



# **RAF DRILL AND CEREMONIAL**

Approved by:

Air Officer Administration Headquarters Personnel and Training Command

## **INTRODUCTION AP 818**

1. Drill is a powerful aid to discipline. It develops a sense of corporate pride, alertness, precision and readiness to obey orders instantly. Good drill in aircraft is directly fostered by the habit of drilling smartly on parade. Personnel are better prepared for combat and any work they have to do – on the ground or in the air – if fit and mentally alert. Thus, smartness on parade is not only a sign of good discipline, but a basic factor in raising the standard of performance of all Service duties.
2. The immediate reaction to orders shown by highly disciplined personnel derives directly from the performance of carefully conceived close-order exercises. It is this property that will enable a unit to keep cohesion and efficiency under a strain that would normally break it, thus enhancing the fighting unit.
3. This introduction is deliberately the same as in previous editions.

## AP818

### CHAPTER LIST

#### Part One - Drill

Chapter No	Title	Subject Matter
1	Principles	Sequence of Instruction / Commands / Timings / Aids to Instruction / Notes for Inspecting Officers
2	Foot Drill At the Halt	Lesson Plans with Photographs
3	Foot Drill In Quick Time	Lesson Plans with Photographs
4	Foot Drill In Slow Time	Lesson Plans with Photographs
5	Arms Drill	Lesson Plans with Photographs
6	Sword Drill	Introduction / Lesson Plans with Photographs
7	Stick Drill - Basic	Stick Drill (Closed) Lesson Plans with Photographs
8	Funeral Drill	Lesson Plans with Photographs (Arms & Sword)
9	Colour/Standard Drill	Lesson Plans with Photographs

#### Part Two - Ceremonial

Chapter No	Title	Subject Matter
1	Paying Compliments	Reasons / Occasions for Saluting / Service Ranks
2	Cheering	Tradition / Commands
3	Squad Drill	Format / Commands
4	Flight Drill	Format / Commands / Diagrams
5	Squadron Drill	Format / Commands / Diagrams
6	Wing Drill	Format / Commands / Diagrams
7	Parades - General Instructions	Parade Ground / The Review / Diagrams Key / Spectators
8	Review of a Flight	Format / Commands
9	Review of a Squadron	Format / Commands
10	Review of a Wing	Format / Commands
11	Guards of Honour	Half & Royal Guard Format / Commands / Diagrams
12	Queen's Colours and Sqn Standards	Marching On & Off Parade / Ceremonial in Church
13	Queen's Colours - Presentation	Presentation
14	Squadron Standards - Presentation	Presentation
15	Colours & Standards - Handing Over	Format for Squadron Reformation and Disbandment
16	The RAF Ensign	Handling / Flagstaff / Rank Flags
17	Royal Standards	Handling / Ordering
18	Freedom of Entry to a City or Town	Initial & Subsequent Parades
19	Service Funerals	Planning, Preparation, Ceremonial & Bearer Party Drill
20	Services at Local War Memorials	Order of Events

#### Part Three - Public Duties

Chapter No	Title	Subject Matter
1	Stick Drill - Advanced	Stick Drill (Open) Lesson Plans with Photographs
2	Sentry Drill	Duties of Single & Double Sentries including Patrolling
3	State Ceremonial	Street Lining / Carpet Lining / Step Guards
4	Forming	Change of Direction by Forming
5	London Public Duties	Changing the Guard at Buckingham Palace

# FOREWORD

## BACKGROUND

1. The 7<sup>th</sup> Edition of AP818 has been compiled against the requirement for up-to-date instructional techniques, the increasing level of joint ceremonial at unit level and a revision of all chapters to reflect current practice.

## USEAGE

2. The AP818 is split into 3 parts for ease of use. Part 1 is for use by drill instructors and contains lesson plans. Part 2 contains the ceremonial chapters for use in the formulation of parades and ceremonial and Part 3 is for the use of units employed on Public Duties (primarily the Queen's Colour Squadron).

