



# SENIOR MEMBER TRAINING

MILITARY FORMATIONS, MARCHING MOVEMENTS AND CEREMONIES



SENIOR MEMBER  
TRAINING

a.

## MILITARY FORMATIONS, MARCHING MOVEMENTS AND CEREMONIES

1. PURPOSE. Military organizations have used drill and ceremonies for hundreds of years. Drill is used as a way to develop individual and group response to authority by following orders promptly and precisely, build teamwork and esprit de corps, and to move masses of people from one place to another in an orderly fashion.

Civil Air Patrol is the auxiliary of the United States Air Force. Because of our close ties to the military, it is natural for drill and ceremonies to be included in some of our activities. Military formations, drill and ceremonies are an important part of the Cadet Program. Logically, it is also a part of the Senior Member Training Program and as a senior member you should be knowledgeable of some military style formations, ceremonies and basic marching movements.

You will be exposed to military formations and ceremonies during functions such as formations at your unit meetings, ceremonies, various schools, encampments, parades and other special activities and events. Descriptions and illustrations of military formations, ceremonies and basic marching movements that senior members are expected to learn and be prepared to perform upon occasion are included in this Chapter.

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15 February 1995

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## INTRODUCTION TO MILITARY FORMATIONS, MARCHING MOVEMENTS AND CEREMONIES

1. FORMATIONS: Senior members should begin learning military style formations and basic marching movements soon after completion of the Orientation Course in the Level 1 training.

a. Members first learn the individual positions and STATIONERY DRILL COMMANDS of:

- |               |                   |
|---------------|-------------------|
| + Attention   | + Right(Left)Face |
| + Parade Rest | + About Face      |
| + At Ease     | + Hand Salute     |
| + At Rest     | + Present Arms    |

In the following text the movement or command is stated first, followed by the pronunciation of the command in parentheses, and finally the steps necessary to perform the movement.

**ATTENTION:** (Tench-Hut) Given halted at normal or close interval in any formation.

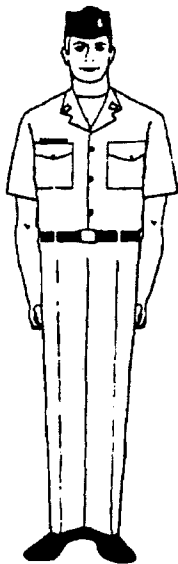


Fig . 1 Attention

- Heels together, on line and feet at 45degree angle
- Legs straight, but not stiff (knees bent)
- Body erect, shoulders square, head and eyes straight ahead
- Arms hang naturally, hand cupped with thumbs along the seams of the trousers or skirt
- Maintain silence and immobility

### Parade, REST:

(Parade, Hest) Given halted at attention, any formation, at normal or close interval.

- Preparatory command, "Parade"
- Command of execution, "Hest"
- Raise leg from hip just high enough to clear ground
- Place foot 12 inches left of right foot with heels in line
- At the same time, bring your arms to the back of your body, uncupping your hands
  - a) Extend and join fingers
  - b) Turn palms out
  - c) Place back of right hand in palm of left and right thumb to form an "X"
  - d) Thumbs point to ground
- Arms hang straight, but not stiff.

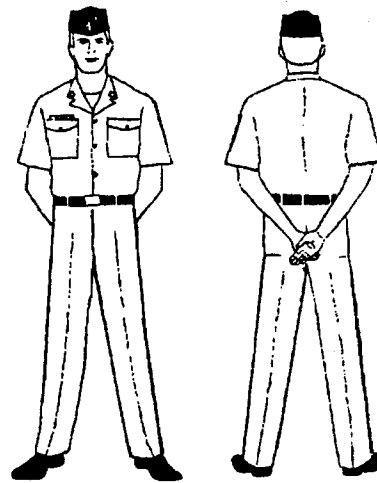


Fig . 2 Parade Rest

**AT EASE/REST:** Given at attention in any formation at normal or close interval

- At command, relax in a standing position
  - a) Position in flight will not change
  - b) Right foot will not move
- At Ease. Must maintain silence,
- At Rest low conversational tone permitted
- Only command received will be "Attention"

**Right, FACE:(Right, Hace)**-Given halted at attention, any formation at close or normal interval.

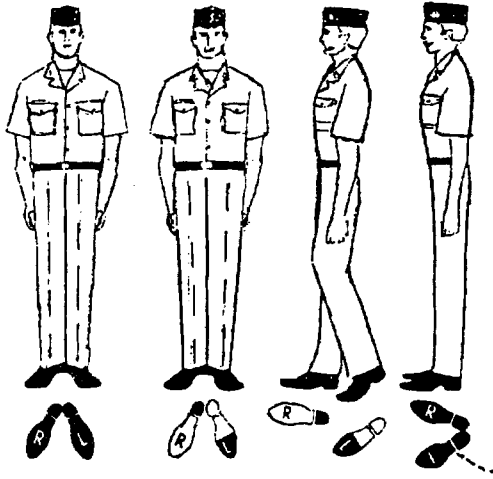


Fig. 3 Right Face

- Preparatory command-"Right"
  - At command of "Face" pivot 90 degrees to the right
    - a) Body remains at attention
    - b) On heel of right foot
    - c) On toe of left foot
  - Bring left foot straight in smartly
    - a) Heels together
    - b) Toes form 45 degree angle

**Left, FACE:(left, Hace)**-Given at attention, any formation at close or normal interval.

- Pivot 90 degrees to left
  - a) Body at attention
  - b) On heel of left foot
  - c) On toe of right foot
- Bring right foot up smartly

