", followed by the Old Guard.
 - The New Guard is ordered to "Eyes Front", followed by the Old Guard.
 - The Old Guard is turned left (right) in threes, and then marched away.
 - As they march off, the Old Guard is ordered to "Eyes Right (Left)", and the New Guard is ordered to "Present Arms".
 - The Old Guard will then "Eyes Front", and the New Guard will come to "Attention".
27. When the old Guard is clear of the area, the New Guard is marched to the guard room led by the Band. If Colours are carried, they are to be marched out before the guard is dismissed to the guard room. The Band is also stood down.

Compliments to be paid by a House Guard

28. The whole Guard will turn out and present arms for:
- the Sovereign and other members of the Royal Family
 - the person for whom the guard has been mounted
 - Vice-Regal
 - foreign sovereigns and members of that royal family

- e. Presidents
 - f. uncased Colours.
29. Guard turns out, but remains at attention while the Guard Commander salutes for:
- a. the Prime Minister
 - b. persons listed in accordance with Guard Standing Orders
 - c. CDF, CN, CA and CAF
 - d. uniformed officers of Flag, General and Air rank
 - e. senior diplomatic officials of a foreign state, where their sovereign or president is in residence
 - f. armed parties
 - g. Grand Rounds.
30. Individual sentries are to act in the same manner; present arms for those persons listed in Paragraph 28, and performing a butt salute for those in Paragraph 29.

ANNEX 7C

STREET LINING

General

1. In Australia, the military are seldom required to line streets, therefore when the RAAF provides personnel for this purpose, procedural practices are to begin as soon as practical after the requirements for the occasion are known. Both the officer commanding the street lining contingent and the BWOFF are to inspect the layout of the route to make them-selves fully conversant with the area. Common sense is to be used, and although even spacing is desired, personnel are not to be placed in awkward positions such as standing over gratings, potholes or tram lines, where drill movements would be difficult.

Figure 7C–1 Army personnel line Flinders Street in Townsville during the 1954 Royal Visit. Note lowered Colours



Crowd Control

2. The duties of the members conducting the street lining are purely ceremonial, and therefore do not include crowd control. Nonetheless, in cases where there may be breaks in the barriers lining the streets, they may, where ordered by their particular flight commander, assist the civil authorities to regain control. However, where persons break through the barriers and the ranks of the uniformed street liners, Service personnel are not to pursue those individuals. They are to concentrate

their efforts upon preventing further breaches. In doing so, they are to be mindful of the need to remain civil at all times.