3. There is no necessity to print out the AP818 from the CD ROM; however, for ease of reference Part 2 may be printed (single-sided) and bound in a 2/4 hole A4 ring binder. Instructors should only print off lesson plans from Part 1 as and when required.

## CONDUCT OF DRILL AND CEREMONIAL

4. The instruction of drill movements is clearly defined and must be taught by qualified drill instructors who have attended either the RAF Drill Instructor's course or the All Arms Drill course at the Guards' Depot.

5. Ceremonial will depend upon a number of variable factors; manpower, time for rehearsals, the size of the parade ground and the nature of the event. The building block of the parade is the Review of the Squadron and this chapter should be used as the basis for all squadron parades. The preliminary drill can be found in the chapters on drill in Part 2 and additional ceremonial, such as the presentation of a squadron standard, must be added to the basic format of the review.

## MAJOR CHANGES FOR 7<sup>TH</sup> EDITION

6. The major changes for the 7<sup>th</sup> Edition are as follows:

a. **Part 1 – Drill.**

- (1) Instructional chapters are in lesson plan format.
- (2) L85 rifle replaces the SLR.
- (3) Word of command “**SHUN**” replaces “**ATTENTION**”.
- (4) Alternate Stand Easy position is introduced for long parades.

(5) Change Step in Mark Time – command to be given as the right foot strikes the ground.

(6) Forward in Slow Time from Mark Time – the command “**FORWARD**” is to be given as one word as the left heel strikes the ground, when moving from Mark Time to the Slow March.

b. **Part 2 – Ceremonial.** All the relevant chapters have been revised to account for L85 Arms Drill and the word of command “**SHUN**”. In addition the following major changes have been made:

(1) Position of Squadron Commander. The position of the squadron commander has been standardised for all parades with a squadron standard or Queen’s Colour. With the squadron in Line of Flights the squadron commander is to be positioned 12 paces in front of the left flank of No 1 flight (with 2 or 3 flights on parade).

(2) Review of a Squadron – Chapter 9. The formation used for the Review of a Squadron has changed from Column of Flights to Line of Flights to reflect current practice.

(3) Colours and Standards – Chapter 12. Ceremonial for Colours and Standards in Church has been updated.

(4) Handing Over Colours and Standards – Chapter 15. Parade formats for the disbandment and reformation of a squadron are included.

(5) Freedom Parades – Chapter 18. A format for an initial freedom parade is given.

(6) Service Funerals – Chapter 19. The planning, preparation and ceremonial for a Service funeral are detailed.

c. **Part 3 – Public Duties.** All aspects of State Ceremonial have been moved to Part 3.