**About, FACE:(About, Hace)**-Given at attention, in any formation, at normal or close interval

- At command of "Face" pivot 180 degrees
  - a) Lift right foot from hip, slightly off ground
  - b) Place ball of right foot 1/2 shoe length behind and slightly to left of left foot
  - c) Keep upper body at attention
  - d) Keep arms pinned to sides
  - e) Pivot on ball of right foot and heel of left
- Complete maneuver at attention
  - a) Heels together    b) Toes at 45 degrees

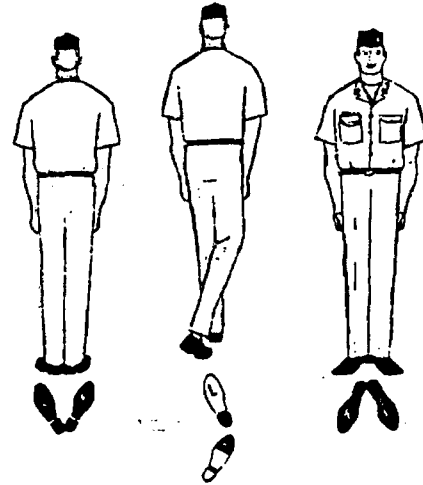


Fig. 4 About Face

**Eyes, RIGHT:(I's, Right)**-Given at attention, marching or halted, at close or normal interval.

- Head and eyes snapped 45 degrees right at command
- Element furthest right faces ahead
- Command begins with unit at eyes right
- Eyes returned to front on command

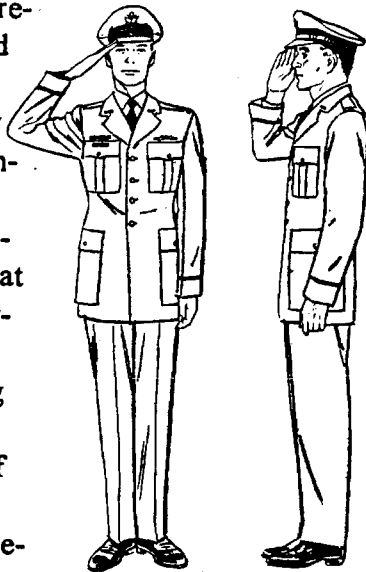
**Ready, FRONT:(Ready, Front)**-Given halted or marching at attention, at close interval or normal interval.



Fig.5 Eyes Right

**Present/Order, ARMS:** (Present/Order, Harms)-Given halted at attention, any formation, normal or close interval. This is the Hand Salute when in formation without weapons.

- "Present/Order" preparatory command
- At "Harms" raise right hand smartly to one of three contact points.
  - a) Right front corner of brimmed hat
  - b) Right front corner of eyeglasses when not wearing brimmed hat
  - c) Outer corner of right eyebrow when not wear eyeglasses or brimmed hat
- Upper arm parallel to ground, slightly forward of shoulder
- Forearm straight line fingertip to elbow, palm flat, turned in slightly



Present  
Arms or Hand Salute

**Hand, SALTUE:** "Hand" is preparatory command .

- Performed in two counts
  - a) First Count
    - (1) Right hand brought up
    - (2) Performed in same manner as in "Present, ARMS."
  - b) Second Count
    - (1) Arm brought down smartly
    - (2) Hand cupped as it passes the waist

## 2. FORMATION OF THE FLIGHT

a. The flight forms in two or more elements in line (Figure 6 )

b. At the command "FALL IN," the guide takes the position to the flight commanders left so that the leading element will fall in centered on and three paces from the flight commander. Each individual extends the left arm laterally at shoulder height with the palm of the hand down and fingers extended and joined. Each individual turns the head and eyes 45 degrees to the right. There are two exceptions:

(1) The individuals on the right flank (guide, 2nd, 3rd, and 4th element leaders) extend their arms but look straight ahead.

(2) The individuals on the left flank turn their heads and eyes 45 degrees to the right but do not extend their arms (Figure 7 ).

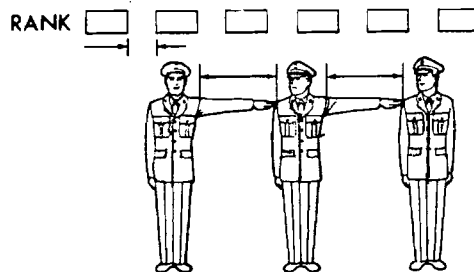


Figure 7: Normal Interval

c. As soon as the proper interval has been obtained, the individuals drop their arms to their sides, simultaneously turn their heads and eyes to the front without command, and remain at attention.

d. The other elements form in the rear of the leading element at a 40-inch distance. Members of the rear element extend their arms to obtain their approximate intervals but cover on the corresponding members of the preceding elements. (Figure 8)