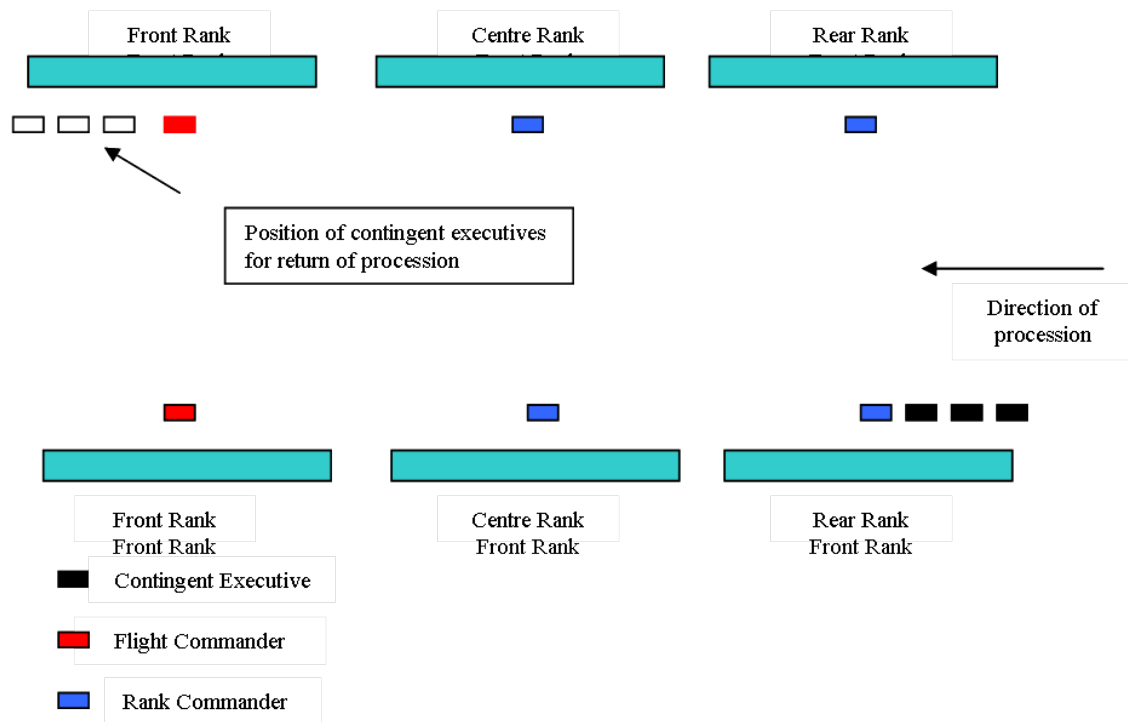
Composition

3. The number of personnel to perform street lining duties will be dependant on the distance that needs to be covered, and whether the event will be a single Service requirement or Tri-Service. Irrespective of those details, the composition of a street lining contingent is to be made up of an even number of flights, which on the day, will be positioned directly opposite each other on both sides of the street. Each flight will contain the same number of airmen in the ranks and one flight commander. Additionally, the flight will have two supernumerary officers, or warrant officers and/or SNCOs. These members will command the centre and rear ranks when the flights are extended to line the street.
4. The contingent is to be commanded by an officer, relevant to the size of the contingent and to the nature of the event. Where possible, an adjutant and a warrant officer should form part of the contingent executive.

Procedures

5. A marker for each flight is to be detailed and placed, in advance, at pre-arranged intervals across from each other on opposite sides of the street(s) to be lined. At the appointed time, each unit is to be marched in column of route, to their designated positions and halted by their commander. The flight commanders are to take over and march their flights to their respective markers.
6. Once a flight is halted on its marker, the following actions are to take place:
 - a. The flight is to be turned in to line, left or right.
 - b. The flight is to be moved in to the open order.
 - c. Centre and rear ranks are then to be turned left or right and then given the order to quick march.
 - d. When the centre rank is clear of the front rank, the officer/warrant officer/senior non-commissioned officer in control of that rank, is to halt them and turn them left or right in to line.
 - e. The rear rank will do likewise once clear of the centre rank. All three ranks are now on the same alignment.
 - f. The flight commander will then order a right or left dress.
 - g. If the width of the street allows, flight commanders and individual rank commanders are positioned three paces front and centre of their ranks. Where space is constricted, the distance should be reduced accordingly.
7. The contingent executives are to be positioned on the same alignments as the flight and rank commanders. They are to be on the left hand side of the road where the procession is approaching from the right, covering off the first, second and third members of the front rank of the first flight, as shown in Figure 7C-2). Where the procession will be returning along the same route, the contingent executives are to move to the opposite side of the road.

Figure 7C-2 Layout of a lined street



8. If the band is in attendance, it is to be placed wherever convenient, but not covering off gaps where local police have arranged for traffic movement. A band is to form up in two ranks with one rank on either side of the street, and placed on the directing flank of the contingent.

9. **Salutes.** The commanders of each rank are responsible for salutes, and are to bring their ranks to the present arms when the vehicle carrying the personage is about 20 paces away.

10. **Marching Off.** On completion, flights are to reform in to the direction they are to march off to, forming in to column of route. The band is to reform at the rear of the contingent.

11. **Guidance.** The procedures detailed in this chapter are a guide, and would pertain to the ideal situation where timing allows for full ceremonial placement of the contingent along the route to be lined. Notwithstanding this, where alternative methods are used due to local contingencies, every effort is to be made to ensure that military bearing is maintained.

ANNEX 7D

QUEENS BIRTHDAY PARADE

General

1. If the RAAF is directed to conduct a Queen's birthday parade, this event is to take the format of a ceremonial review. Either Her Majesty the Queen, a member of the Royal Family, the Governor-General or other suitable persons may be invited to review such a parade.

Parade Ground Flags

2. Where a standard RAAF flag mast is adjacent to the parade ground, the Queen's personal flag for Australia is to be flown from the masthead even though Her Majesty is not present, the RAAF Ensign is to be flown at the peak. When a standard flag mast is not part of the parade area, the Queen's personal flag for Australia is to be placed on the parade ground and the Australian National Flag and RAAF Ensign are to be displayed behind the dais.

Parade Procedure

3. On arrival at the parade area, the reviewing officer is to be received with the appropriate honours. If the reviewing officer is entitled to fly a personal flag or standard, it is broken and flown on the parade ground at the masthead. Where the Queen's personal flag for Australia will later be raised in its place and broken.

4. After the parade has marched past in review and has reformed, the reviewing officer is to move from the dais, to the right flank, so that he/she is facing the Queen's personal flag for Australia when it is broken. As the reviewing officer moves from the dais, his/her personal flag or standard is replaced by the Queen's personal flag for Australia, which is furled. When the reviewing officer is in position, the parade commander is to order a Royal Salute, at which time the Queen's personal flag is broken at the masthead (this is symbolic of the arrival of Her Majesty).