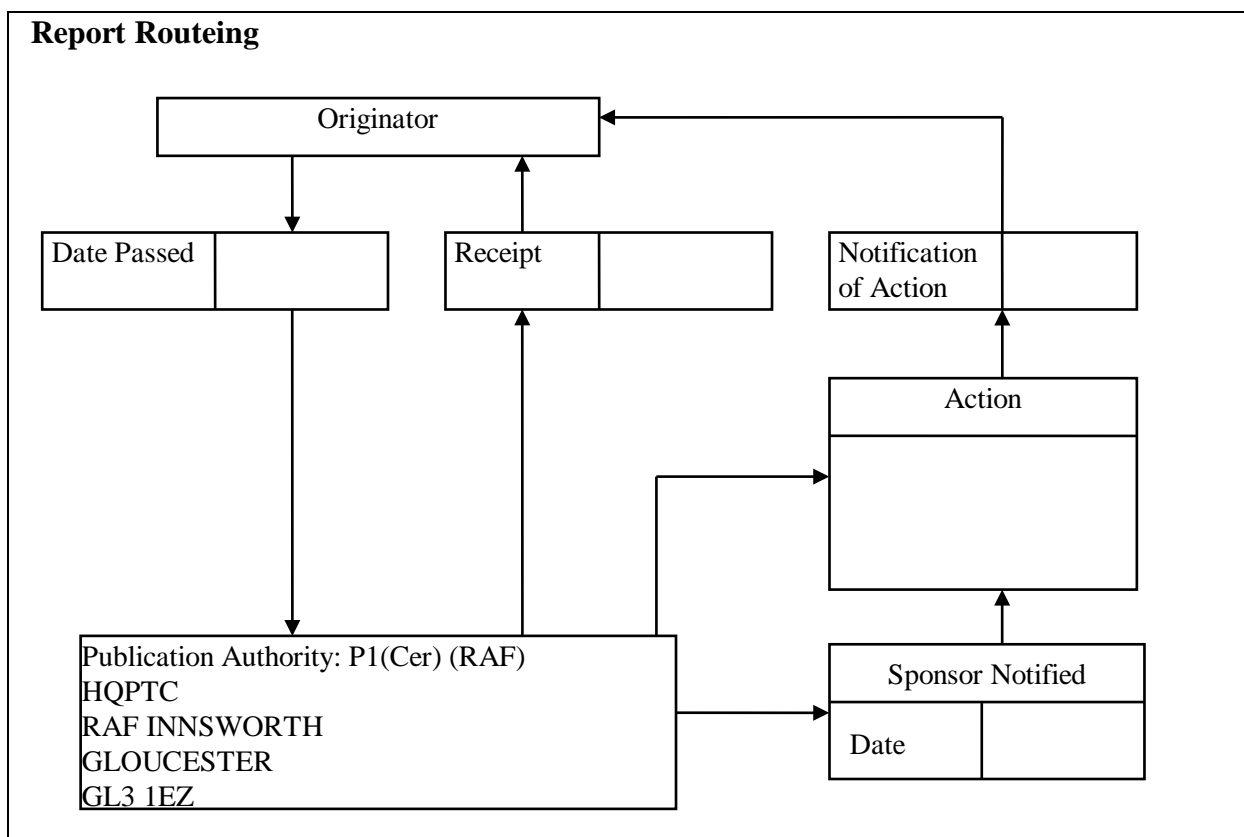
## **RECOMMENDATIONS**

7. Proposed amendments or recommended changes to this document should be made as an Unsatisfactory Features Report (UFR). An endorsed copy of the UFR should be submitted to P1(Cer)(RAF) at HQ PTC. A UFR is at pages vi and vii for this purpose.

# Unsatisfactory Feature(s) Report Air Publications

<b>Originating Unit</b>										
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<b>Air Publication</b>			
Publication No	<b>818</b>	Amdt/Issue/Revision Date*	
Title	<b>RAF DRILL AND CEREMONIAL</b>		
Elements Affected			



\*Delete as appropriate

**PART 1 - Originators Report** Unsatisfactory Feature(s)

Recommended Change(s) (Include continuation sheet(s) if necessary)

Photocopies of the original document, with amendments marked in red ink are acceptable.

Signature	Rank and Name	Telephone	Appointment

Unit Specialist Officer's Remarks

Signature	Rank and Name	Telephone	Appointment

**PART 2 - Publication Authority: P1(Cer) (RAF) HQPTC**

- #  # Tick as appropriate
- #  Interim report issued, Ref \_\_\_\_\_ Dated \_\_\_\_\_
- #  AIL issued, formal amendment will follow.
- #  Recommendations will be actioned in Amdt/Issue/Revision\* \_\_\_\_\_, estimated date \_\_\_\_\_
- #  Recommendations NOT/PARTLY\* agreed, see remarks below/enclosed\*
- \* Delete as appropriate

**Remarks**

Signature	Rank and Name	Telephone	Appointment

## **DEFINITIONS**

### **ALIGNMENT**

Any straight line on which a body of personnel is formed, or is to form.

### **ARMED PARTY**

An armed party is a party armed with swords, guns, rifles, sidearms or a party consisting of 2 or more armoured vehicles. Also, a church party is considered an armed party even if arms are not carried.