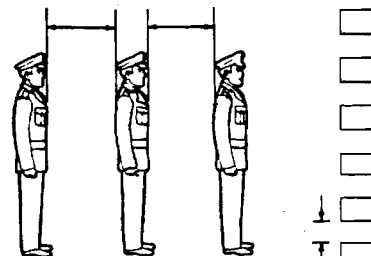
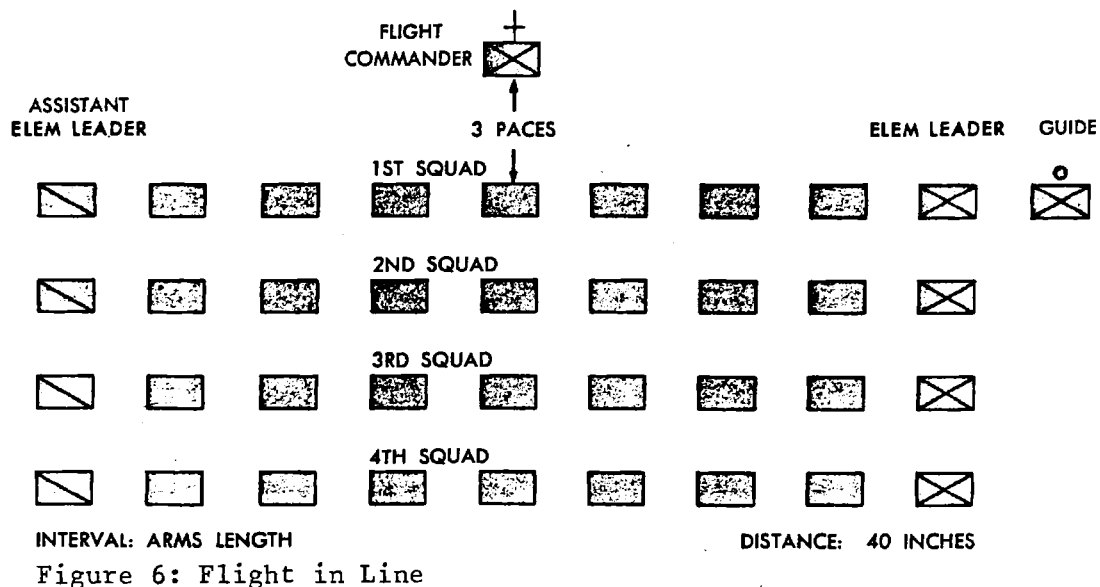


Figure 8: Distance FILE



e. To form at close interval, the command is "At Close Interval, FALL IN." At the command "FALL IN," the movement is executed as prescribed in the foregoing except that close interval is observed. Obtain close interval by placing the heel of the left hand on the hip, fingers and thumb extended, joined, and pointing downward. Hold the elbow in line with the body (Figure 9). The only commands to be given while the flight is in this formation are "At Close Interval, Dress Right, DRESS, Ready, FRONT: AT EASE; ATTENTION, FALL OUT, and DISMISSED."



Figure 9: Close Interval

f. To open ranks when in line, the command is "Open Ranks, MARCH." At the command "MARCH," the last rank stands fast and automatically executes dress right at normal interval. Each succeeding rank in front of them takes one, two, or three paces forward, halts, and automatically executes dress right. Each person covers on the person directly in front.

(1) The flight commander proceeds as in aligning the flight. If the flight is to be inspected, the flight commander takes one step forward and faces to the right, in a position in front of the guide. The command to open ranks is given to a formation when in line at normal interval only.

(2) To close ranks when at open ranks, the command is "Close Ranks, MARCH." The front rank stands fast, the second rank takes one pace forward and halts. Each succeeding rank takes two and three paces forward respectively and halts. Each person covers on the person directly in front.

### 3. INDIVIDUALS TO LEAVE RANKS

a. In line formation, when calling individuals out of ranks, the command is (grade and name) (pause) "FRONT AND CENTER." Upon hearing one's name, the individual assumes the position of attention. At the command "FRONT AND CENTER," the individual takes one step backward, (with coordinated armswing) faces to the left or right and proceeds to the closest flank and then to the front of the formation by the most direct route, halts one pace in front of and facing the flight commander or person in charge, salutes, and reports as directed.

b. To direct the individual's return, the command is "RETURN TO RANKS." The individual salutes, faces about and returns by the same route to the same position in ranks.

#### 4. Aligning The Flight

**Dress Right, DRESS:** Guide extends left arm laterally, palm down, fingers extended and joined.

- First element leader
  - a) Extends left arm
  - b) Snaps head to right 45 degrees
  - c) Establishes dress and cover with short choppy steps
- Second and third element leaders
  - a) Extend left arms
  - b) Face ahead
  - c) Cover and establish 40 inch interval
- Remainder of flight:
  - a) Fall into any open position and extend left arms snap heads right 45 degrees
  - b) First element will establish interval by ensuring shoulders touch fingertips of person to the right
  - c) Second and third element
    - 1) Attain dress by aligning to the right
    - 2) Attain cover by looking out of corner of eye and aligning to the front
    - 3) The last person in each element does not raise left arm but does snap head and eyes to right and obtain dress and cover
    - 4) Once proper dress, cover, interval and distance obtained, "Ready, Front" given.