5. The parade will then advance in review order, at the end of which a second Royal Salute is given. The band (if present) is to play the Royal Anthem each time a Royal Salute is ordered.

6. **Feu-de-joie.** If the feu-de-joie is to be fired on The Queen's birthday parade, it is performed in place of the advance in review order. The volleys are accompanied by the Royal Anthem, the Colour escorts and guides are to be at the present arms position from the initial order by the Parade Commanders (PC) of 'present', until the PC's order of 'attention' is given at the completion of the Royal Anthem.

7. The procedure for firing a feu-de-joie with the Royal Anthem is as follows:

- a. The first volley is fired before the playing of the Royal Anthem; however, after the last round has been fired, the rifles remain at the shoulder, in the 'present' position.
- b. The first six bars of the Royal Anthem are played.
- c. At the completion of the music, the rifles are returned for the 'reload' and then back-up to the 'present' position where the second volley is fired.

- d. Again, the rifles remain at the shoulder, in the 'present' position for the playing of the remainder of the Royal Anthem.
- e. At the completion of the Royal Anthem the rifles are again returned for the 'reload'.
- f. Returned to the 'present' position for the final volley.
- g. After the last round is fired, the order 'stop' is given.
- 8. The procedure above may be incorporated with an Artillery 21-gun salute.
- 9. After the conclusion of the advance in review order/fue-de-joie and the Royal Salute, the parade is to give three cheers for Her Majesty the Queen. Details of this procedure are shown in the Colour consecration Part 3, [Chapter 2](#), Paragraph 2.98.
- 10. At the completion of the three cheers, a further Royal Salute is to be given. This is symbolic of the departure of Her Majesty the Queen. At the second movement of the 'Present Arms', the Queen's personal flag for Australia is to be slowly lowered, clearing the flag mast before the completion of the salute.
- 11. The reviewing officer may now resume his/her position on the dais, at which time his/her personal flag or standard is hoisted to the masthead. The parade is to continue with the march past.

GLOSSARY

Airman/Airmen	The collective term used throughout this Manual for Air Force personnel of the rank of FSGT and below.
Alignment	Any straight line on which a body of airmen is formed, or is to form.
Butt salute	The term used when saluting with the rifle in the attention position. Originates from when the .303 SMLE was the in service rifle and the salute when at the slope required "an airman to carry his right hand smartly across the body and strike the butt of the rifle smartly". AAP 819, July 1952.
Breadth	The vertical dimension of a flag, as used by the Navy. One Breadth is 23cm (see also yard).
Breaking of a flag	Releasing a folded flag at the mast head to fly freely (see furling).
Catafalque	Traditionally a raised platform supporting a bier on which a coffin rests. It may be represented for ceremonial by a shrine or remembrance stone.
Catafalque party	A guard mounted over a shrine or coffin during a period of lying in state, or at a shrine or remembrance stone at a memorial service.
Colour	Generic term for a Queens Colour, Squadron Standard or Governor-Generals Banner.
Column	Units on parallel and successive alignments at a distance from each other equal to their own frontage plus 10 paces.
Column, close	Flights or squadrons in column with distances to suit requirements. If specified distances have not been ordered, the distance between flights is to be 15 paces.
Column of route	Flights, squadrons etc, formed up in a column which has not more than three airmen abreast at any part, including officers and supernumeraries. Also the normal formation for a unit marching over a distance.
Column of threes	Flights, squadrons, etc, formed up facing a flank in sections of threes, officers and supernumeraries retaining their position as in line.
Credential guard	A guard of honour mounted for the presentation of Ambassadorial credentials to the Governor General.
Ceremonial gate guard	A guard of not more than 13 personnel mounted for visiting personages of the rank of Air Vice Marshal and above.
Depth	The space occupied by a body of airmen from front to rear.