### **BLANK FILE**

An incomplete file. In 2 (or 3) ranks a front rank person only; in 3 ranks, with front and rear persons only.

### **CHANGE OF POSITION**

The movement when personnel take up a new alignment.

### **COLUMN**

Unit in parallel and successive alignments at a distance from one another equal to their own frontage.

### **CLOSE COLUMN OF FLIGHTS**

A squadron with its flights in line on parallel and successive alignments at a fixed distance.

### **CLOSE COLUMN OF SQUADRONS**

A wing with its squadrons in line on parallel and successive alignments at a fixed distance.

### **CLOSE ORDER (3 RANKS)**

The formation of a squad or unit in three ranks, one behind the other at a distance of one pace of 30 in/ 75cm between ranks. The ranks are termed the “front rank”, “centre rank” and “rear rank”; each person in the centre and rear ranks covering the corresponding person in the front rank. To achieve this position from the “Open Order” the “centre rank” stands fast and the “front rank” and “rear rank” moves.

### **CLOSE ORDER (2 RANKS)**

The formation of a squad or unit in 2 ranks, at a distance of 2 paces of 75 cm/30 in between ranks. The ranks are termed the “front rank” and “rear rank” and each person in the rear rank covers the corresponding person in the front rank. To achieve this position from the “Open Order” the “front rank” stands fast and the “rear rank” moves.

### **COLUMN OF ROUTE**

A column of threes with not more than 3 persons abreast in any part of the column, including officers and supernumeraries. This is the normal formation for personnel marching on a road.

### **COLUMN OF THREES**

A succession of personnel standing side by side in threes, covering.



<b>COVERING</b>	The act of one or more personnel or formed bodies being placed directly in rear of another.
<b>DEPTH</b>	The space occupied from front to rear by a body of personnel.
<b>DIRECTING FLANK</b>	The flank by which units march and dress.
<b>DIRECTING BODY</b>	The squadron, flight, file or individual responsible for maintaining direction in a drill movement.
<b>DISTANCE</b>	The space between personnel or units measured from front to rear, measured from heel to heel. In the case of units it is measured from the heels of the front rank of one unit to the heels of the front rank of the next unit.
<b>DRESSING</b>	The act of taking up alignment correctly. It may be “normal” at an arms length between individuals or “without intervals” at one elbow distance (with the left hand clenched and placed on top of the left hip).
<b>DRILL</b>	The means whereby a body of personnel is controlled and directed efficiently, through the executive command of one man, towards the attainment of the aim.
<b>ENSIGN</b>	<ol style="list-style-type: none"> <li>1. The Royal Air Force flag is an ensign (ie The Royal Air Force Ensign).</li> <li>2. The officer appointed (usually the most junior) to bear a Queen’s Colour for his unit or formation.</li> </ol>
<b>FILE</b>	Any person of the front rank together with the personnel covering immediately behind.
<b>FLANK</b>	Either side of a formed body, as opposed to its front or rear.
<b>FLIGHT</b>	A sub-unit, 2 or more of which comprise a squadron. Equates in size approximately to a naval or army platoon.
<b>FORMATION</b>	A number of units grouped together under one commander.
<b>FRONT</b>	The direction in which personnel or units are facing or moving at any given time.
<b>FRONTAGE</b>	The extent of ground covered laterally by a body or bodies of personnel.