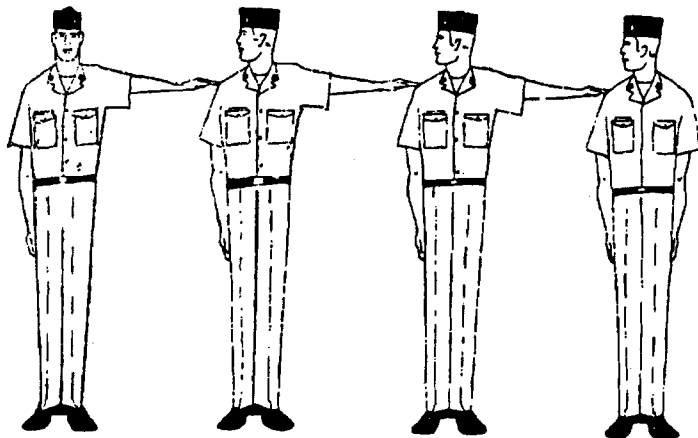


Fig. 10 Dress Right Dress

#### 5. EXPLANATION OF FORMATION AND MARCHING TERMS

- a. **Alignment**, dress or cover.
  - Base**, the element on which a movement is planned, regulated, or aligned.
- b. **Cadence**, the uniform step and rhythm in marching – the number of steps marched per minute.
- c. **Center**, the middle point of a formation. On an odd-numbered front, the center is the center person or element. On an even-numbered front, the center is the right center person or element, as shown in figure 11.
- d. **Cover**, individuals aligning themselves directly behind the person to their immediate front while maintaining proper distance. (Figure 13)
- e. **Depth**, the total space from front to rear of any formation. The depth of an individual is considered to be 12 inches. (Fig. 11)
- f. **Distance**, the prescribed space from front to rear between units. The distance between individuals in formation is 40 inches as measured from their chests to the backs of the persons directly in front of them. Flight commanders, guides, and others whose positions in formation are 40 inches from a rank are themselves considered a rank.
- g. **Double time**, rate of marching 180 steps (36 inches in length) per minute.
- h. **Dress**, alinement of element side by side or in line maintaining proper interval.
- i. **Element**, the basic formation; the smallest drill unit, comprised of at least three, but usually eight to twelve persons, one of whom is designated the element leader.
- j. **File**, a single column of persons placed one behind the other (figure 13).
- k. **Flank**, the extreme right or left (troops right or left) side of a formation in line or in column.
  1. **Flight**, two or more elements.
- m. **Formation**, an arrangement of the units in any prescribed manner.
- n. **Guide**, the airman designated to regulate the direction and rate of march.
- o. **Head**, the leading unit of a column.
- p. **In column**, the arrangement of units side by side with guide and element leaders at the head.



q. **In line**, the arrangement of units one behind the other with the guide and element leaders to extreme right flank.

r. **Interval**, space between individuals placed side by side. Normal interval is an arm's length. Close interval is 4 inches.

s. **Mark time**, marching in place at the rate of 120 steps per minute.

t. **Mass formation**, the formation of a squadron or group in which the component units are in column, abreast of each other at close interval.

u. **Pace**, step of 30 inches. This is the length of a full step in quick time.

v. **Quick time**, the rate of marching at 120 steps (30, 15, or 12 inches in length) per minute.

w. **Rank**, a single line of persons placed side by side (figure 12).

x. **Slow time**, the rate of marching at 60 steps per minute, used in funeral ceremonies.

y. **Step**, the prescribed distance measured from heel to heel between the feet of a marching person.

z. **Unit**, any portion of a given formation.

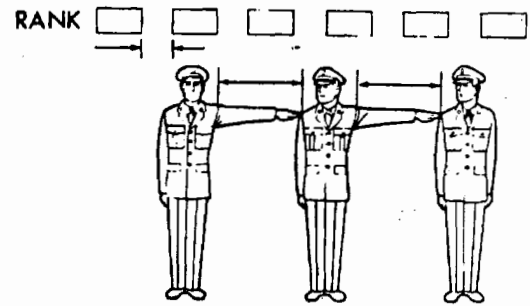


Figure 12

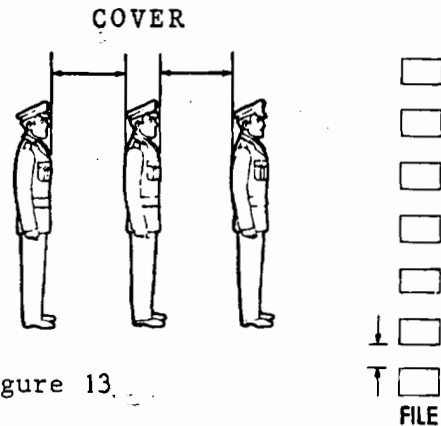


Figure 13

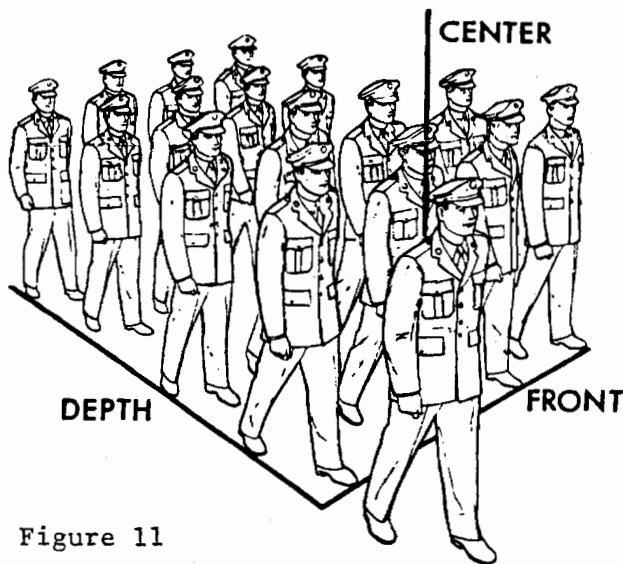


Figure 11

## 6. FLIGHT FORMATION WHILE MARCHING AND MOVEMENTS

a. Marching consists of certain movements by which the flight or squadron is moved in an orderly manner from one formation to another or from one place to another. These movements are executed with order and precision. The task of each person is to learn these movements and to do each part exactly as described. Otherwise confusion will result. Individuals also must learn to adapt their own movements to those of the group. That is why such standards as the 30-inch step, the cadence of 120 steps per minute, distance, and interval have been established. Everyone must move on command smoothly, smartly, and with exactness.