Distance	The space between personnel measured from front to rear, from heel to heel. In the case of flights, etc, the distance is to be measured from the heels of the airmen of the front rank of one flight, to the heels of the airmen of the front rank of the flight, next in succession. The distance between units in formations is to be measured in paces of 75cm
Draping a colour	Attaching a length of black crepe to a colour as a sign of mourning at a state or service funeral
Dressing	The act of taking up an alignment and interval correctly.
Drill	The precise and instinctive execution of recognised military movements by an individual or group, in response to commands and/or signals
Feu-de-Joie	A rifle salute fired in three sequences, normally at parades commemorating the Sovereigns birthday. Often a gun salute is fired between the rifle salutes. Personnel are formed in three ranks and fire independently in quick succession from the right marker, right to left; left to right in the centre rank; and right to left in the rear rank. As any fue-du-joie would be part of a tri-service ceremony the procedure is not covered in detail in this manual.
File	Airmen positioned one behind the other, covering front to rear.
File, single	Any number of airmen covering front to rear on a frontage of one
File, blank	A file without a centre rank airman or without both a centre and rear rank airman. A blank file is always the second file from the non-directing flank
Flank	The right or left of a rank or body of airmen in line.
Flank, directing	The flank by which airmen and units take up and maintain dressing.
Flight	A body of personnel under the control of one person.
Form, right or left	Changing Direction without changing formation.
Form flight	Changing formation without changing direction, ie from section of threes to 'In-Line'.
Freedom of Entry	A ceremony where an Air Force unit or base is approved to march through the streets of a city, town or shire with swords drawn, colours flying and drums beating.
Frontage	The extent of ground covered by the personnel of a formation. For planning purposes frontage can be calculated by multiplying the number of files by 110cm, then divide by 75 to give the number of paces, eg a FLT with a frontage of 15 personnel covers a distance of 22 paces ($15 \times 110 = 1650\text{cm} \div 75 = 22 \text{ paces}$).

Furling a flag	The folding of a flag in a manner were it can be raised while folded to the mast head and broken on command.
Grand rounds	The duty officer of the day of the rank of SQNLDR or above, conducting an inspection of the base and/or guard posts.
Guide	An airman (usually SNCO) employed to mark points used to direct a formation or to regulate a formation or alignment.
Hauling a flag	Lowering a flag or ensign on a flag staff, from the mast head or peak.
Hoisting a flag	Raising a flag or ensign on a flag staff, to the mast head or peak.
Holding squadron	A squadron formed in line to hold and define the perimeter of a parade ground.
Host officer	An officer appointed to act as a host for the reviewing officer, welcoming them and accompanying them throughout the ceremony.
House guard	A ceremonial guard mounted at the residence of a personage (usually Regal or Vice-Regal).
Incline	A diagonal movement of 45' to the left or right at the halt or when marching.
Inglefield clip	A rigid clip formed of two rings joined side by side, one of which is attached to halyard rope, and other, having a small opening, slides into another similar clip in a flag. Swivel Eye & Hook NSN: 661424529, Hook, Sister Fixed NSN: 660779370.
Interval	The lateral space between the airmen of a flight on the same alignment.
Line	A number of airmen, flights, etc, formed on the same alignment.
Marker	An airman on whom a flight or unit takes up position.
Order, close	The formation of a flight in two or three ranks, at a distance from each rank of two paces of 75 cm each, or in the case of the latter, one pace of 75 cm.
Order, open	When in three ranks, a distance between each rank of three paces of 75 cm each. When in two ranks a distance between the ranks of four paces of 75 cm each.
Pace	The distance covered from one foot to another measured from heel to heel when on the move, normally 75 cm.
Pause	The period of time between successive drill movements.
Piquet	A party of personnel normally under the command of a CPL, carrying out a specific duty eg security piquet or fire piquet (see also sentry).
Point of war	The musical salute played for colours after they have marched on or are about to march off a parade.

Rank	A line of airmen, side by side on one alignment.
Schedule	Term used to denote the required musical salute as per Part 1, table 2A-2 eg Schedule H - 'RAAF Salute'.
Sentry	An airman placed in a location to stand guard or watch. In this manual usually in a ceremonial capacity (eg Catafalque Sentry) rather than a security or emergency response function. See also piquet.
Squadron	A formation of two or more flights.
Supernumerary	Any non-executive officer, warrant officer or senior non-commissioned officer of a flight.
Supernumerary rank	An extra rank or ranks composed of supernumerary officers, warrant officers and or senior non-commissioned officers formed up two paces to the rear of the rear rank of the flight. When in column of route, the distance is one pace behind the rear section of threes.
Visiting rounds	The orderly officer of the day conducting an inspection of the base and/or guard posts.
Wheel	A movement by which a body of airmen changes its direction on a fixed point normally through 90 degrees.
Wing	A formation of two or more-squadrons
Yard (flag size)	Flags were originally manufactured from bunting strips 40 yards long and 9 inches wide (or 9 inches in breadth) the strips being joined horizontally to make the flag, traditionally the length of a flag is twice the depth. Using this 2:1 ratio flag size can be described in how many breadths (widths) or yards (length) of material were required to manufacture it. A 2 yard/ 4 breadth flag measures 6 x 3 feet (180 x 90 cm).