<b>GUARD OF HONOUR</b>	A parade unit used to present formal ceremonial compliments to royal or presidential (by guard not exceeding 100 personnel) and other particularly distinguished (by a guard not exceeding 50 personnel) persons.
<b>GUIDE</b>	A person placed on the left and/or right of a line to maintain direction and alignment.
<b>HALF GUARD</b>	A colloquial term describing a Guard of Honour of not more than 50 personnel.
<b>INCLINE</b>	The movement by which direction is faced or gained to the front and flank simultaneously.
<b>IN FILE</b>	A succession of personnel, covering one behind the other.
<b>INTERVAL</b>	The lateral space between personnel or units on the same alignment measured between adjacent flanks.
<b>LINE</b>	Personnel or units formed on the same alignment.
<b>LINE OF SQUADRONS IN CLOSE COLUMN OF FLIGHTS</b>	A wing with its squadrons in close column of flights at 10 paces interval between squadrons.
<b>MARKER</b>	A person placed in position to mark a point where the flank of a squad or unit is to rest.
<b>OPEN ORDER (3 RANKS)</b>	The formation of a unit or squad in 3 ranks, one behind the other, at a distance of 3 paces of 30 in (75 cm) between ranks. To achieve this position from “Close Order” the “centre rank” stands fast and the “front rank” and “rear rank” moves.
<b>OPEN ORDER (2 RANKS)</b>	The formation of a unit or squad in 2 ranks, one behind the other, at a distance of 3 paces of 30 in (75 cm) between ranks. To achieve this position from “Close Order” the “front rank” stands fast and the “rear rank” moves.
<b>OUTER FLANK</b>	The opposite flank to the inner or directing flank.
<b>PACE</b>	<ol style="list-style-type: none"> <li>1. A measured distance on foot.</li> <li>2. The rate of movement when marching.</li> </ol>
<b>PARADE</b>	A formation of 2 or more units.

<b>PARADE COMMANDER</b>	The officer in actual command of all the personnel on a parade (ground).
<b>PATROL</b>	A small party of personnel usually commanded by an NCO carrying out some specific duty such as visiting sentries, inspecting an area or building as guards etc.
<b>PERAMBULATE</b>	Officers walking as individuals or pairs, just off the parade ground, prior to falling in.
<b>PICQUET / PICKET</b>	A party of personnel usually commanded by an NCO, detailed to carry out some specific duty, eg guard, fire picquet etc.
<b>PIVOT FLANK</b>	The flank on which a unit pivots when changing direction.
<b>PIVOT GUIDE</b>	A guide on a pivot flank of a unit.
<b>QUARTER GUARD</b>	A ceremonial guard which may be mounted at the entrance to a unit to pay compliments as required. (The term should not be confused with a Guard of Honour). A Quarter Guard is to consist of one officer, one SNCO and 6 or 8 junior ranks formed up in 2 ranks.
<b>RANK</b>	A line of personnel formed up side by side.
<b>REVIEW</b>	A ceremonial parade mounted for the specific purpose of honouring a particular distinguished person.
<b>ROYAL GUARD</b>	A colloquial term used to describe a Guard of Honour of not more than 100 personnel.
<b>SECTION</b>	A sub-division of a flight (especially RAF Regiment).
<b>SQUAD</b>	A small body of personnel formed for drill or working party.
<b>SQUADRON</b>	A unit consisting of two or more flights (sub-units). Equates in size approximately with a naval or army company.
<b>SUB-UNIT</b>	The smallest body of personnel under their own officer or NCO commander, as part of a unit.
<b>SUPERNUMERARIES</b>	Additional officers and NCOs of a unit who, for parade purposes are not fulfilling an executive role.

<b>SUPERNUMERARY RANK</b>	An extra rank composed of supernumerary officers or SNCOs. The supernumerary rank of NCOs will be 2 paces of 30 in (75 cm) to the rear of the rear rank. That of officers will be three paces of 30 in (75 cm) to the rear of the rear rank.
<b>TO CANT</b>	To incline or tilt an object; to set at an angle.
<b>TO DRESS</b>	To take up a correct alignment.
<b>UNIT</b>	A group of 2 or more sub-units under a commander.
<b>UNIT OF FORMATION</b>	The expression used in drill to describe the squadron or flight on which a change of direction is based.
<b>WHEELING</b>	A movement by which a body of personnel bring forward a flank on a fixed or moving pivot.
<b>WING</b>	A formation consisting of 2 or more squadrons or units. Equates in size approximately with a naval division or army battalion.