### MOVEMENT DRILL COMMANDS

- |                 |              |                     |                      |
|-----------------|--------------|---------------------|----------------------|
| • Forward March | • Quick Time | • Right (Left) Step | • Right (Left) Flank |
| • Halt          | • Half Step  | • To the Rear March | • At Ease March      |

## 7. STEPS AND MARCHING

a. The normal formation for marching is a column of two or more elements abreast. The element leaders march at the head of their elements.



Fig. 14 Flight in Columns

b. Whenever commands are given involving movements in which all elements in the flight do not execute the same movement simultaneously, the element leaders give supplementary commands for the movement of their elements.

c. When executed from a halt, all steps and marchings except right step and close march begin with the left foot.

d. Both the preparatory command and the command of execution are given as the foot in the direction of the turn strikes the ground.

Normally, the preparatory command is given as the left (right) foot strikes the ground, and the command of execution is given when the left (right) heel next strikes the ground.

c. CAP policy dictates the use of road guards as protection against motor vehicle traffic. Road guards stop traffic at intersections and other places where needed to insure the safety of the marching flight.

## 8 FORWARD MARCH AND HALT

a. To march forward in quick time from a formation at ATTENTION or HALT the command is "Forward, MARCH." At the command "MARCH," the airman steps off smartly with the left foot, continuing straight forward without stiffness or exaggerated movements, with 30-inch steps. The arms are swung easily in their natural arc, 6 inches to the front of the body and 3 inches to the rear. Eyes are straight ahead and marching rate is 120 steps per minute.

b. To halt from quick time, the command is "Flight, HALT," given as either foot strikes the ground. At the command of execution, one more step is taken and the rear foot is then brought alongside of the stationary foot, as at the position of attention, halting in two counts.

## 9 TO CHANGE INTERVAL WHILE IN COLUMN

a. When in column at normal interval at a halt or in march at quick time, to obtain close interval between files, the command is "Close, MARCH."

(1) At the halt, on the command "MARCH," the base element stands fast. The other elements obtain close interval by taking two, four, and six side steps respectively toward the base element and cover on their element leaders.

(2) When marching, the command "Close, MARCH" is given on the right foot when the base element is on the right and on the left foot when the base element is on the left. At the command "MARCH," the base element takes up the half step. The other elements obtain close interval by executing a 45 degree right (left) pivot and take one, three, and five steps respectively toward the base element. The original direction of march is resumed and the half step taken up when close interval is obtained. At the command "Forward, MARCH," all elements resume the 30-inch step.

b. To obtain normal interval between files when the flight is in column at close interval, at a halt or in march at quick time, the command is "Extend, MARCH." This movement is executed the same as close march but in the opposite direction.

## 10. HALF STEP

a. The command is "Half Step, MARCH," given as either foot strikes the ground. At the command "MARCH," the airman takes one more 30-inch step followed by 15-inch step in quick time, setting the heel down first.

(b) To resume the full 30-inch step, the command is "Forward, MARCH," given as the left foot strikes the ground. At the command "MARCH," the cadet takes one more 15-inch step with the right foot, then begins the full step.

c. The halt executed from half step is similar to the halt from the 30-inch step. The half step is not executed from the halt nor are changes of direction made from the half step. The half step is executed only in quick time. Armswing is normal.

## 11. SLOW TIME

a. To march forward in slow time from a halt, the command is "Slow Time, MARCH" At the command "MARCH," the airman steps off smartly with the left foot, continuing straight forward without stiffness or exaggerated movements, with 30-inch steps. The arms are swung easily in their natural arc, 6 inches to the front of the body and 3 inches to the rear. The rate of marching cadence is 60 steps per minute. Used in funeral ceremonies.

b. To halt from slow time, the command is "Flight, HALT," given as either foot strikes the ground. At the command of execution, one more step is taken and the rear foot is then brought alongside of the stationary foot, as at the position of attention, halting in two counts.

## 12. TO MARCH OTHER THAN AT ATTENTION

a. The command "Route Step, MARCH" or "At Ease, MARCH" is given on either foot when marching at quick time. (Route rhymes with "out.")

b. At the command "MARCH" of "Route Step, MARCH," one more step is taken and route step is assumed. Neither silence nor cadence is required, but prescribed interval and distance must be maintained.

c. At the command "MARCH" or "At Ease, MARCH," one more step is taken and "At Ease," is assumed. Cadence is not required, but silence, prescribed interval, and distance must be maintained.

d. These commands are given only from quick time. The flight must be called to attention before other commands may be given.

## 13. TO MARCH TO THE REAR

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

b. At the command of execution, "MARCH," the cadet takes a 15-inch step with the left foot, placing it in front of the right foot, pivots on the balls of both feet, turning 180 degrees to the right, and takes the step in the new direction. The pivot takes a full count. Arms are held at the sides as at the position of attention while executing the pivot. (Figure 15)



Fig. 15 To The Rear, MARCH

## 14. EYES RIGHT

Eyes right may be given at a halt or while marching. The command is "Eyes, RIGHT."

The preparatory and execution commands are given on the right foot while marching. At the command "RIGHT" all persons except those on the right flank turn heads and eyes smartly 45 degrees to the right. To return heads and eyes to the front, the command "Ready, FRONT" is given as the left foot hits the ground. At the command "FRONT" heads and eyes are turned smartly to the front. The opposite is carried out for eyes left.

### 15. TO CHANGE DIRECTION IN A COLUMN

a. The command is "Column Right (Left), MARCH." The command "MARCH" is given as the right (left) foot strikes the ground. The leading individual (the guide and flight commander excepted) of the right (left) flank advances one pace, pivots on the ball of the left (right) foot and advances another full 30-inch step. The individual then takes up the half step. Refer to Figures 16 and 17, illustrating column right at normal interval and column right at close interval, respectively.

b. In the meantime, the other individuals of the leading rank pivot 45 degrees to the right (left) in marching without changing the interval. When they are abreast of the pivot, they execute a second right (left) 45 degree pivot and conform to the step of the right (left) flank individual as they come abreast of that individual. (Figure 18)

c. The ranks in rear of the leading rank execute the movement on the same ground and in the same manner as the rank in front of them.

d. As soon as the flight has changed direction and interval and distance are reestablished, the commander orders "Forward, MARCH." On the command "MARCH,"

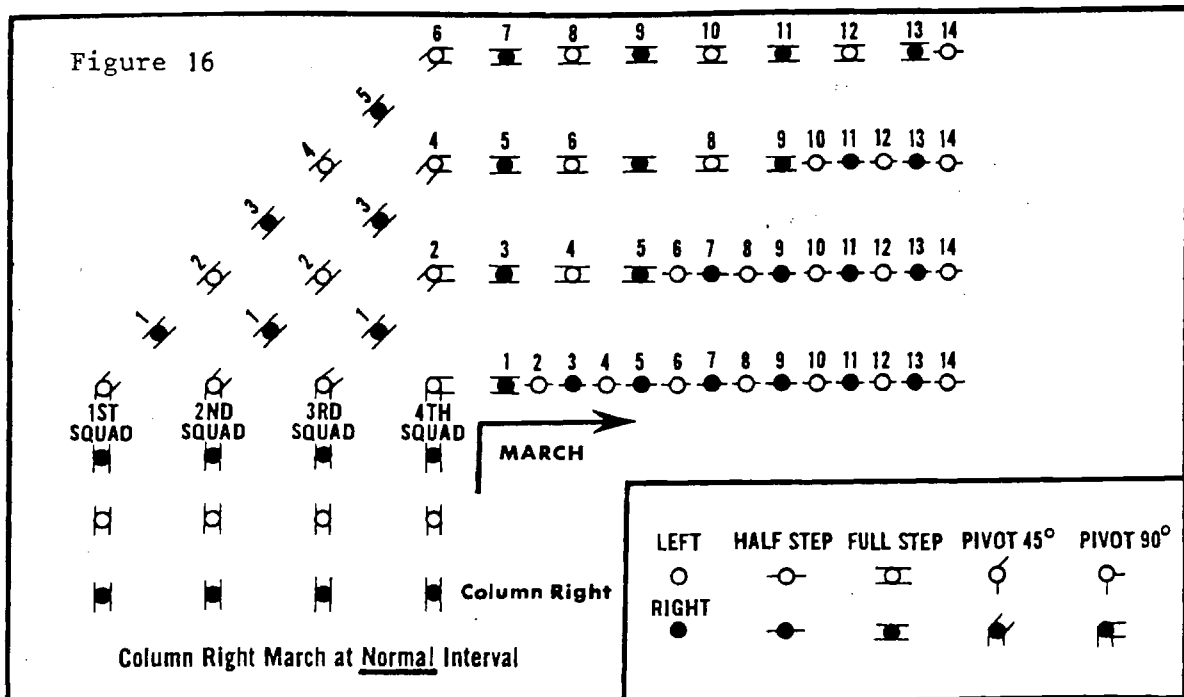
the 30-inch step is resumed. In turning to the left on a moving pivot, each rank dresses left until forward march is given. The dress becomes left at the preparatory command.

e. The guide and flight commander execute the movement on the command of execution and then pivot 45 degrees to their original positions in front of the column.

f. When column movements are executed from a halt column, procedures are similar to those in the foregoing explanation with two exceptions: At the command of execution, element leaders start the movement by executing a face in marching for a column left on a column right, element leaders take one pace forward and then execute the movement.

### 16. PARTIAL CHANGES OF DIRECTION

a. To change the direction of a column by 45 degrees, the command is "Column Half Right (Left), MARCH." The command of execution is given as the foot in the direction of the turn strikes the ground. The leading individual (the guide and flight commander excepted) of the right (left) flank advances one full step, pivots 45 degrees on the ball of the left (right) foot, and advances another full 30-inch step. The individual then takes up the half step as does each element member in the rank until the last individual is in place and abreast of the rest, they all resume the full step.



b. In the meantime, the other individuals of the leading rank pivot 45 degrees to the right (left) without changing the interval. When they are abreast of the pivot, they conform to the step of the right (left) flank individual.

c. The ranks in the rear of the leading rank execute the movement on the same ground and in the same manner as the rank in front of them.

d. To execute a slight change of direction, the command "INCLINE TO THE RIGHT (LEFT)" is given. The guide or guiding element moves in the indicated direction and the rest of the element follows. There is no pivot in this movement.

### 17 FLANKING MOVEMENTS

To march by the flank while marching, the command is "Right (Left) Flank, MARCH." At the command "MARCH" given as the right (left) foot strikes the ground, the cadet takes one step, turns on the ball of the left (right) foot and then steps off with the right (left) foot in the new direction of march. Arms are held at the sides as in the position of attention while the pivot is executed. The pivot and stepoff are executed in one count. This movement is used for a quick movement to the right or left for short distances only.

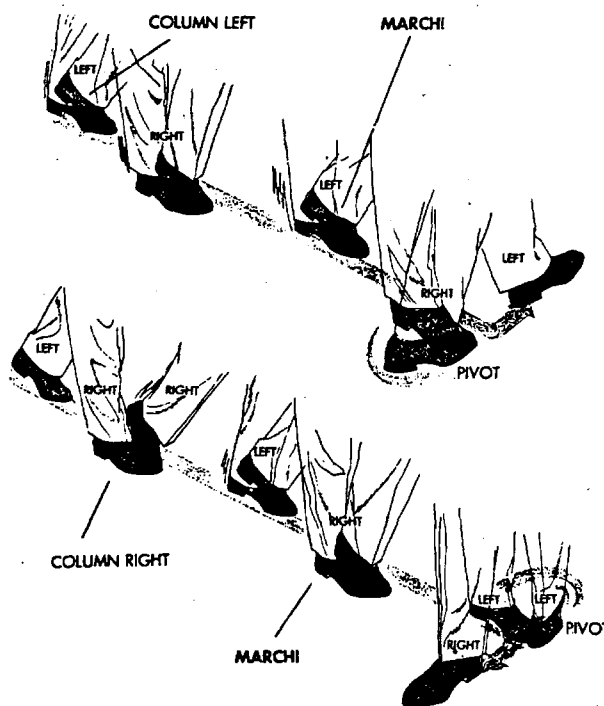
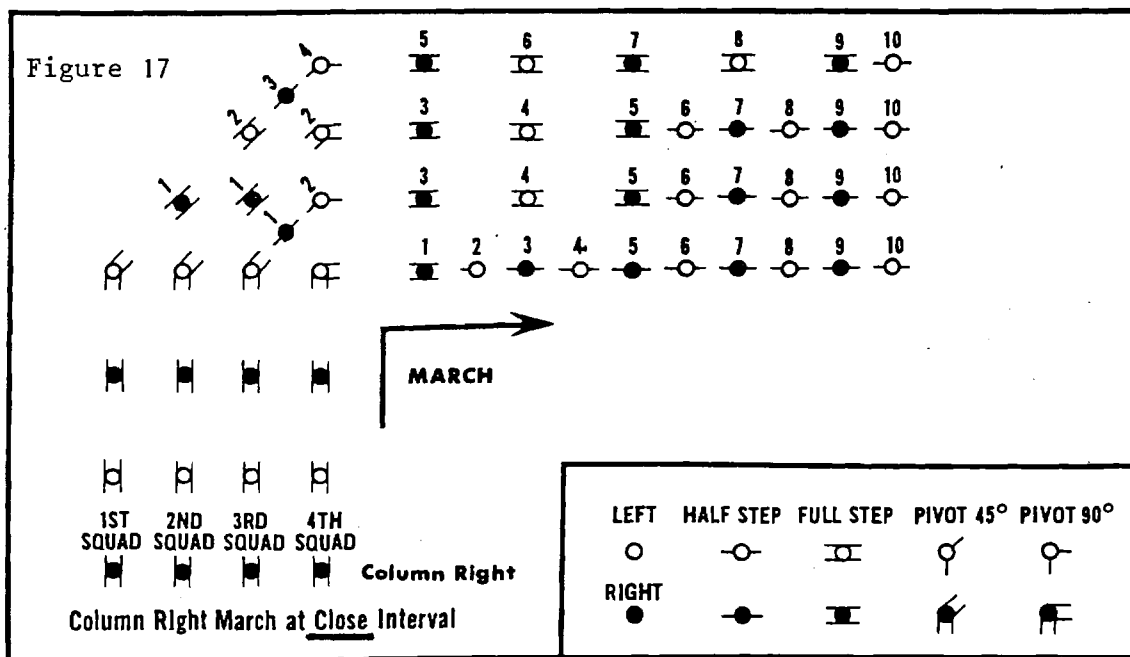


Figure 18 Commands for Column Left and Column Right Movements



## 18. INTRODUCTION TO CEREMONIES

a. The purpose of a ceremony is to afford distinctive honors to individuals or national symbols on special occasions and promote teamwork and pride in the CAP organization.

CAP members at special functions and encampments may be asked to participate in any or all of some special military ceremonies such as:

- + Presentation of Awards, Decorations and Promotions
- + Change of Command
- + Review
- + Retreat
- + Retirement
- + Funeral and Memorial services

Each ceremony is a sequence of events and may be included in a larger sequence of events such as a parade. In ceremonies your personal performance reflects upon the unit's efficiency, organization and reputation. You should know the different military ceremonies used in CAP and the purpose and relationship of these ceremonies to each other. You should be acquainted with the sequence of events for each type of ceremony to enable you to perform confidently any assigned role in a ceremony.

### b. TYPES OF CEREMONIES

#### (1) AWARDS AND DECORATIONS

Awards ceremonies recognize significant contributions or acts by an individual, group or unit on a local, wing, region or national level. Presentations may include letters, plaques, medals or other means of recognition. These ceremonies allow unit members to become more aware of the significant past performance by the persons to be honored.

See CAPP-3 for Ceremony Sample Agenda

#### (2) PROMOTION CEREMONY

Promotion recognizes an individual's potential for additional responsibility. Past performance obviously is a contributing factor, but is not the only one. As individuals develop their personal skills through training, education and proven performance, they receive added opportunity for advancement. Types of promotion ceremonies vary, but they allow unit members to participate in and observe the important transition from one rank to another for the selected individuals.

See CAPP-3 for Ceremony Sample Agenda

### (3) CHANGE OF COMMAND CEREMONY

Change of Command is a time-honored ceremony designed to mark the occasion when the responsibility of command is passed to the incoming commander. It is one of the most formal ceremonies conducted. The Change of Command signifies the end of one era and the beginning of the next. More often than not, it signals a new beginning—a renewal in progress of events and achievements of the organization. (Also, frequently the incoming commander receives a promotion prior to the actual Change of Command sequence.)

See CAPP-3 for Ceremony Sample Agenda

### (4) REVIEW

A review is the formation of cadets in a unit, group or wing and marching by a reviewing stand or area. A review may be held to let a higher commander, official or dignitary see how well a unit is trained. A review may consist of:

- + Formation of cadets and designated senior members (such as an encampment)
- + Inspection of members in formation from the reviewing stand or in the ranks.
- + Marching in a review formation in front of the reviewing stand.

### (5) RETREAT

A retreat ceremony serves a twofold purpose, it signals the end of the official duty day and serves as a ceremony for paying respect to the U.S. Flag.

On military installations, the flag is lowered at the end of each day. The retreat ceremony may take place at the squadron area, the base parade ground or in the vicinity of the flagstaff. If conducted at the base parade ground, retreat is a part of a parade ceremony. If conducted within a squadron area, it is normally a ceremony not involving a parade.

Usually, the bugle call "Retreat" is sounded and is followed by the playing of either the National Anthem or "To the Colors." If you are outside, you must stop what you are doing and face the flag. If in the military-style uniform, you stand at Parade Rest, during the sounding of "Retreat" then come to attention and salute during the playing of the National Anthem or "To the Colors." If you are driving a vehicle, you are to stop and sit quietly until the music ends; your passengers also remain silent.

See CAPP-3 for National Anthem details.

## (6) RETIREMENT CEREMONY

Retirement ceremonies traditionally highlight individual contributions to an organization for a lengthy period of service. They combine elements of awards and promotion ceremonies. At the end of a career, recognition should be given to the many positive contributions provided. Retirement ceremonies also serve notice to others that the person retiring has ended his or her active affiliation with the unit. Retirement ceremonies signal a time for someone else to take on the responsibilities vacated by the retiree.

See CAPP-3 for Ceremony Sample Agenda

## (7) PARTICIPATION IN FUNERAL CEREMONIES

### CIVIL AIR PATROL POLICY

Because of our close association as Civil Air Patrol members, we are always deeply saddened when one of our members passes away. Naturally, we deem it an honor and a privilege to be able to pay our last respects to a lost associate. Of course, the wishes of the next of kin regarding the extent of CAP participation is paramount. With the exceptions of paying last respects during visiting hours and attending church and graveside services, Civil Air Patrol personnel will not participate in any services unless specifically requested by the next of kin.

### TYPE OF FUNERAL CEREMONIES

#### FUNERAL WITH CHAPEL SERVICES

This ceremony is provided when all required persons and equipment are available and when desired by the next of kin. In most cases, the funeral director will be knowledgeable about the specific protocol to be followed.

#### FUNERAL WITHOUT CHAPEL SERVICES

For this service, the procession usually forms at, or near, the entrance to the cemetery. The funeral director supervises the transfer of the casket from the hearse or makes arrangements for the hearse to be a part of the procession. While the casket is being transferred, the escort is brought to present arms and the honorary pallbearers uncover or salute as appropriate. The funeral procession then forms and proceeds as prescribed below.

#### GRAVE SITE SERVICES

CAP representatives (chaplain, if a part of the unit, and pallbearers) participating in the service are in position before the arrival of the casket. Again, there are specific steps to be followed which will be supervised by the funeral director.

#### MEMORIAL SERVICES

Services are held in a chapel without the remains present. This type of ceremony is usually performed when the funeral service is held elsewhere.

#### FIRING PARTY

Civil Air Patrol does not bear arms except as a part of the color guard. If the deceased is an honorably discharged veteran and the next of kin desires a firing party as part of the grave site services, local veterans' organizations or military bases may be contacted. This is usually done by the funeral director.

## CEREMONY CHECKLISTS

Good ceremonies don't just happen. They must be preceded by quality planning. Then the details must be completed in a timely manner. The more effective planning which goes into an event, the better the event will be. The CAPP 3 checklists have been designed to give any project officer a suitable means of conducting the types of ceremonies mentioned herein. Always remember that you can seldom have too much detailed planning.

Strive for a perfect ceremony every time. Everyone will appreciate the ceremony more, and the special feeling you create will become a positive lasting memory for all concerned. Many CAP events will honor several individuals and will require additional attention to detail. It is not possible to cover all situations, but most are covered

Remember, common sense and courtesy should prevail, and when a problem arises which project officers cannot resolve, they should seek a command decision.

### REFERENCES:

Additional information and specific detailed instructions are included in the following;

- AFR 50-14 Air Force Drill and Ceremonies
- CAPM 50-3 CAP Leadership Laboratory Manual, Volume I
- CAPP-3 Guide to CAP Protocol
- CAPP-151 CAP Standards, Customs and Courtesies
- CAP Cadet Drill and Ceremonies Manual

